

Ainsworth Community Schools
Board of Education
Regular Meeting
District Office
August 10, 2020 - 8:00 PM

AGENDA

The Mission Slogan of Ainsworth Community Schools is "ACS CARES: We are Committed to Achieving Results for Everyone's Success"

In accordance with the Nebraska Open Meetings Act 84-1407-14 the Open Meetings Act is posted on the south wall of the District Office Board Meeting Room.

{{Name: Agenda Item Name}} {{AgendaItemEnd}}

The Board reserves the right to move into closed session to protect the public interest or needless injury to the reputation of an individual for any action item listed on the agenda. The Board may, at its discretion, change the order of the agenda to accommodate unforeseen issues related to an agenda item.

1. Opening Procedure, Regular Meeting of Board

1. Call to Order, Roll Call, and Pledge of Allegiance
2. Additions to Published Agenda, if any
3. Welcome Extended to Visitors
4. Community Input on any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
5. Community Input on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

2. Consent Agenda

1. Minutes of Previous Meeting(s) , attached
2. Set the following meetings of the board: 1) Budget Retreat, August 24, 2020, 7:00 pm (no formal business); 2) Budget Hearing, September 14, 2020, at 8:00 pm; 3) Tax Request Hearing, September 14, 2020, immediately following the budget hearing; and 4) Regular Board Meeting for September 14, 2020, immediately following the tax request hearing. All meetings are open to the public and will be held in the District Office. The current agendas will be available for public inspection in the office of the superintendent.
3. Payment of Claims, Authorization Report, attached
4. Cash Flow & Financial Reports

3. Reports/Information to the Board

1. Principals and Activities Director Reports, if needed
2. Superintendent Report

4. Action Items

1. Approve the Student-Parent and Teacher Handbooks for 2020-21
2. 2020-21 Re-opening COVID-19 Resolution
3. Certified Staff Resignation
4. Transfer from General to Depreciation Fund
5. Icon (Trane) Invoice - Depreciation Fund
6. Option Enrollment Request

7. Option Enrollment Request
5. Adjourn

July 13, 2020

The Board of Education of School District #10 held its regular meeting on Monday, July 13, 2020. Board members present were: Brad Wilkins, Scott Erthum, Jessica Pozehl, Frank Beel and Mark Johnson. Members absent: Jim Arens. Also present were Superintendent Dale Hafer, Principals Steve Dike and Curtis Childers. There were a few guests in attendance. The meeting was called to order by Vice President, Mark Johnson at 8:00 p.m.

Notice of the meeting was in the Ainsworth Star Journal and on radio station KBRB.

As noted during the meeting a current copy of the Open Meetings Act is posted on the east wall of the High School Cafeteria.

Motion was made by Scott Erthum and seconded by Mark Johnson to approve the following consent agenda items: Minutes of the June meetings, claims in the amount of \$935,438.39 from the General Fund, \$14,089.50 from the Lunch Fund, \$50,000.00 from the Depreciation Fund, \$429,911.25 from the Special Building Fund and \$2,070.50 from the Section 125 Fund. Schedule the next regular Board Meeting for August 10, 2020 at 8:00 p.m. in the Cafeteria or District Office depending on health measures. The Cash Flow Report for the month of June was given. The Treasurer's Report was given as follows: Cash Assets: June 30th: \$3,426,131.12. Roll call vote: Pozehl – Aye, Erthum – Aye, Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye. Motion carried.

36850	WEST PLAINS BANK	375,000.00
36851	FIRST NATIONAL BANK	375,000.00
36873	ACCO BRANDS USA LLC	70.86
36874	ACTIVITY ACCOUNT	40,345.10
36875	DENISE ADCOCK	86.96
36876	AINSWORTH STAR-JOURNAL	299.87
36877	AKREQU	290.76
36878	AMAZON CAPITAL SERVICES	3,044.86
36879	BIO CORPORATION	111.19
36880	BLACK HILLS ENERGY	533.37
36881	BLICK ART MATERIALS	323.22
36882	BOMGAARS	109.95
36883	BROWN COUNTY HOSPITAL	368.88
36884	BUCKLES AUTOMOTIVE	9.76
36885	CAROLINA BIOLOGICAL SUPPLY CO.	270.41
36886	CENGAGE LEARNING	5,083.10
36887	CENTRAL VALLEY AG	237.87
36888	CENTURY LUMBER CENTER	49.46
36889	CERTICA SOLUTIONS, INC.	751.50
36890	CEVMULTIMEDIA, LTD	1,550.00
36891	CITY OF AINSWORTH	693.85
36892	COMPUTER ETC.	841.44
36893	CONDITIONED AIR MECHANICAL	4,191.85
36894	STEPHEN CRILE	45.56
36895	DEMCO	134.90
36896	DIDAX INC.	113.95
36897	E S U #17-MAIN	51,774.79
36898	E S U #17-MAIN	4,180.65
36899	EGAN SUPPLY CO	1,155.45
36900	ENGINEERED CONTROLS, INC	3,962.67
36901	ESU #10	415.60
36902	ESU COORDINATING COUNCIL	351.00
36903	EVAN-MOOR EDUCATIONAL PUBLISHERS	77.96
36904	FLINN SCIENTIFIC INC	138.05
36905	LAURIE GOODLOE	34.94

36906	GRIZZLY INDUSTRIAL INC	482.24
36907	HAGGERTY'S MUSICWORKS	925.02
36908	MICHAEL LEVIN	509.00
36909	HOUGHTON MIFFLIN COMPANY	10,365.36
36910	INNOVATIVE OFFICE SOLUTIONS, LLC	4,158.51
36911	ISLAND SUPPLY WELDING CO	19.20
36912	KBRB AM FM	60.00
36913	KSB SCHOOL LAW	370.00
36914	LAKESHORE LEARNING MATERIALS	78.17
36915	LIBRARY WORLD INC	920.00
36916	MCGRAW-HILL EDUCATION, INC.	2,022.14
36917	MEDICAL ENTERPRISES INC	6.25
36918	MIDWEST FLOOR SPECIALISTS	14,820.00
36919	MIDWEST TECHNOLOGY PRODUCTS	619.77
36920	MNJ TECHNOLOGIES DIRECT	371.53
36921	MORRISON UNDERGROUND SPRINKLERS	1,090.00
36922	NASCO	1,369.54
36923	NASSP	104.48
36924	NATIONAL MIDDLE SCHOOL ASSOC	99.97
36925	NE ASSOCIATION OF SCHOOL BOARD	325.00
36926	NEBRASKA PUBLIC POWER DISTRICT	3,910.86
36927	NORTHEAST COMMUNITY COLLEGE	120.00
36928	NOVEL IDEAS, INC	412.50
36929	OFFICE PRODUCTS CENTER	239.85
36930	OLSONS PEST TECHNICIANS	88.00
36931	ORIENTAL TRADING CO INC	94.35
36932	PAPER TIGER SHREDDING	482.69
36933	PITSCO	106.87
36934	RAPIDS	48.13
36935	REALLY GOOD STUFF	156.76
36936	SANER PLUMBING AND IRON	527.67
36937	SCHOOL MATE	546.25
36938	SCHOOL SPECIALTY SUPPLY	1,375.29
36939	SCHOOLARTS MAGAZINE	19.95
36940	SEVEN SPRINGS INC	30.00
36941	SOCIAL STUDIES SCHOOL SERVICE	115.24
36942	SOFTWARE UNLIMITED INC	7,200.00
36943	STANEK FIRE PROTECTION	208.00
36944	SUCCESS BY DESIGN INC	186.17
36945	SUPERIOR TEXT	1,092.00
36946	SUPERIOR-SHOWBOARD CO.	85.00
36947	TEACHER CREATED MATERIALS	19.98
36948	TEACHER DISCOVERY	56.19
36949	THREE RIVER TELCO	644.63
36950	TITAN MACHINERY, INC., NORTH PLATTE, NE	250.74
36951	TROXELL COMMUNICATIONS, INC	1,228.26
36952	UNITED ART AND EDUCATION	1,097.86
36953	VISA	205.94
36954	VOYAGER SOPRIS LEARNING	1,028.64
36955	WAGWORKS	176.00
36956	WEST MUSIC COMPANY	2,035.22
36957	WEX BANK	92.07
36958	BRADLEY WITTE	6.00
36959	WM KROTTER CO-AINSWORTH	1,185.32
1094	WAGE WORKS INC	2,070.50
324	CONDITIONED AIR MECHANICAL	50,000.00
6	LUNCHTIME SOLUTIONS	14,089.50
402	FIRST NATIONAL BANK OMAHA	429,911.25

Motion was made by Mark Johnson and seconded by Frank Beel to excuse Board Member Jim Arens. Roll call vote: Erthum – Aye, Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye, Pozehl – Aye. Motion carried.

Ben Arens and Jacy Hafer, interns with the Brown County Community Foundation presented information on a survey they conducted with 9th through 12th grade students at Ainsworth Community Schools. They discussed survey results and presented a video promoting Brown County.

Activities Directors Scott Steinhauser and Jared Hansmeyer reported on the following: NSAA Pre-participation Physical Requirements, Summer Activities, 2020-2021 Student/Parent Handbook.

Principal Curtis Childers reported on the following: Summer School, Little Paws Summer School, 2020-2021 School Year, and Enrollment.

Principal Steve Dike reported on the following: Prom and Graduation Procedure.

Superintendent Dale Hafer reported on the following: Financial Report, Personnel Vacancies, Board Policy, Facility Consideration for the start of School 2020-21.

Motion was made by Brad Wilkins and seconded by Jessica Pozehl to approve a teaching contract for Julie Micheel. Roll call vote: Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye, Pozehl – Aye, Erthum – Aye. Motion carried.

Motion was made by Scott Erthum and seconded by Jessica Pozehl to approve the working copy of the Activities/Athletic Handbook for 2020-21. Roll call vote: Wilkins – Aye, Arens – Absent Johnson – Aye, Pozehl – Aye, Erthum – Aye, Beel – Aye. Motion carried.

Motion was made by Frank Beel and seconded by Brad Wilkins to approve the option enrollment request for Cora Barta to attend Rock County Public Schools. Roll call vote: Arens – Absent, Johnson – Aye, Pozehl – Aye, Erthum – Aye, Beel – Aye, Wilkins – Aye. Motion carried.

Motion was made by Scott Erthum and seconded by Frank Beel to approve the option enrollment request for Sarah Nnolim Carpenter and Amaraa Nnolim Carpenter to attend Ainsworth Community Schools. Roll call vote: Johnson – Aye, Pozehl – Aye, Erthum – Aye, Beel – Aye, Wilkins – Aye, Arens - Absent. Motion carried.

Motion was made by Jessica Pozehl and seconded by Brad Wilkins to approve one stop for the Long Pine and Johnstown bus routes, with the exception of highway stops as requested and approved by the Administration. Roll call vote: Pozehl – Aye, Erthum – Aye, Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye. Motion carried.

Motion was made by Scott Erthum and seconded by Brad Wilkins to approve second Reading of the NASB Board Policy Manual. Roll call vote: Erthum – Aye, Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye, Pozehl - Aye. Motion carried.

Motion was made by Mark Johnson and seconded by Frank Beel to adjourn the meeting at 9:57 p.m. Roll call vote: Beel – Aye, Wilkins – Aye, Arens – Absent, Johnson – Aye, Pozehl – Aye, Erthum - Aye. Motion carried.

The Board will hold a regular Board Meeting on Monday August 10, 2020 at 8:00 p.m. in the Cafeteria or District Office depending on health measures. Current agendas and/or discussion topics will be available for public inspection in the office of the superintendent.

Laurie Witte, Recording Secretary

Mark Johnson, Vice President

BOARD AUTHORIZATION REPORT

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
Checking	1	Fund: 01 GENERAL FUND			
1ST CLASS AUTO	16281	36971	84.67	2009 CHEV SUBURBAN AC	
				Vendor Total:	84.67
ACCO BRANDS USA LLC	4713494327	36972	95.60	CORK BOARD	
				Vendor Total:	95.60
AINSWORTH LIBRARY FOUNDATION	CHILDERS2020	36973	35.00	DUANE CHILDERS MEMORIAL(CUTRIS FATHER	
				Vendor Total:	35.00
AINSWORTH STAR-JOURNAL	7-01-27-	36974	1,064.14	MINUTES, DRIVER'S ED, BACK TO SCHOOL	
				Vendor Total:	1,064.14
AKRS EQUIPMENT	2491083	36975	30.99	STIHL MOTO MIX	
				Vendor Total:	30.99
ALBERTS, STACEY	SA-NIFDI 2020	36976	40.00	TEACHING RMSE READING IN VITUAL CLASSI	
				Vendor Total:	40.00
AMAZON CAPITAL SERVICES	16GD-911F-C3TX	36977	12.51	DESK CALENDAR REFILL	
AMAZON CAPITAL SERVICES	16GD-911F-CM9M	36977	25.69	BUNN COFFEE POT DECANTERS	
AMAZON CAPITAL SERVICES	194H-RVVJ-7X91	36977	48.90	MAGNET CHALKBOARD & CORK BOARD	
AMAZON CAPITAL SERVICES	1G3M-JYH6-YHWY	36977	59.98	GOWNS	
AMAZON CAPITAL SERVICES	1GG7-T34P-94NH	36977	67.60	COFFEE	
AMAZON CAPITAL SERVICES	1J4F-NHTH-9CWV	36977	298.00	2 APPLE TV'S 32GB 4TH GENERATION	
AMAZON CAPITAL SERVICES	1JL4-GLP4-NHLR	36977	30.83	WASHABLE TEMPERA PAINT SET	
AMAZON CAPITAL SERVICES	1MFN-QHPP-N13V	36977	107.12	FLEXIBLE SEATING	
AMAZON CAPITAL SERVICES	1W4J-43VX-DDG3	36977	45.99	BROTHER TZE TAPE	
				Vendor Total:	696.62
AMSTERDAM PRINTING	6613667	36978	130.16	CALENDARS	
				Vendor Total:	130.16
ANDERSON'S RENTALS	7382	36979	3,700.00	TREE REMOVAL	
				Vendor Total:	3,700.00
BARROW, PAMELA	PBJUL2020	36980	20.00	DUAL CREDIT TRANSCRIPTS	
				Vendor Total:	20.00
BLACK HILLS ENERGY	BH89-JUL2020	36981	33.11	NATURAL GAS	
BLACK HILLS ENERGY	BH90-JUL2020	36981	353.47	NATURAL GAS	
				Vendor Total:	386.58
BLICK ART MATERIALS	4242268	36982	137.62	SHARPNER, TURPNOID, ARTIST OIL	
				Vendor Total:	137.62
BOMGAARS	32487658-	36983	262.43	ROUND UP, DUCT TAPE, PLANTS	
				Vendor Total:	262.43
BROWN COUNTY HOSPITAL	900175-0033-	36984	318.00	PT SERVICES	
				Vendor Total:	318.00
BUCKLES AUTOMOTIVE	304901-306616	37044	152.59	WD40,BATTERY,DOOR HANDLE	
				Vendor Total:	152.59

BOARD AUTHORIZATION REPORT

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
CDW GOVERNMENT LLC	ZKX3343	36985	2,886.70	CISCO DIRECT ERATE	
				Vendor Total:	2,886.70
CHOHON, TOM	TCLEVEL22020	36986	52.00	MEALS & MILEAGE LEVEL 2	
				Vendor Total:	52.00
CITY OF AINSWORTH	CA-FB	36987	430.45	WATER	
CITY OF AINSWORTH	CA-JULY2020	36987	665.95	SEWER, WATER & GARBAGE	
				Vendor Total:	1,096.40
DAKOTA POTTERS SUPPLY, LLC	20-141	36988	567.00	CLAY & PLASTIC BAGS	
				Vendor Total:	567.00
DEVINE HEALTHCARE, LLC	KK- -----	36989	150.00	KK PHYSICAL	
				Vendor Total:	150.00
ESU #10	78-7855	36990	133.98	DEAF ED SERVICE	
				Vendor Total:	133.98
ESU #7	072820POSTERS	36991	157.51	POSTERS	
				Vendor Total:	157.51
ESU COORDINATING COUNCIL	COOP001510	36992	238.95	WORLD BOOK POWER PACK	
				Vendor Total:	238.95
FLOOR MAINTENANCE	WEB-7055	36993	388.91	GLOVES, TISSUE	
				Vendor Total:	388.91
FRONTIER DIESEL	9490-9627	36994	2,338.22	INSPECTIONS & BUS REPAIRS	
FRONTIER DIESEL	9740	36994	223.46	FREON A/C BLUEBIRD	
				Vendor Total:	2,561.68
GANSER, AMANDA	AG-JUL2020	36995	95.89	WATER BALLOONS	
				Vendor Total:	95.89
GRIZZLY INDUSTRIAL INC	20-282	36996	1,207.97	SHAPER	
				Vendor Total:	1,207.97
INNOVATIVE OFFICE SOLUTIONS, LLC	3024998	36997	358.17	SUPPLIES	
INNOVATIVE OFFICE SOLUTIONS, LLC	3025094	36997	26.28	PENICLS COLOR ASST	
INNOVATIVE OFFICE SOLUTIONS, LLC	3028586	36997	13.77	PENCILS	
INNOVATIVE OFFICE SOLUTIONS, LLC	3033031	36997	23.68	CLAY	
				Vendor Total:	421.90
ISLAND SUPPLY WELDING CO	224097	36998	19.84	C25	
				Vendor Total:	19.84
JOURNEY ED.COM	10382433	36999	500.00	ADOBE K-12 DISTRICT LICENSE	
JOURNEY ED.COM	10383998	36999	789.00	LENOVO STONEWARE	
				Vendor Total:	1,289.00
K&S DOOR CO INC, DBA	20S-1607	37000	109.00	RSX CLUTCH SPRING	
				Vendor Total:	109.00

BOARD AUTHORIZATION REPORT

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
KBR SOLID WASTE	2428	37001	10.00	CONSTRUCTION DEBRIS	
				Vendor Total:	10.00
KBRB AM FM	102687-102979	37002	342.00	NURSES, SURVEY, PARA & CUSTODIAN AD	
				Vendor Total:	342.00
KSB SCHOOL LAW	8425	37003	370.00	LEGAL SERVICES	
				Vendor Total:	370.00
LOUP VALLEY LIGHTING INC	20-14415	37004	511.95	LIGHTS	
				Vendor Total:	511.95
MASTER TEACHER, THE	116778404	37005	70.90	SCHOLTES RETIREMENT APPLE	
				Vendor Total:	70.90
MICHEEL, JULIE	AUG62020AMAZON	37045	171.57	SUPPLIES	
				Vendor Total:	171.57
NASB ALICAP	WORKCOMP2021	37006	69,074.00	WORKERS COMPENSATION	
				Vendor Total:	69,074.00
NATIONAL ART & SCHOOL SUPPLIES	918	37007	925.60	SUPPLIES	
				Vendor Total:	925.60
NE ASSOCIATION OF SCHOOL BOARD	45852	37008	270.00	ONLINE SURVEY	
				Vendor Total:	270.00
NE COUNCIL OF SCHOOL ADMIN	2020-2021	37009	1,725.00	MEMBERSHIP HAFER, DIKE, CHILDERS	
				Vendor Total:	1,725.00
NEBRASKA PUBLIC POWER DISTRICT	NPPD19980-	37010	112.02	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD19983-	37010	7,552.62	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPD19986-	37010	109.68	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPDJUL2020	37010	34.21	ELECTRICITY	
NEBRASKA PUBLIC POWER DISTRICT	NPPDJUL2020-	37010	45.43	ELECTRICITY	
				Vendor Total:	7,853.96
NRCSA	2020-21MEMBER	37011	850.00	2020-21 NRCSA MEMBERSHIP DUES	
				Vendor Total:	850.00
OFFICE PRODUCTS CENTER	01KK4065	37012	367.66	SERVICE CONTRACT	
OFFICE PRODUCTS CENTER	01KK5415	37012	5,000.00	RICOH COPIER	
OFFICE PRODUCTS CENTER	01KK5490	37012	165.00	NEXT GEN PCS	
				Vendor Total:	5,532.66
OLSONS PEST TECHNICIANS	178808	37013	88.00	MONTHLY SERVICE	
				Vendor Total:	88.00
ORIENTAL TRADING CO INC	704238056-01	37014	96.24	BACKYARD CAMPING BOREDOM BUSTER	
				Vendor Total:	96.24
PAXTON/PATTERSON LLC	385279	37015	103.50	ROLL ABRASIVE READY TO WRAP	
				Vendor Total:	103.50

BOARD AUTHORIZATION REPORT

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
PCF, LLC	AUG52020	37046	7,656.00	NORTH SOUTH CORRIDOR	
				Vendor Total:	7,656.00
POLLOCK, LORI	LP-	37016	5.35	SUPPLIES	
				Vendor Total:	5.35
PRECISION AUTOBODY	4225-4242	37017	403.34	CHIP REPAIR & WINDSHIELD, MOULDING	
				Vendor Total:	403.34
PRINT XPRESS	4054	37018	118.25	LUNCH RECEIPT BOOKS	
				Vendor Total:	118.25
PYRAMID SCHOOL PRODUCTS	1412436.001	37019	2,311.38	SUPPLIES	
				Vendor Total:	2,311.38
RED & WHITE	2028721131	37020	7.49	CHIPS	
				Vendor Total:	7.49
S & S WORLDWIDE INC	100558013	37021	12.79	CHENILLE STEM, GLUE DOTS	
				Vendor Total:	12.79
SCHOLASTIC	M6958059	37022	2,904.34	SCHOLASTIC NEWS	
				Vendor Total:	2,904.34
SCHOOL SPECIALTY SUPPLY	208125188871	37023	57.16	BOARD WIPES	
SCHOOL SPECIALTY SUPPLY	208125194306	37023	42.42	CRAFT STICKS, DESK CALENDAR, GLUE, PA	
SCHOOL SPECIALTY SUPPLY	208125473653	37023	10.39	REFILL DESK CALENDAR	
SCHOOL SPECIALTY SUPPLY	208125496182	37023	103.30	DISSECTION PANS	
SCHOOL SPECIALTY SUPPLY	308103539406	37023	62.27	MARKERS, COLOR PENCILS, PENCILS	
SCHOOL SPECIALTY SUPPLY	308103539407	37023	232.57	KIT DISSECTION CLASS SET	
SCHOOL SPECIALTY SUPPLY	308103539408	37023	22.35	8 & 9 HFEET EXERROPES	
				Vendor Total:	530.46
SEVEN SPRINGS INC	0097561	37024	30.00	RENTAL	
				Vendor Total:	30.00
SOCIAL STUDIES SCHOOL SERVICE	SI161035	37025	39.13	WORLD HISTORY PHONOT & STUDENT FRIENDS	
				Vendor Total:	39.13
STAPLES ADVANTAGE	34509252333	37026	60.17	FORKS, SPOONS, CALENDARS	
STAPLES ADVANTAGE	3450925234	37026	5.67	CUPS	
STAPLES ADVANTAGE	3450925235	37026	77.73	PINE SOL	
STAPLES ADVANTAGE	34518535627	37026	978.99	FACEMASK	
				Vendor Total:	1,122.56
STEC'S CLEANING	22007	37027	2,683.86	HALL, OFFICE & DISTRICT OFFICE	
				Vendor Total:	2,683.86
STEP 5 INC, DANIELS	525775	37028	19.34	SQUARE TUBING FOR SHELF	
				Vendor Total:	19.34
SUBWAY	109	37047	65.17	SUBS, SALAD & COOKIES	
				Vendor Total:	65.17

BOARD AUTHORIZATION REPORT

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
THREE RIVER TELCO	10343889	37048	629.14	TELEPHONE	
				Vendor Total:	629.14
UNITED ART AND EDUCATION	6601436	37029	119.21	SYRINGE & SHARPIES	
				Vendor Total:	119.21
UNIVERSITY OF NEBRASKA AT	57-7906	37049	100.00	LEVEL 2 TRANSPORTATION CHOHOH	
				Vendor Total:	100.00
WAGEWORKS	2198448	37030	176.00	ADMIN FEE	
				Vendor Total:	176.00
WEAVER, ALISHA	AS-JUL2020	37031	360.00	LITERACY RESOURCE	
				Vendor Total:	360.00
WEST MUSIC COMPANY	SI1902421	37032	16.35	ERNIE BALL STRINGS	
WEST MUSIC COMPANY	SI1903634	37032	63.96	ELIXIR 16052	
WEST MUSIC COMPANY	SI1903886	37032	63.96	ELIXIR 16182 STRINGS MUSIC	
				Vendor Total:	144.27
WEX BANK	66820103	37033	66.84	FUEL	
				Vendor Total:	66.84
WM KROTTER CO-AINSWORTH	700221-700822	37034	1,154.94	PAINT	
				Vendor Total:	1,154.94
				Fund Total:	127,186.37
				Checking Account Total:	127,186.37
Checking	13	Fund: 13 SECTION 125			
WAGE WORKS INC	08102020	1095	1,569.38	FUND TRANSFER	
				Vendor Total:	1,569.38
				Fund Total:	1,569.38
				Checking Account Total:	1,569.38
Checking	4	Fund: 06 SCHOOL NUTRITION			
LUNCHTIME SOLUTIONS	29130	7	11,090.77	SACK MEALS COVID	
LUNCHTIME SOLUTIONS	29151&29152	3502	291.66	SUMMER SCHOOL SNACKS	
				Vendor Total:	11,382.43
				Fund Total:	11,382.43
				Checking Account Total:	11,382.43
DEPRECIATION ICON IMPROVEMENTS, LLC	1727				\$55,000.00

JULY 2020

<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance</u>
FUND BALANCE	50,000.00	0.00	40,000.00	90,000.00
A CLUB BALANCE	1,714.48	0.00	0.00	1,714.48
ACTIVITY TICKET BALANCE	2,415.00	0.00	0.00	2,415.00
AD FUNDRAISER	1,328.93	0.00	0.00	1,328.93
ATHLETICS BALANCE	(330.35)	0.00	0.00	(330.35)
BAND BALANCE	12,110.33	0.00	0.00	12,110.33
BBB FUNDRAISER	2,600.10	(150.00)	0.00	2,750.10
BOYS GOLF FUNDRAISER	0.00	0.00	0.00	0.00
CLAPPER CD	46.19	0.00	0.00	46.19
CARL PERKINS BALANCE	297.05	0.00	0.00	297.05
CHEERLEADERS BALANCE	877.77	0.00	0.00	877.77
CHORUS BALANCE	1,666.96	0.00	0.00	1,666.96
CONCESSIONS - BULLDOG BALANCE	1,925.24	0.00	0.00	1,925.24
VB FUNDRAISER	3,637.01	136.00	0.00	3,501.01
COCA COLA PARTNERSHIP BALANCE	14,423.89	0.00	0.00	14,423.89
DRILL TEAM BALANCE	3,956.21	258.70	0.00	3,697.51
DRIVER EDUCATION BALANCE	2,260.00	0.00	0.00	2,260.00
ELEMENTARY FACULTY BALANCE	9,990.20	1,147.50	29.00	8,871.70
ENTREPRENEUR CLASS BALANCE	156.40	0.00	0.00	156.40
ESU INSERVICE BALANCE	487.01	0.00	0.00	487.01
EXCELLENCE IN EDUCATION BALANC	2,436.35	0.00	0.00	2,436.35
FBLA BALANCE	1,727.28	0.00	0.00	1,727.28
FFA BALANCE	5,703.48	237.50	214.00	5,679.98
FCCLA BALANCE	2,486.90	0.00	0.00	2,486.90
FOREIGN LANGUAGE BALANCE	1,129.63	0.00	0.00	1,129.63
GBB FUNDRAISER	5,529.76	300.00	0.00	5,229.76
GENERAL SHOP BALANCE	(3,697.82)	0.00	0.00	(3,697.82)
GEO CAMP BALANCE	2,352.95	0.00	0.00	2,352.95
GIRLS GOLF FUNDRAISER BALANCE	1,265.81	0.00	0.00	1,265.81
MS TRACK FUNDRAISER	157.27	0.00	0.00	157.27
HIGH SCHOOL FACULTY BALANCE	2,664.65	0.00	0.00	2,664.65
INTEREST BALANCE	11,837.62	0.00	8.34	11,845.96
INVESTMENTS BALANCE	(50,000.00)	0.00	0.00	(50,000.00)
ONE ACTS	431.50	0.00	0.00	431.50
FOOTBALL FUNDRAISER	2,738.35	0.00	270.00	3,008.35
LIBRARY BALANCE	13,914.82	0.00	0.00	13,914.82
SOUTHWEST CONFERENCE	11,444.04	254.32	0.00	11,189.72
MIDDLE SCHOOL STUDENT COUNCIL	3,979.90	0.00	0.00	3,979.90
MISCELLANEOUS BALANCE	45.67	50.00	50.00	45.67
PLAYGROUND BALANCE	8,593.08	2,232.00	300.00	6,661.08
DI GLOBAL FINALS BALANCE	6,401.31	0.00	0.00	6,401.31
BALANCE RENTALS	1,597.00	0.00	118.00	1,715.00
DISTRICT MUSIC	(309.35)	0.00	0.00	(309.35)
NATIONAL HISTORY DAY	1,673.38	0.00	0.00	1,673.38
SPEECH TOURNAMENT BALANCE	156.14	0.00	0.00	156.14
STRENGTH & CONDITIONING BALANC	342.08	23.56	0.00	318.52
STUDENT COUNCIL BALANCE	1,055.54	0.00	0.00	1,055.54
STUDENT WELLNESS BALANCE	3,809.02	0.00	0.00	3,809.02
SUMMER INS BALANCE	1,571.95	3,244.40	3,054.24	1,381.79
SUMMER READING/MATH BALANCE	502.60	0.00	0.00	502.60
ONE TO ONE BALANCE	3,726.44	0.00	210.00	3,936.44
THESPIANS BALANCE	2,933.10	0.00	0.00	2,933.10
TRACK FUNDRAISER	1,762.06	0.00	0.00	1,762.06
VISUAL ARTS CLUB BALANCE	5,428.72	0.00	0.00	5,428.72
YEARBOOK	11,946.92	0.00	426.00	12,372.92
XC FUNDRAISER	2,279.76	0.00	0.00	2,279.76
WR FUNDRAISER	2,552.58	0.00	0.00	2,552.58
HS FOOTBALL BALANCE	108.57	1,398.94	0.00	(1,290.37)
MS FOOTBALL BALANCE	490.27	0.00	0.00	490.27
HS VOLLEYBALL BALANCE	1,366.35	0.00	0.00	1,366.35
MS VOLLEYBALL BALANCE	3,324.46	0.00	0.00	3,324.46
CROSS COUNTRY BALANCE	343.25	37.50	0.00	305.75

HS WRESTLING BALANCE	2,609.32	188.09	0.00	2,421.23
MS WRESTLING BALANCE	4,375.15	0.00	0.00	4,375.15
HS TRACK BALANCE	(4,960.70)	37.50	0.00	(4,998.20)
MS TRACK BALANCE	1,216.63	0.00	0.00	1,216.63
HS BOYS BASKETBALL BALANCE	(4,313.61)	0.00	0.00	(4,313.61)
MS BOYS BASKETBALL BALANCE	2,500.03	0.00	0.00	2,500.03
HS GIRLS BASKETBALL BALANCE	(705.39)	0.00	0.00	(705.39)
MS GIRLS BASKETBALL BALANCE	3,955.45	0.00	0.00	3,955.45
BOYS GOLF BALANCE	1,326.78	0.00	0.00	1,326.78
TRAINING SUPPLIES BALANCE	6,851.11	2,353.99	0.00	4,497.12
GIRLS GOLF BALANCE	1,026.71	0.00	0.00	1,026.71
CLASS OF 2017 BALANCE	637.78	0.00	0.00	637.78
CLASS OF 2018 BALANCE	55.94	0.00	0.00	55.94
CLASS OF 2019 BALANCE	553.93	0.00	0.00	553.93
CLASS OF 2020 BALANCE	575.94	900.00	760.10	436.04
CLASS OF 2021 BALANCE	3,960.11	211.55	150.00	3,898.56
CLASS OF 2022 BALANCE	5,657.20	0.00	0.00	5,657.20
CLASS OF 2023 BALANCE	2,663.17	0.00	0.00	2,663.17
CLASS OF 2024 BALANCE	1,497.43	0.00	0.00	1,497.43
CLASS OF 2025 BALANCE	504.25	0.00	0.00	504.25
CLASS OF 2026 BALANCE	50.00	0.00	0.00	50.00
	<u>217,403.04</u>	<u>12,861.55</u>	<u>45,589.68</u>	<u>250,131.17</u>

FUND BALANCES

7/31/2020

DEPRECIATION FUND

Account	Checking	CD	NSDLAF	Total
Band/Choir Uniforms	\$ 576.62		\$ 20,000.00	\$ 20,576.62
Vehicle	18,454.58		45,000.00	63,454.58
Desks	6,191.01		10,000.00	16,191.01
Interest	32,680.22	-		32,680.22
Ag Equipment	3,000.00			3,000.00
Undesignated	328,974.32	-	165,000.00	493,974.32
TOTALS	\$ 389,876.75	\$ -	\$ 240,000.00	\$ 629,876.75

BUILDING/SINKING FUND

Account	Checking	CD	Total	
Track	\$ -		\$ -	
Bleachers	-		-	
Interest	14,793.79		14,793.79	
Undesignated	245,525.88	-	489,000.00	734,525.88
TOTALS	\$ 260,319.67	\$ -	\$ 489,000.00	\$ 749,319.67

EMPLOYEE BENEFIT FUND

Account	Checking	CD	Total	
Unemployment	\$ 6,085.30		\$ 6,085.30	
Volunteer Retirement	9,073.79		9,073.79	
Interest	1,830.81	-	100,000.00	101,830.81
TOTALS	\$ 16,989.90	\$ -	\$ 100,000.00	\$ 116,989.90

BOND FUND

Account	Checking	CD	Total
Bond	\$ -		\$ -

STUDENT FEES

Account	Checking	Total
Fees	\$ 1,550.00	\$ 1,550.00

July 31, 2020

INVESTMENTS

CLAPPER

Week of	Amount	Term	FNB	WPB	Number	Maturity
June 19, 2020	4,000	24 Mo	0.45%	<u>0.65%</u>	8704	Jun 20, 22

ACTIVITY ACCOUNT

Week of	Amount	Term	FNB	WPB	Number	Maturity
Dec 20, 2019	25,000	12 Mo	<u>1.61%</u>	0.70%		Dec 18, 2020
Jun 20, 2020	25,000	12 Mo	0.40%	<u>0.40%</u>	8243	Jun 18, 2021

GENERAL FUND

Week of	Amount	Term	FNB	WPB	Number	Maturity
Feb 20, 2020	375,000	6 Mo	0.91%	<u>1.61%</u>	NSDLAF1.58%	Aug 20, 2020
Sep 20, 2020	280,000	6 Mo	0.41%	0.40%	<u>NSDLAF0.63%</u>	Sep 18, 2020
Apr 20, 2020	300,000	6 Mo	0.36%	0.42%	<u>NSDLAF0.77%</u>	Oct 20, 2020
May 20, 2020	346,000	6 Mo	<u>0.36%</u>	0.25%	NSDLAF 0.14%	Nov 20, 2020
May 20, 2020	300,000	7 Mo	<u>0.40%</u>	0.30%	NSDLAF 0.16%	Dec 18, 2020
May 20, 2020	300,000	8 Mo	0.42%	0.30%	NSDLAF 0.53%	Jan 20, 2021
Jun 19, 2020	375,000	8 Mo	0.30%	<u>0.30%</u>	NSDLAF0.10%	Feb 18, 2020
Jun 19, 2020	375,000	9 Mo	<u>0.35%</u>	0.31%	8700 NSDLAF0.17%	Mar 19, 2021

DEPRECIATION FUND

Week of	Amount	Term	FNB	WPB	Number	Maturity
Feb 20, 2020	240,000	12 Mo	1.61%	<u>1.66%</u>	NSDLAF1.60%	Feb 18, 2021

BUILDING FUND

Week of	Amount	Term	FNB	WPB	Number	Maturity
Aug 19, 2019	246,000	12 Mo	1.95%	<u>2.01%</u>	8536 NSDLAF1.95%	Aug 20, 2020
Feb 20, 2020	243,000	12 Mo	1.61%	<u>1.67%</u>	NSDLAF1.60%	Feb 18, 2021

EMPLOYEE BENEFIT FUND

Week of	Amount	Term	FNB	WPB	Number	Maturity
Jan 17, 2020	100,000	12 Mo	<u>1.80%</u>	1.57%	NSDLAF1.70%	Jan 20, 2021

AINSWORTH COMMUNITY SCHOOLS

ACTIVITIES DEPARTMENT

P.O. BOX 65 - 520 EAST 2ND
AINSWORTH, NE 69210
402-387-0535



Scott Steinhauser/Jared Hansmeyer – Co-Activities Directors

AUGUST 2020 ACTIVITIES REPORT

The general parent/player meeting for the fall sports season will be presented electronically and available via the school website. The activities handbook and relevant policies will be reviewed. Coaches will schedule specific sports meetings for their respective players and parents to discuss team information and policies.

The first competition for the season for each fall sports team is as follows: girls golf at the O'Neill Invite on August 20, football at Plainview on August 28, volleyball dual at North Central on August 27 (will play jamboree game at Valentine on August 25), and cross country will host the Ainsworth Invite on September 3. Current participation numbers are projected to be approximately 20 for football, 33 for volleyball, 7 for girls golf, and 11 girls and 8 boys for cross country.

Middle school fall sports organizational meetings and practices will begin after school is in session.

We will continue to use the ImPACT concussion management system to conduct baseline and post-concussion assessments for our athletes. All 7th, 9th, and 11th grade athletes, plus any new athletes who do not have a current baseline will be tested, as the baseline tests are valid for two years.

All coaches and sponsors (head, assistant, and volunteer) will again be required by the NSAA to complete courses through NFHS on concussion, heat prevention and illness, and sudden cardiac arrest prior to the start of practice with their teams.

The Booster Club will host the 3rd Annual Bulldog Pride Fundraiser on August 21. This will be a virtual event this year utilizing Facebook Live and an auction through KBRB. Many businesses and individuals have again donated great auction items for the event.

AD responsibilities will again be split into the following assignments: Mr. Steinhauser – HS and MS football, HS volleyball, HS and MS wrestling, golf, speech, F Clubs, and play production; Mr. Hansmeyer – MS and HS cross country, MS volleyball, MS and HS basketball, MS and HS track, quiz bowl, and music.

We had a SWC Activities Director meeting on August 5. Ainsworth will again be conference officers for this year and will host SWC Speech on February 22 (there will be no school that day).

Activities may be ever changing throughout the year based on the impact of COVID-19. We will make adjustments and decisions as necessary.



Ainsworth Community Schools

520 East 2nd Street, PO Box 65
Ainsworth NE 69210

402-387-2333

Curtis Childers
PK-6 PRINCIPAL



We recently conducted our kindergarten round-up (August 6th) from 8:00am-10:00am. Students were able to come in and orient themselves with the school and the different areas they will be in throughout most regular days. We were also able to complete a run-through of what the morning process will look like on a regular basis with students being screened before entering the building and heading to their classrooms. The process went well, but will need to continue to be refined moving forward. Overall, we had 24 students present for round-up and are expecting 29-30 students (based on paperwork) for the first day of school in kindergarten.

Preschool recently completed their enrichment summer school program with one of our new teachers gaining valuable experience working with the preschool students during the month of July. Students were able to gain skills they may have missed out on during the spring and were able to regain social skills based on our kindergarten readiness expectations.

Friday, August 7th, was our first day with staff for inservice. Heather Gill with PBiS was here to complete full staff training on Performance Descriptive Feedback (PDR) in the school and will continue to work with our staff in order to develop and maintain common verbiage for all areas of the school, at all times. On Monday, August 10th, staff were back in the building for another professional development day. Areas covered were Special Education and Planning, Coaches Meetings, Reading Teaching and Curriculum Planning, and Work Time was given to staff in order to prepare for Wednesday when students arrive.

We have completed and will continue to re-evaluate our plan for the coming school year. Currently, we are in Phase 4 (Green) on the risk dial provided with North Central District Health Department (NCDHD) and will operate the opening days of school with that in mind. Our staff is excited to have students in the building and we will continue to take safety precautions based on the risk dial and with everyone's safety and well-being in mind.

Our K-6 open house will be on Tuesday, August 11th, from 5:00pm-6:30pm with staggered groupings of students coming into the building at different times in ½ hour intervals. Students (and parents) entering the building will be screened according to protocol in order to provide a safe and secure environment for all people entering the building.

Our monthly mission PK-6 for the first part of the school year will be to learn and practice our pillar expectations of Being Safe, Being Respectful, and Being Responsible. Students will earn recognition slips based on meeting and exceeding those expectations, as well as simply doing their best in school each day.

One change to our arrival procedure will be to screen students as they come, rather than waiting for a certain time at the Kindergarten through 4th grade level(s). This will enable an

Be Safe

Be Respectful

Be Responsible

#BulldogWay



Ainsworth Community Schools

520 East 2nd Street, PO Box 65
Ainsworth NE 69210

402-387-2333

Curtis Childers
PK-6 PRINCIPAL



effective and efficient screening process for getting students in the building and will hopefully eliminate any social gathering outside prior to students being screened and checked for COVID-19 symptoms.

Anticipated Kindergarten through 6th Grade enrollment, as of August 6, 2020, is as follows:

*Kindergarten-- 30 students	*First Grade-- 24 students
*2nd Grade-- 30 students	*3rd Grade-- 28 students
*4th Grade--22 students	*5th Grade-- 29 students
*6th Grade-- 32 students	
Total Enrollment K-6--195 students	

Be Safe

Be Respectful

Be Responsible

#BulldogWay

Report to the Board of Education
8/2020

Enrollment Summary

Middle School		High School	
Grade Level	Total in Grade	Grade Level	Total in Grade
7	25 18 M/ 7F	9	37 12M / 25F
8	23 10M / 13F	10	28 10M / 18F
Total	48 28M /20 F	11	38 16M / 22F
		12	38 19M / 19F
		Total	141 57M /84 F

American Volleyball Coaches Association

Congratulations to Ainsworth High School volleyball team, led by Coach Jeri Graff, is a recipient of the 2020 USMC/AVCA Team Academic Award. Please see the attached letter from the AVCA describing criteria for this award.

State FFA

The Ainsworth FFA Chapter competed at the State FFA Convention online during the month of July. They showed their knowledge in several areas of the Proficiency, LDE, and CDE competition as well as members received their State FFA Degrees. Here are some highlights:

Elizabeth Wilkins finished state runner up in the Natural Resources speaking competition. Her speech was focused on the importance of range management and ranch evaluation practices.

Ben Flynn, Gracie Petty, Haley Schroedl, and Makenna Pierce led Ainsworth to the 3rd place finish in the Nursery and Landscape competition.

In the Ag Sales Competition, Elizabeth Wilkins, Alyssa Erthum, Sophie Wilson, and Maren Arens finished in 3rd place.

Agronomy: 10th Place as a team: Conner Jackman, Ty Schlueter, Maia Flynn, and Elizabeth Smith.

Meats Evaluation and Technology: 12th place as a team: Logan Hafer, Caden Swanson, Katrina Beel, and Moriah Beel.

Ainsworth FFA had four members receive their State FFA Degrees. Congratulations to Dylan Graff, Logan Hafer, Conner Jackman and Wrett Killion. In order to receive this award, these members kept accurate financial records, developed new career skills, and participated in FFA and community service activities.

Staff Development Planning:

In collaboration with ESU #17 the Launch ACS Committee and Mr Hafer, Mr. Childers and I had the opportunity to plan Professional Development for the 2020-21 school year with a focus on the back-to-school activities and trainings. We have two major initiatives for the upcoming year, the re-opening and implementation of instruction and the continuation of implementation of the MTSS concepts in the areas of reading, math and behavior. Below is the schedule for August 7-11.

2020-21 PD Plan

		AM (7:45 - 11:45)		PM (12:30 - 3:45)
7-Aug	7:45	Welcome and Intros - 1 Hour	12:30	Intro to PBIS with Heather Gill
	8:45	Aflac - 30 min and meetings rest of the day	2:30	5-8 PBiS w/Kelli 9-12 Staff Meeting
	9:15	403 B- 1 hour (Meeting to Go)		K-4 Staff Meeting
	10:15	Break		
	10:30	Launch ACS	3:30	Conclude/Dismiss
	11:45	Lunch		
	12:30	Lunch Break Ends		
		AM (7:45 - 11:45)		PM (12:30 - 3:45)
10-Aug	7:45	Welcome and Opening	12:30	5-8 Reading w/Misty and Patty K-4 Reading w/Kelli and Curtis
	8:00	Coaches/Sponsor Meeting Work Time for non-coaches/sponsors		9-12 Curriculum Planning/Mapping
	9:30	Break	1:15	5-8 Reading w/Misty and Patty 9-12 Reading w/Kelli and Steve
	9:45	5-8 Staff Meeting K-4/9-12 Work Time		K-4 Curriculum Planning/Mapping
	11:15	Special Education (ALL) with Scott	2:00	Break
	11:45	Lunch 2:15 Bulldog Battle		
	12:30	Lunch Break Ends	3:30	Conclude/Dismiss
		AM (7:45 - 11:30)		PM (12:15 - 3:45)
11-Aug	7:45	Welcome and Opening	12:15	PBiS Overview/SWIS--ALL
	8:00	Google Classroom (6-12) SeeSaw w/Patty Finney (PK-5)	12:45	K-4 PBiS w/Kelli 5-8 MS Organizational Meeting
	9:30	Break		9-12 Work Time
	9:45	Danielson Goal Setting w/Jeff McQuiston	1:15	9-12 PBiS w/Kelli 5-8 MS Organizational Meeting
	10:45	Safety Meeting w/Lisa and Leanne		K-4 Work Time
	11:30	Lunch	1:45	Break
	12:15	Lunch Break Ends	2:00	Curriculum/Work Time
			3:45	Conclude/Dismiss

Respectfully Submitted: Steve Dike



AMERICAN VOLLEYBALL COACHES ASSOCIATION
2365 Harrodsburg Road, Suite A325 • Lexington, KY 40504
866.544.2822 • 859.226.4315 • www.avca.org

July 31, 2020

Principal Steve Dike
Ainsworth High School
PO Box 65
Ainsworth, NE 69210

Dear Principal Dike,

I am pleased to inform you that the Ainsworth High School volleyball team, led by Coach Jeri Graff, is a recipient of the **2020 USMC/AVCA Team Academic Award**. Congratulations!

In this uncertain time leadership matters. While we lost our ability to be together this spring and to play our sport, Jeri was a critical anchor for players transitioning to and sometimes struggling with remote learning. Jeri did not win this award, your team did, but the encouragement to stay focused on academics means this accomplishment was not happenstance.

Be proud of your volleyball program. The benchmark is an average 3.3 GPA for the entire year and even without the sport to bond them this spring, they achieved this standard!

Again, congratulations on behalf of the entire American Volleyball Coaches Association and the United States Marine Corps.

Sincerely,

Kathleen J. DeBoer
AVCA Executive Director
kathy.deboer@avca.org

Alice Rogers
AVCA Membership & Awards Specialist
alice.rogers@avca.org



MARINES
THE FEW. THE PROUD.

NASB Monthly Update for Board Meetings - Agenda Item: AUGUST 2020

View the Monthly Update in video form now at:

<https://vimeo.com/442484701>

“NASB Update”

As a board, some items you should be focused on during August include:

- Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report
- Board/Administrators Budget Work Session; Certification of District’s Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20
- Review Alternative Education Program
- Learning Community attendance reports and budget due September 1
- Board/All Staff Gathering; Negotiations employee’s agent request recognition due September 1 (year preceding contract year)
- Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2020.

NASB COVID-19 RESOURCE LINKS

- <http://members.nasbonline.org/index.php/news-resources/covid-19-resources>
- We are continuing to add a TON of fresh items & updates including links to the UNMC: COVID-19 Back to School Playbook; Contingency Planning Resources; YouTube updates & more!

Networking & Events:

- <http://members.nasbonline.org/index.php/events>
- The first of 3 **Candidate Webinars** was July 27, look for two more in Sept & Oct!
- **Area Membership Meetings** will be a little different this year due to Covid-19 ... more to come!
- Is this year’s Board Member of the Year on your Board? Nominations for the annual Ann Mactier Award are due Sept 30th at <http://members.nasbonline.org/index.php/board-leadership/ann-mactier-school-board-member-of-the-year-award>

Advocacy/2020 Legislative Session:

- The 2020 legislative session is currently underway and will wrap up mid-August. Keep tabs with all things pertinent to your school at NASB’s Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB’s **Legislative Notes** e-updates.

Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBOnline

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:
<http://members.nasbonline.org/index.php/news-resources/board-notes>





<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

THANKS FOR ALL YOU DO FOR YOUR BOARD, YOUR COMMUNITY AND THE ENTIRE STATE BY SERVING PUBLIC EDUCATION IN NEBRASKA. NOW MORE THAN EVER, WE ARE SEEING THE IMPORTANCE OF SCHOOL BOARD MEMBERS STEPPING UP AS LEADERS OF THEIR COMMUNITIES!

Access NASB's Covid-19 Resources page at: <http://members.nasbonline.org/index.php/news-resources/covid-19-resources>

AUGUST



YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINK FOR AUGUST

<http://members.nasbonline.org/index.php/news-resources/videos>

FINAL DAY OF THE 106TH LEGISLATURE, 2ND SESSION | AUGUST 13



EHA UPDATE: PARTICIPATION AS A SCHOOL BOARD/ESU BOARD MEMBER

<http://members.nasbonline.org/index.php/news-resources/videos>

SEPTEMBER

BUFFETT EARLY CHILDHOOD THRIVING CHILDREN, FAMILIES & COMMUNITIES CONFERENCE | SEPTEMBER 14

NASB CANDIDATE WEBINAR #2 | SEPTEMBER 21

FACILITIES & CONSTRUCTION WORKSHOP | SEPTEMBER 24 | KEARNEY

ANN MACTIER/SCHOOL BOARD MEMBER OF THE YEAR NOMINATIONS DUE | SEPTEMBER 30

AREA MEETINGS

MEMBERSHIP

DETAILS TO
COME ...

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda. Please contact mbelka@NASBonline.org with any questions, or if you are not receiving them.

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

#liveNASB

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans.



Ainsworth Community Schools

520 East 2nd Street, PO Box 65
Ainsworth NE 69210
402-387-2333
Fax 402-387-0525

Dale Hafer
SUPERINTENDENT

Dedra Stoner
Laurie Witte
DISTRICT OFFICE

August 10, 2020

TO: Board Members

FROM: Dale

SUBJECT: Superintendent's Report for the August Regular Meeting

1) Financial Report

Preparation of the 2020-21 budget is going well and I am looking forward to sharing options and discussing our plan at a budget retreat later this month. I would like to host the budget retreat on Monday, August 24th. What time would you prefer? We should plan on about 2 hours to review budget information and discuss options. Would you like to meet at 5:00 and we will provide supper? Or, would you prefer a later time?

Overall, the forecast is good for the budget. My current draft with the information I have suggests we will have options that result in an overall tax request that is anywhere from a 0% to 2% increase compared to 2019-20.

2) Personnel Vacancies

Bobby Stewart left his custodian position for another job opportunity. We have hired Sherry Buoy and she will start August 17th. We have also hired Leah Shoemaker to replace one of the paras we lost before we went into remote learning for the 4th quarter of 2019-20. We need to secure 1 to 2 more paras to round off our needs and are currently working on that situation.

3) Facilities

The carpet in Mrs. Strelow's classroom and the LVT tile in the band/art hallway has been installed and looks great. In addition, the window project, plumbing inspection, and roofing inspection/maintenance have also been completed. I will be sharing the reports on the roofing and plumbing soon.

We have had recent issues again with false alarms with the fire system. I've contacted Nebraska Safety and Fire and we are working on a solution which includes changing out old sensors as well as other maintenance. I have also talked with Brad Fiala so the Fire Department knows we are doing our best to resolve the situation and prevent future issues with false alarms.

Saner Plumbing is currently installing the gas lines to hook up the heaters in the bus barn. By the time we meet, that project should be completed as well.

I've asked for quotes from the sign company to repair the vinyl decals that are on the Big A sign. The south side show significant wear and could stand to be replaced.

4) Considerations for the Start of School 2020-21

We are excited to get the school year started. The Principals, Teachers, and Staff are working to provide a strong start and a positive return for our students.

As we go along, we all need to be prepared to be flexible, especially as we engage with items such as activities, etc, with other schools. We will continue to monitor current information and convene the District Reentry Team as needed to adjust our plans if and when necessary.

I want to thank our staff for their dedication and hard work during this challenging time.

5) Strategic Planning

We are staying in touch with NASB regarding the strategic planning process. I am eager to finish this project, but also want to be careful not to force it. It is important to finish thoroughly and strongly resulting in a solid plan that will guide us for years to come. I will keep you updated as Kori and Marcia communicate with me our next steps and when it works for them to safely reconvene the process.

6) CARES Act

The district has been allocated 67,000+ in federal CARES Act dollars. The application for this funding is due August 31st and is a similar process to Title or IDEA dollars. We need to discuss, in general, how we would like to allocate those funds. I would like to suggest replacing some water fountains with bottle filling stations, other COVID type supplies, technology, and possible classroom resources as options or funding. We can offset some upcoming costs using these funds. I will explain more when we are in person.

7) Other Items

Please let me know if you have any questions. Thank you also, as board members, for your continued support. We have been able to do our jobs and manage COVID-19 effectively due to your input and trust in our abilities.

Thank you!
Dale

Middle and High School

Faculty Handbook



Ainsworth Community Schools

2020-2021

The mission of the Ainsworth Community Schools is to provide a safe environment in which students acquire the knowledge, skills and attitudes necessary to be successful individuals in an ever-changing world.



Ainsworth Middle/High School Directory

Administration

Dale Hafer – Superintendent 387-2333 (Office)
Steven Dike – 7-12 Principal 387-2082 (Office)
Curtis Childers – PreK-6 Principal 387-2083 (Office)

Activities Director - 387-0535 (Office)

Scott Steinhauser

Jared Hansmeyer

Sports

MS/HS Football
HS Volleyball
Boys' & Girls' Golf
MS/HS Wrestling
MS Football

MS/HS Cross Country
MS Volleyball
MS Girls' & Boys' BB
HS Girls' & Boys' BB
MS/HS Track

Activities

Speech
F Clubs
Play Production
Cheeleading
Pom

Mock Trial
Music
Quiz Bowl
Art
Destination Imagination
A-Club

Office

Zoe Shankland 387-2082 ext 182
Angie Welke 387-2082 ext 180

AMS/HS Faculty

Denise Adcock	Roberta Denny	Katelyn McClure	Scott Steinhauser
Bethany Alder	Amanda Evans	Juli Murphy	Alisha Strehlow
Wendy Allen	Amanda Ganser	Sandi Nelson	Loreece Thornton
Pam Barrow	Tammy Hancock	Jake Nelson	Kara Welch
Kim Bejot	Jared Hansmeyer	Kayla Nilson	Emily Whipple
Betty Bower	Brandy Held	Jessi Owen	Rachel Williams
Roudy Clapper	Jennifer Hitchcock	Todd Pollock	Amanda Wirth
Stephen Crile	Tami Jacobsen	Erin Rathe	
Ronda Davis	Heather Lutter	Lisa Schlueter	

Ainsworth Community School's Web Page

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

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

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

***Forms are available in the office if any parent wishes to **NOT** have a student's picture displayed on the school's webpage.

Ainsworth Community Schools 2020-2021 School Calendar

- 7 Teacher Work Day
- 10 FB, VB, CC, GG Practice
- 10-11 Teacher In-Service
- 12 First Day Students

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 No School – Labor Day
- 21 No School Teacher In-Service and P/T Conf 4 – 8 pm

- 12 No School Teacher Inservice
- 16 End of 1st Qtr
- 23 No School

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 9 No School Teacher In-Service
- 25, 26, 27 Thanksgiving Break

- 16, 17, 18 Semester Tests
- 18 2:00 Dismissal
- 21-31 No School

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	8
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 No School
- 4 School Resumes
- 13 No School to Host FFA LDE's
- 18 No School - In-Service

- 8 No School Teacher In-Service and P/T Conf 4:00 – 8:00
- 19 Winter Break
- 22 No School to Host SWC Speech

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 End of 3rd Qtr
- 11, 12 No School - Spring Break
- 26 1:15 Dismiss HS Track

- 1 No School Teacher In-Service
- 2-5 No School – Easter Break

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 16 Graduation
- 18, 19, 20 Semester Tests
- 20 Early Dismissal TBA

Number of Student Days

- Aug 14
- Sept 20
- Oct 20
- Nov 17
- Dec 14
- Jan 18
- Feb 17
- Mar 21
- Apr 19
- May 14

Total 174

Number of Teacher Days

- Aug 17
- Sept 21
- Oct 21
- Nov 18
- Dec 14
- Jan 20
- Feb 19
- Mar 21
- Apr 20
- May 14

Total 185

Early Out Days for Students

- Dec 18 (2:00)
- Mar 26 (1:15)
- May 20 (2:00)

Teacher In-Service Days

- Aug 10,11
- Sept 21
- Oct 12
- Nov 9
- Jan 18
- Feb 8
- Apr 1

- Purple – PT Conferences
- Red – Teacher In-Serv/Work time
- Yellow – No School
- Green – Semester Tests/Finals

AINSWORTH MIDDLE & HIGH SCHOOL BELL SCHEDULES

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

7th-12th Grade Schedules:

Regular Schedule

Warning Bell		7:55
Period 1	8:00 –	8:47
Period 2	8:50 –	9:37
Period 3	9:40 –	10:27
Period 4	10:30 –	11:17
7 th -8 th Lunch	12:17 --	11:44
Period 5 (7-8)	11:47 –	12:34
Period 5 (9-12)	11:20 –	12:07
9 th -12 th Lunch	12:07 –	12:34
Period 6	12:37 –	1:24
Period 7	1:27 –	2:14
Seminar	2:17 –	2:41
Period 8	2:44 –	3:31

2:00 Dismissal

Warning Bell		7:55
Period 1	8:00 –	8:39
Period 2	8:42 –	9:21
Period 3	9:24 –	10:03
Period 4	10:06 –	10:45
Period 5	11:48 –	12:27
Period 6	10:30 –	12:09
7 th -12 th Lunch	12:09 –	12:36
Period 7	12:39 –	1:18
Period 8	1:21 –	2:00

10:00 Late Start

Warning Bell		9:55
Period 1	10:00 –	10:35
Period 2	10:38 –	11:13
Period 3	11:16 –	11:51
Period 4	11:54 –	12:29
7 th -12 th Lunch	12:29 –	12:59
Period 5	1:02 –	1:37
Period 6	1:40 –	2:15
Period 7	2:18 –	2:53
Period 8	2:56 –	3:31

Semester Test Schedule

Day 1 (1 st -3 rd)	Day 2 (4 th -6 th)	Day 3 (7 th -8 th)
Warning Bell		7:55
Seminar (All Students)	8:00	– 9:25
Period 1,4,7	9:30	– 10:50
Period 2,5,8	10:55	– 12:15
7 th -12 th Lunch	12:15	-- 12:42
Period 4/8	12:45	– 2:05
Remediation (Days 1&2)	2:05	– 3:31

Certified Teaching Staff are required to be on duty, generally from 7:45 – 3:45.

This time may be adjusted to allow for coverage of supervisory rotations before and after school.

Middle School staff with coaching responsibilities may not be available after 2:40 p.m.

Faculty members may leave at 3:35 p.m. on Fridays.

2020-2021		1st Hour	2nd Hour	3rd Hour	4th Hour	MS Lunch/5th Hour/HS Lunch	6th Hour	7th Hour	Seminar	8th Hour
Teacher	Rm # / Ph. #	8:00-8:47	8:50-9:37	9:40-10:27	10:30-11:17	11:17-11:44 / 12:07-12:34	12:37-1:24	1:27-2:14	2:17-2:41	2:44-3:31
Adcock, Denise	145 / 4009	PLAN	Painting	Pottery	7/8 Art / SHall	Art I	Pottery	Drawing	Seminar - 9	Art I
Allen, Wendy	112 / 3009	Pre-Calculus	8 Math	8 Alg	Alg I	7 Math	Alg I	7 Math	Seminar	PLAN
Barrow, Pam	133 / 4001	PLAN	Medical Term/Nutrition	Food & Nutrition I/II	Food & Nutrition I/II	Relationships/L&C Read	7 Expl	Child Dev/Relationships	Seminar - 11	Textiles/Int. Des/Fashion
Bower, Betty	301 / 4012	Calculus	Earth Science	Chemistry	Physics	Earth Science	PLAN	Chemistry	Seminar - 11	Study Hall
Clapper, Roudy	176 / 4038	PE 9 / Health	5 PE	6 PE	Elem	Elem	PLAN	Elem	Elem	7/8 PE / Health
Crile, Stephen	176 / 4038	Strength 9 / Health	Strength	Strength	Strength	HS Supervision Duty	Lifetime Rec	PLAN	Seminar - 9	7/8 PE / Health
Davis, Ronda	113 / 3004	7 SS	7 Rdg	7 SS	Study Hall	8 SS	8 Rdg	8 SS	Seminar	PLAN
Denny, Roberta	208 / 4015	PLAN	English Comp I/II	English III	English I	English III	English III	English I	Seminar - 11	English I
Evans, Amanda	108 / 3005	5 Band/SS/Expl	PLAN	5 SS	5 Math	6 Math	6 Math	5 Math	Seminar	Study Hall
Flynn, Nichole	107 / 3006	6 Expl/Band/SS	6 SS	PLAN	6 Sci	5 Sci	5 Sci	6 Sci	Seminar	Study Hall
Ganser, Amanda	408 / 2009	5/6 Expl	Elem	Elem	Elem	Elem	Elem	Elem	Elem	Elem
Goodloe, Laurie	Library / 4034	College Alg/Stats	--	--	--	--	--	--	--	--
Halley, Teresa	120 / 3003	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies
Hancock, Tammy	114 / 3007	7 LA	7 Rdg	7 LA	7/8 Theatre / SHall	8 LA	8 Rdg	8 LA	Seminar	PLAN
Hansmeyer, Jared	212 / 4017	AD	American History	Media Prod/Int. Tech	American History	Endurance	PLAN	AD	AD	AD
Held, Brandy	202 / 4010	World History	PLAN	Geography/Civics	World History	Geography/Civics	Psych/Soc	Geography/Civics	Seminar - 9	7/8 PE / Health
Hitchcock, Jennifer	302 / 4013	Biology	Physical Sci	Physical Sci	PLAN	Biology	Physical Sci	Ecology/Col Bio	Seminar - CB Stud	A & P
Jacobsen, Tami	422 / 2011	5/6 Expl	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor
Lutter, Heather	110 / 3008	6 Expl/Band/SS	6 SS	PLAN	6 LA	6 LA	6 LA	6 LA	Seminar	Study Hall
McClure, Katie	211 / 4021	College Pub. Sp./ESL	Sp Com/Wkplce Com	Sp Com/Wkplce Com	ESL	English II	English II	English II	Seminar - 10	PLAN
Murphy, Juli	148 / 4019	Adv. IT/Web Design	Personal Finance	Info Tech	PLAN	Accounting I/II, III/IV	7 Expl	Journalism	Seminar - COE	COE
Nelson, Jake	115 / 3001	Tech Math I/II	8 Sci	8 Sci	Lunch/Library	MS Supervision Duty / 7 Sci	7 Study Skills	7 Sci	Seminar	PLAN
Nelson, Sandi	169 / 2012	Elem Title	7 Rdg	Elem Title	Elem Title	Elem Title	8 Rdg	Elem Title	Elem Title	7/8 PE / Health
Nilson, Kayla	147 / 4020	PLAN	Study Hall	HS Choir	7/8 Choir / SHall	Elem	Elem	Elem	Elem	That's Ent/Music in Cinema
Owen, Jessi	303 / 4025	PLAN	Spanish I	Spanish II	Government	Spanish I	Government	Spanish II	Seminar - 12	Spanish III/IV
Pollock, Todd	155 / 4022	8 Expl	Woods	Construction Trades	Intro to Ind Tech	Power/Energy/Trans	Weld/Metals & Fab	Manufacturing	Seminar - 10	PLAN
Rathe, Erin	144 / 4024	5 Band/6 Band	5 Chorus	6 Chorus	7/8 Band / SHall	HS Band	Rock Band	Intro to Music/History of R&R	Seminar ?	PLAN
Schlueter, Lisa	DL / 4016	8 Character Ed.	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor
Steinhauser, Scott	186 / 4005	AD	Psychologist	Psychologist	Psychologist	Psychologist	AD	AD	AD	AD
Strelow, Alisha	109 / 3010	5 Band/SS/Expl	PLAN	5 SS	5 LA	5 LA	5 LA	5 LA	Seminar	Study Hall
Thornton, Loreece	206 / 4027	Alg II	Geometry	Geometry	Alg II	Alg II	PLAN	Study Hall	Math Lab	Geometry
Welch, Kara	200/409 / 2021	5/6 Expl	Media	Media	Media	Media	Media	Media	Media	Media
Whipple, Emily	153 / 4029	8 Expl	Intro to Ag	PLAN	Floriculture/N&L	Agbusiness/Ag Sales	Animal Sci/Large An.	Nat Res/Wild Mang	Seminar - 10	Leadership/Vet Science
Williams, Rachel	207 / 4030	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies
Wirth, Amanda	205 / 4031	Learning Strategies	7 Rdg	Learning Strategies	PLAN	Learning Strategies	8 Rdg	Learning Strategies	Learning Strategies	Learning Strategies

Notice

The sole purpose of this handbook is to serve as reference for staff and clarify procedures used in the operations of Ainsworth Middle/High School. Significant effort has been made to guarantee alignment with all state statutes and all agreements negotiated by ACS and its employees. In the case of error or non-agreement, statute and negotiated agreement must supersede this handbook and the information in this handbook will be null and void. For the sake of accuracy, in the case of error or non-agreement, please notify Ainsworth Administration immediately.

For more information use the link below to visit the district website.

www.ainsworthschools.org

AINSWORTH COMMUNITY SCHOOLS NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dale J. Hafer

Title: Superintendent

Address: 502 E 2nd, Ainsworth, NE 69210

Telephone: 402-387-2333

E-mail: dhafer@ainsworthschools.org

For further information on notice of nondiscrimination, visit:

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please contact the office of the Superintendent for information regarding district policy and procedure to prevent discrimination.

Teacher Handbook General Information

ACTIVITIES

Activity Approvals, Scheduling and Facility Requests forms must be filled out by every event sponsor and submitted to the Activity Director or principal for approval. This includes all meetings regardless of the time or place of the activity.

Activities must be completed by 6:00 p.m. on Wednesday. No activities are allowed on Sunday.

ADMITTANCE PROCEDURES

Upon returning to school due to an unforeseen absence, it shall be the responsibility of the staff member to make a student aware of homework or other learning activities missed and the timeline to complete this work.

Pre-arranged absences require an Admit/Make-up slip (white slip) before the absence and staff should provide students with the learning activities and timeline for completion prior to leaving.

ASBESTOS

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

ATTENDANCE POLICY

Due to changing laws it is very important that an accurate record of attendance is recorded. All teachers are required to take attendance during the first five minutes of EACH class period. If you are unable to use Power School during your class please call the office to report the absent student(s).

CLASSROOM MANAGEMENT

Most disciplinary/classroom management problems can be avoided if the teacher has a plan, comes to class prepared to teach and has appropriate classroom rules which have been explained to the student and which are fairly and consistently enforced.

Proximity has proven to be one of the greatest tools for classroom management. This requires consistent and continual movement around the room. Teachers are expected to move throughout the classroom regardless of class activity.

The best classroom managers/disciplinarians are the ones who have learned to be firm and consistent without being autocratic and confrontational. **A review of your classroom rules/expectations will be completed during the first week of the school year.**

COLLECTION OF MONIES

All class dues are to be paid by the end of the 1st Quarter. All money being collected by class sponsors, treasurers, students, etc. needs to be turned in to the office **daily**. All checks written to the organizations are to be cashed weekly. **Do not hold money long term.**

DAILY ANNOUNCEMENTS

The PowerSchool system will be used for compiling the daily bulletin. Each teacher, sponsor, coach or advisor is responsible for submitting bulletin information for his or her organization. Faculty and Student announcements may be entered into the daily bulletin form or may be sent to zshankland@ainsworthschools.org. **Hand written notes or phone calls will not be posted.** All announcements must be submitted by 7:00 a.m. the date of publication. The Pledge of Allegiance will be recited in each room at the beginning of first period.

STAFF DRESS CODE

You are an important role model to your students. Staff members should be professionally/appropriately dressed at all times. All attire should also meet the dress code we enforce for students. Footwear should be professional and provide for safety in the case of emergencies. It has been customary for teachers at the high school to wear jeans on **the last teaching day of the week** if worn with an “I Love Public Schools” shirt or a school shirt/or school colors. (This is not to be a “dress down” day with lowered academic or behavioral expectations, it is to be viewed as a “school spirit” day where staff can show support for school activities.)

DUPLICATING OR PHOTOCOPYING

We all have a busy schedule and copying is one of the many duties that a teacher must accept if they choose to use hard copies within the classroom. Classroom teachers will be expected to complete their own copying during their plan time or outside the school day. Please plan accordingly and make arrangements for copying at one of the several copiers available throughout the building. Copier representatives recommend that construction paper not be used in the copiers and color printing is not to be a substitute for copying.

EMERGENCY RESPONSE PACKETS

An Emergency Response Packet is located in each room and must be within reach at all times. Faculty members are to review packet contents periodically and be aware of procedures contained in the packet in case of various emergency situations. At the end of the school year all emergency buckets need to be turned in with your handbook so they can be restocked.

FACULTY MEETINGS

Faculty meetings will be scheduled on a regular basis to discuss specific school problems and other agenda items relating to the welfare of the school, students and staff. When called, all meetings will begin at 7:15 a.m. unless otherwise noted. All faculty members are expected to attend unless a member has been excused by the Principal. **Faculty meetings take precedence over all other activities-planned or not.** Teachers are expected to cancel or reschedule other activities, meetings, etc. and to be in attendance at the faculty meetings.

August 26	November 18	February 24	May 12
September 23	December 9	March 24	
October 21	January 23	April 21	

FIRE DRILLS

Monthly fire drills are required by Nebraska law and are an important safety precaution. They are held to establish an evacuation procedure in case of an actual emergency. Maps and directions for exiting the room have been provided for each room and each staff member. These are to be kept clearly posted in the room. At the beginning of school and periodically throughout the year, whenever a new group of persons are using the room, this exit route should be explained.

When a fire alarm sounds, everyone is to obey orders promptly and clear the building in an orderly manner as quickly as possible. **All students in a specific class are to remain with their teacher once they have reached the indicated safety zone. Teachers are to take their Emergency Response Packets and grade/roll books with them and take roll upon reaching the designated area. Any students who are not with their class are to be reported immediately to the appropriate Principal. (An Emergency Response Packet is located in each room and must be within reach at all times.)**

As a safety measure all students, staff, teachers and other adults or children are to proceed to the grass area and not to stop in the street. Greater care needs to be taken by teachers to set a good example for students in this situation. Go up onto the grass. **Do not stop or stand in the street or parking area during a fire drill emergency exiting.**

A student or staff member who sets off the fire alarm in an intentionally false manner will be suspended from school and will face criminal charges. This has been upheld by the Supreme Court in the “clear and present danger” doctrine.

FOOD AND DRINKS

Food and drinks are not allowed in the classroom or in the hallways. Please follow the guidelines in the Student Handbooks. Water in clear (see through) plastic containers will be allowed.

GRADING

PowerSchool will be the district-wide management program for tracking grades and attendance. **Grades should be updated in PowerSchool no later than 8:30 am on Monday morning.** Some may still choose to keep a paper grade book. If you choose to, this record should be turned in at the end of the school year. Grade weighting is determined by the teacher in alignment with best practice. However, any weighting used to determine a student’s cumulative grade should be communicated with all students prior to the beginning of the semester.

Grades are strictly the responsibility of the teacher. GRADES ARE TO BE BASED ONLY ON STUDENT ACADEMIC PROGRESS AND ACHIEVEMENT, NOT ON BEHAVIOR and extra-credit should be reserved for academic work done beyond the assigned coursework.

The following scale will be used to record student performance on the permanent student records:

A+99-100	B+91-92C+84-85D+76-77	F 69-below
A 95-98B 88-90	C 80-83 D 72-75	
A-93-9 4	B-86-87 C-78-79	D-70-71

HALL DUTY

All teachers are to supervise the hallways outside their classrooms (or distributed as needed) when classes are passing. Teachers **are not to tolerate** running, pushing, horseplay or teasing on the part of any student. Teachers are to assume responsibility for supervision of students at all times.

HOURS OF DUTY

Generally, staff members are to be on duty from 7:45 to 3:45 p.m, but start and ending time may be adjusted before or after school for staff meetings, supervisory responsibilities or other unforeseen events. On Fridays faculty members may leave at 3:35 p.m.

Teachers are expected to be in their respective classrooms or teaching locations by 7:55 a.m. each day. Teachers are expected to be in their classroom unless instructional preparation or activity sponsorship would necessitate their absence.

LEAVING THE BUILDING DURING THE DAY

Any staff member needing to leave the building during the day will notify the front office and sign out through the front office before leaving.

LESSON PLANS

Lesson plans are due by 8:00 am and are to be submitted digitally each Monday (or the first day of the week). They are to be placed and archived in the personal shared lesson plan google folder which will be shared with administration.

MONDAY MORNING ELIGIBILITY

Teacher grades need to be entered in PowerSchool by **8:30** on Monday morning so a 7th-12th eligibility list can be compiled. Please make sure grades are current on PowerSchool before the eligibility list is due.

MORNING SUPERVISION

Before the first day of school, teachers will have the expectation to sign up for a determined number of weeks of supervision. Morning supervision will consist of two positions (by the Big A and on the South at the Middle School entrance). Morning duty will be from 7:35-7:55 (teacher may leave at 3:35 on these days) and after school duty will be from 3:31-3:45 with no adjustment necessary in the morning. If you have to be gone for any reason, it is your responsibility to find a replacement for this supervision.

MULTI-CULTURAL EDUCATION

Rule 16 attempts to insure that all teachers incorporate into their daily teaching positive cultural contributions of the four major minority groups in Nebraska-African Americans, Hispanic Americans, Native Americans and Asian Americans. The goal of the legislation, which mandates multicultural education, is to bring about the appreciation of cultural pluralism. When you are planning both long term and short term goals you are reminded to make a concentrated effort to make your lessons multi-culturally appropriate. Each year the district’s Multicultural Education Committee is responsible for seeing that the requirements of Rule 16 are met. AR-6205 Form Attached.

MUTUAL RESPECT

From childhood we have been taught to treat others as we would like to be treated. This is one of the basic character education traits that we attempt to instill in our students. We also need to be certain that we send this message to our students and that we lead by modeling this idea.

PROGRESS REPORTS

Grades will be continue to be determined on a quarterly basis for grades 5-8 and will be generated on a semester basis for grades 9-12. Progress reports are designed to give the student and the parent an indication as to the academic progress of the student while there is still time to make improvement or seek assistance. These reports will be sent home according to the schedule below. Signed progress reports are to be returned to the teacher by Friday of the week the reports were distributed. Reports not returned by Friday must be followed up by the teacher. Principals may request verification of returned reports.

Middle School (7-8)

	<u>Begins</u>		<u>Ends</u>	<u>Progress Report</u>	<u>Grades Available</u>
Quarter 1	August 12	.-	October 16	September 15	October 21
Quarter 2	October 19	-	December 18	November 16	January 7
Quarter 3	January 4	-	March 5	February 1	March 10
Quarter 4	March 8	-	May 20	April 12	May 21

High School (9-12)

	<u>Begins</u>		<u>Ends</u>	<u>Grades Available</u>
Semester 1	August 12-		December 18	January 7
Progress Report Dates	September 15		October 19	November 16
Semester 2	January 4		May 20	May 21
Progress Report Dates	February 1		March 10	April 12

PURCHASE ORDERS

Any orders or purchases made through the Activity Account require a purchase order. Activity Account purchase orders may be requested from the High School office. General Fund purchase orders may be requested from the District Office. All purchases require a purchase order.

SAFETY AND WELL-BEING AND ACCIDENT REPORTS

Each teacher is responsible for the safety and well-being of each student in their charge as well as for his/her own safety and well-being. If you observe situations in the facility or grounds which you feel are potential safety hazards, report these immediately to one of the Principals. Be ever alert to the physical setting in your classroom which may endanger the safety and well-being of yourself and your students. Supervise your students at all times. **REMEMBER!! When a person is injured use extreme caution-do not move the person if there is a chance that there may be injury to the spine. Keep students away from the injured person and send for the school nurse immediately. Do not allow yourself to come into contact with blood from the wound of the injured person. Use the gloves in your "Teacher Safety First Aid Packet."** Additional first aid supplies may be obtained from the office when your supply is depleted.

SEMESTER ENDING PERFORMANCE ASSESSMENTS

All teachers 9-12 are expected to have students complete a comprehensive exam, project or presentation at the conclusion of each semester for each class. (Seniors MAY be exempted from these exams at the discretion of the teacher). 7-8th grade teachers are encouraged to create a "larger" exam to allow students the opportunity to review and reassess previously learned concepts from the semester. (These do not need to be comprehensive in nature and should be "grade appropriate").

SENDING STUDENTS OUT OF THE CLASSROOM OR FROM THE BUILDING

Teachers are not to send students from the building to run errands or to get supplies. Make prior arrangements to have on hand all materials that are needed for a class project or lesson. Do not send students to the office for supplies. If a student needs to go to the nurse, please contact to office first to assure that 1) the nurse is available at that time, and 2) the office can send someone to escort the student in the name of student safety.

If a student needs to leave the campus under exceptional circumstances, he/she should be sent to the Office of the Principal to gain permission. Please do all that you can to discourage the need for a student to leave the building and miss valuable instructional time.

SPECIAL ARRANGEMENTS FOR APPROVED ABSENCE

The following guidelines will be used to determine whether or not the student deserves this privilege:

1. Student is not on Eligibility Exemption Roster.
2. Student has good attendance record.
3. Student has good conduct record.

If a student meets these criteria, then the student must have a parent call or personally contact the Principal in order to ensure that this absence meets with parental approval. At this point, if the student's absence has been approved, the next step will be for the student to complete all his/her classroom assignments which will be missed prior to leaving for the event.

Principal/Activities Director may deny approval for school sponsored trips or activities that the **student is participating in based on the three criteria listed above.**

When students are participating in a school-approved activity, the coach/sponsor will post a list of eligible student names in the faculty bulletin at least **three days** before the event. Teachers will use this list when assigning makeup work.

Coaches/Sponsors must get permission from the Principal/Activity Director before giving students permission to attend a state-sponsored activity when they are **not a participant** (such as the State Wrestling Tournament or school sponsored activity such as FCCLA Search). Any students under supervision of a sponsor or coach are considered a school approved absence. Any student not under supervision of a coach or sponsor is absent on a white slip.

SPONSORSHIP

All middle and high school teachers may expect assignments to sponsor school organizations. Every effort will be made to keep these assignments in line with teaching preparations and teaching load. High school class sponsors will have co-sponsors.

As a sponsor you are expected to hold students to strict account for adherence to Board of Education and school rules and to give advice to the organization when you deem it is necessary and appropriate. Scheduling of meetings is left to the discretion of the organization and the advisor, however, the advisor is responsible for seeing that the proper procedures are followed in gaining approval from the Activities Director for placement on the school calendar. The advisor is also responsible for seeing that all charter guidelines are followed. Please bring these to the attention of the organization which you sponsor. **NOTE: All fund-raising activities are to have prior approval of the Principal and Superintendent. Proper procedure needs to be followed concerning purchase orders.**

SPONSORSHIP TRANSPORTATION ARRANGEMENTS

Any student who rides to an event under the supervision of a sponsor/coach/faculty member will also return home under their supervision unless the sponsor has a Travel Release Form from the parents for the student to return home some other way. This form must be completed and personally handed to the sponsor/coach/faculty member after the event is completed and upon departure with the student. Failure to do so will result in the student riding school provided transportation from the activity.

STUDENT ASSISTANCE TEAM

The Student Assistance Team, with the Guidance Counselor as chairperson, exists to assist teachers in dealing with a number of concerns regarding student academic progress or lack thereof, habitual behavioral problems, speech and language referrals and diagnostic testing request. Contact Mrs. Schlueter to receive the appropriate forms if you feel that you have students whom should be referred to the SAT. Attempts will be made to use the SAT for assisting those students whose names consistently appear on the ineligible list, also. At all levels of the SAT operations, the classroom teacher plays a vital role in providing information and brainstorming solutions. When you are notified of an SAT meeting make every effort to attend, if possible, and if not possible then provide written or verbal input to the Counselor.

STUDENT HANDBOOK STUDENT HANDBOOKS

Staff is expected review, adhere and enforce uniformly and consistently all guidelines set forth in the student handbooks. The Student Handbook is an extension of the Faculty Handbook and all guidelines apply to teachers and staff as well.

SUPERVISION OF STUDENTS

Students, either alone or in groups, are **never** to be left unsupervised at any time. All groups of students meeting as teams, classes, practices, parties or organizations are to be sponsored and directly supervised by a faculty member.

TEACHER ABSENCE

Should an unforeseen need arise that a faculty member is unable to be present for all or a portion of the school day, the Principal and Secretary are to be notified as soon as possible so arrangements can be made to obtain a substitute teacher. A Staff Absence Report must be filled out for every absence of one half class period or longer, including during your planning period through Weblink (<https://wl.sui-online.com/AinsworthNE/Login.aspx?ReturnUrl=%2fAinsworthNE>). If the absence is due to illness or is unplanned, the Staff Absence Report should be filled out as soon as possible and no later than upon your return. If the absence is unplanned, lesson plans may be e-mailed to Zoe, zshankland@ainsworthschools.org, however in all other circumstances teachers are expected to provide complete, clear and appropriate lesson plans for the substitute to use in **teaching the** class. It is expected that a teacher will also provide the substitute with a list of classroom rules and a seating chart.

Planned personal leave should be submitted at the earliest date possible due to limited opportunities to find substitutes. Substitutes will be used to fill school activities before requests for personal days. Every effort will be made to find coverage but requests for personal days may be denied or teachers may be asked to reschedule if coverage cannot be found.

Whenever leaving the building, teachers are required to check in and sign out on the Teacher Checkout sheet in the Principal's office.

TELEPHONE AND INTERCOM SYSTEM IN CLASSROOMS

The telephone and intercom systems which have been installed in each **room are to be used by teachers and staff members only unless in case of emergency when the classroom teacher is incapacitated. Students are not allowed to answer the phone.** Students are not to be on the phone during class times.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Teachers are to keep accurate records of textbooks and other school property issued to them. When assigning books to students, record the number of the book and then keep this list of book numbers and student names in a safe place. If a student informs you that he/she has lost their textbook, the teacher will collect for the original book before issuing him/her a new book. Should the original textbook show up at a later date the student's payment will be refunded. Please remind students of their responsibility in keeping the textbooks and materials issued to them in good condition.



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

- LOCKOUT** - "Secure the Perimeter"
- LOCKDOWN** - "Locks, Lights, Out of Sight"
- EVACUATE** - "To the Announced Location"
- SHELTER** - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



Ainsworth Community Schools



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

Mr. Dale Hafer,
Superintendent

Mr. Steven Dike,
7-12 Principal

Mr. Curtis Childers,
K-6 Principal

Mission Slogan

ACS CARES

Committed to **A**chieving **R**esults **E**veryone's **S**uccess

www.ainsworthschools.org

**If any student or parent would like a hard copy of this student handbook,
please request one at the
Secondary Office.**

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dale J. Hafer
Title: Superintendent
Address: 520 E 2nd Street, Ainsworth, NE 69210
Telephone: 402-387-2333
E-mail: dhafer@ainsworthschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please contact the office of the Superintendent for information regarding district policy and procedure to prevent discrimination.

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Welcome to AINSWORTH Middle/High School

We hope that those of you who are returning to our school are expecting a continuation of a high-quality, positive educational environment. We can say with confidence that you are in for an exciting year. With the mutual support of home and school, each of you will benefit from the opportunities this school has to offer. There will be many new and exciting endeavors that each of you will face this school year. With the aid of a wonderful teaching and supporting staff, we are sure that you will be successful in not only the area of academics, but also in your social and emotional growth as well.

This Ainsworth MS/HS Student Handbook is designed to help you (and to help you help your student) know and understand our school and district guidelines. If you have any questions, please feel free to contact the office (402-387-2082). Please let us know if we can help you in any way. Let this be the best year yet at Ainsworth Schools.

Ainsworth Middle/High School Directory

Administration

Dale Hafer – Superintendent	387-2333 (Office)
Steven Dike – 7-12 Principal	387-2082 (Office)
Curtis Childers – PreK-6 Principal	387-2083 (Office)

Activities Director - 387-0535 (Office)

Scott Steinhauser

MS/HS Football
HS Volleyball
Boys' & Girls' Golf
MS/HS Wrestling
MS Football

Sports

Jared Hansmeyer

MS/HS Cross Country
MS Volleyball
MS Girls' & Boys' BB
HS Girls' & Boys' BB
MS/HS Track

Activities

Speech
F Clubs
Play Production
Cheeleading
Pom

Mock Trial
Music
Quiz Bowl
Art
Destination Imagination
A-Club

Office

Zoe Shankland	387-2082 ext 182
Angie Welke	387-2082 ext 180

AMS/HS Faculty

Denise Adcock	Roberta Denny	Katelyn McClure	Scott Steinhauser
Bethany Alder	Amanda Evans	Juli Murphy	Sean Sterkel
Wendy Allen	Amanda Ganser	Sandi Nelson	Alisha Strehlow
Pam Barrow	Tammy Hancock	Jake Nelson	Loreece Thornton
Kim Bejot	Jared Hansmeyer	Kayla Nilson	Kara Welch
Betty Bower	Brandy Held	Jessi Owen	Emily Whipple
Roudy Clapper	Jennifer Hitchcock	Todd Pollock	Rachel Williams
Stephen Crile	Tami Jacobsen	Erin Rathe	Amanda Wirth
Ronda Davis	Heather Lutter	Lisa Schlueter	

Ainsworth Community School's Web Page

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

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

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

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

Ainsworth Community Schools 2020-2021 School Calendar

- 7 Teacher Work Day
- 10 FB, VB, CC, GG Practice
- 10-11 Teacher In-Service
- 12 First Day Students

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 No School – Labor Day
- 21 No School Teacher In-Service and P/T Conf 4 – 8 pm

- 12 No School Teacher Inservice
- 16 End of 1st Qtr
- 23 No School

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 9 No School Teacher In-Service
- 25, 26, 27 Thanksgiving Break

- 16, 17, 18 Semester Tests
- 18 2:00 Dismissal
- 21-31 No School

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	8
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 No School
- 4 School Resumes
- 13 No School to Host FFA LDE's
- 18 No School - In-Service

- 8 No School Teacher In-Service and P/T Conf 4:00 – 8:00
- 19 Winter Break
- 22 No School to Host SWC Speech

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 End of 3rd Qtr
- 11, 12 No School - Spring Break
- 26 1:15 Dismiss HS Track

- 1 No School Teacher In-Service
- 2-5 No School – Easter Break

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 16 Graduation
- 18, 19, 20 Semester Tests
- 20 Early Dismissal TBA

Number of Student Days

- Aug 14
- Sept 20
- Oct 20
- Nov 17
- Dec 14
- Jan 18
- Feb 17
- Mar 21
- Apr 19
- May 14

Total 174

Number of Teacher Days

- Aug 17
- Sept 21
- Oct 21
- Nov 18
- Dec 14
- Jan 20
- Feb 19
- Mar 21
- Apr 20
- May 14

Total 185

Early Out Days for Students

- Dec 18 (2:00)
- Mar 26 (1:15)
- May 20 (2:00)

Teacher In-Service Days

- Aug 10,11
- Sept 21
- Oct 12
- Nov 9
- Jan 18
- Feb 8
- Apr 1

- Purple – PT Conferences
- Red – Teacher In-Serv/Work time
- Yellow – No School
- Green – Semester Tests/Finals

2020-2021		1st Hour	2nd Hour	3rd Hour	4th Hour	MS Lunch/5th Hour/HS Lunch	6th Hour	7th Hour	Seminar	8th Hour
Teacher	Rm # / Ph. #	8:00-8:47	8:50-9:37	9:40-10:27	10:30-11:17	11:17-11:44 / 12:07-12:34	12:37-1:24	1:27-2:14	2:17-2:41	2:44-3:31
Adcock, Denise	145 / 4009	PLAN	Painting	Pottery	7/8 Art / SHall	Art I	Pottery	Drawing	Seminar - 9	Art I
Allen, Wendy	112 / 3009	Pre-Calculus	8 Math	8 Alg	Alg I	7 Math	Alg I	7 Math	Seminar	PLAN
Barrow, Pam	133 / 4001	PLAN	Medical Term/Nutrition	Food & Nutrition I/II	Food & Nutrition I/II	Relationships/L&C Read	7 Expl	Child Dev/Relationships	Seminar - 11	Textiles/Int. Des/Fashion
Bower, Betty	301 / 4012	Calculus	Earth Science	Chemistry	Physics	Earth Science	PLAN	Chemistry	Seminar - 11	Study Hall
Clapper, Roudy	176 / 4038	PE 9 / Health	5 PE	6 PE	Elem	Elem	PLAN	Elem	Elem	7/8 PE / Health
Crile, Stephen	176 / 4038	Strength 9 / Health	Strength	Strength	Strength	HS Supervision Duty	Lifetime Rec	PLAN	Seminar - 9	7/8 PE / Health
Davis, Ronda	113 / 3004	7 SS	7 Rdg	7 SS	Study Hall	8 SS	8 Rdg	8 SS	Seminar	PLAN
Denny, Roberta	208 / 4015	PLAN	English Comp I/II	English III	English I	English III	English III	English I	Seminar - 11	English I
Evans, Amanda	108 / 3005	5 Band/SS/Expl	PLAN	5 SS	5 Math	6 Math	6 Math	5 Math	Seminar	Study Hall
Flynn, Nichole	107 / 3006	6 Expl/Band/SS	6 SS	PLAN	6 Sci	5 Sci	5 Sci	6 Sci	Seminar	Study Hall
Ganser, Amanda	408 / 2009	5/6 Expl	Elem	Elem	Elem	Elem	Elem	Elem	Elem	Elem
Goodloe, Laurie	Library / 4034	College Alg/Stats	--	--	--	--	--	--	--	--
Halley, Teresa	120 / 3003	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies
Hancock, Tammy	114 / 3007	7 LA	7 Rdg	7 LA	7/8 Theatre / SHall	8 LA	8 Rdg	8 LA	Seminar	PLAN
Hansmeyer, Jared	212 / 4017	AD	American History	Media Prod/Int. Tech	American History	Endurance	PLAN	AD	AD	AD
Held, Brandy	202 / 4010	World History	PLAN	Geography/Civics	World History	Geography/Civics	Psych/Soc	Geography/Civics	Seminar - 9	7/8 PE / Health
Hitchcock, Jennifer	302 / 4013	Biology	Physical Sci	Physical Sci	PLAN	Biology	Physical Sci	Ecology/Col Bio	Seminar - CB Stud	A & P
Jacobsen, Tami	422 / 2011	5/6 Expl	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor	Elem Counselor
Lutter, Heather	110 / 3008	6 Expl/Band/SS	6 SS	PLAN	6 LA	6 LA	6 LA	6 LA	Seminar	Study Hall
McClure, Katie	211 / 4021	College Pub. Sp./ESL	Sp Com/Wkplce Com	Sp Com/Wkplce Com	ESL	English II	English II	English II	Seminar - 10	PLAN
Murphy, Juli	148 / 4019	Adv. IT/Web Design	Personal Finance	Info Tech	PLAN	Accounting I/II, III/IV	7 Expl	Journalism	Seminar - COE	COE
Nelson, Jake	115 / 3001	Tech Math I/II	8 Sci	8 Sci	Lunch/Library	MS Supervision Duty / 7 Sci	7 Study Skills	7 Sci	Seminar	PLAN
Nelson, Sandi	169 / 2012	Elem Title	7 Rdg	Elem Title	Elem Title	Elem Title	8 Rdg	Elem Title	Elem Title	7/8 PE / Health
Nilson, Kayla	147 / 4020	PLAN	Study Hall	HS Choir	7/8 Choir / SHall	Elem	Elem	Elem	Elem	That's Ent/Music in Cinema
Owen, Jessi	303 / 4025	PLAN	Spanish I	Spanish II	Government	Spanish I	Government	Spanish II	Seminar - 12	Spanish III/IV
Pollock, Todd	155 / 4022	8 Expl	Woods	Construction Trades	Intro to Ind Tech	Power/Energy/Trans	Weld/Metals & Fab	Manufacturing	Seminar - 10	PLAN
Rathe, Erin	144 / 4024	5 Band/6 Band	5 Chorus	6 Chorus	7/8 Band / SHall	HS Band	Rock Band	Intro to Music/History of R&R	Seminar ?	PLAN
Schlueter, Lisa	DL / 4016	8 Character Ed.	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor	MS/HS Counselor
Steinhauser, Scott	186 / 4005	AD	Psychologist	Psychologist	Psychologist	Psychologist	AD	AD	AD	AD
Strelow, Alisha	109 / 3010	5 Band/SS/Expl	PLAN	5 SS	5 LA	5 LA	5 LA	5 LA	Seminar	Study Hall
Thornton, Loreece	206 / 4027	Alg II	Geometry	Geometry	Alg II	Alg II	PLAN	Study Hall	Math Lab	Geometry
Welch, Kara	200/409 / 2021	5/6 Expl	Media	Media	Media	Media	Media	Media	Media	Media
Whipple, Emily	153 / 4029	8 Expl	Intro to Ag	PLAN	Floriculture/N&L	Agbusiness/Ag Sales	Animal Sci/Large An.	Nat Res/Wild Mang	Seminar - 10	Leadership/Vet Science
Williams, Rachel	207 / 4030	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies	Learning Strategies
Wirth, Amanda	205 / 4031	Learning Strategies	7 Rdg	Learning Strategies	PLAN	Learning Strategies	8 Rdg	Learning Strategies	Learning Strategies	Learning Strategies

AINSWORTH MIDDLE & HIGH SCHOOL BELL SCHEDULES

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

7th-12th Grade Schedules:

Regular Schedule

Warning Bell		7:55
Period 1	8:00 –	8:47
Period 2	8:50 –	9:37
Period 3	9:40 –	10:27
Period 4	10:30 –	11:17
7th-8th Lunch	11:17 --	11:44
Period 5 (7-8)	11:47 –	12:34
Period 5 (9-12)	11:20 –	12:07
9th-12th Lunch	12:07 –	12:34
Period 6	12:37 –	1:24
Period 7	1:27 –	2:14
Seminar	2:17 –	2:41
Period 8	2:44 –	3:31

2:00 Dismissal

Warning Bell		7:55
Period 1	8:00 –	8:39
Period 2	8:42 –	9:21
Period 3	9:24 –	10:03
Period 4	10:06 –	10:45
Period 5	10:48 –	11:27
Period 6	11:30 –	12:09
7 th -12 th Lunch	12:09 -	12:36
Period 7	12:39 –	1:18
Period 8	1:21 –	2:00

10:00 Late Start

Warning Bell		9:55
Period 1	10:00 –	10:35
Period 2	10:38 –	11:13
Period 3	11:16 –	11:51
Period 4	11:54 –	12:29
7 th -12 th Lunch	12:29 –	12:59
Period 5	1:02 –	1:37
Period 6	1:40 –	2:15
Period 7	2:18 –	2:53
Period 8	2:56 –	3:31

Semester Test Schedule

Day 1 (1 st -3 rd)	Day 2 (4 th -6 th)	Day 3 (7 th -8 th)
Warning Bell		7:55
Seminar (All Students)	8:00	9:25
Period 1,4,7	9:30	10:50
Period 2,5,8	10:55	12:15
7 th -12 th Lunch	12:15 --	12:42
Period 3/6	12:45	2:05
Remediation (Days 1&2)	2:05	3:31

Certified Teaching Staff are required to be on duty, generally from 7:45 – 3:45.
 This time may be adjusted to allow for coverage of supervisory rotations before and after school.
 Middle School staff with coaching responsibilities may not be available after 2:40 p.m.
 Faculty members may leave at 3:35 p.m. on Fridays.

*****If the need should arise to deviate from this schedule at the direction of the Northcentral Health Department, adjusted schedules and procedures are posted on the district website.**

General Information

Care of School Property/Vandalism

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

Church Night

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

Closing of School

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

Complaint or Concern

If a parent or student has a concern about a school policy or situation, the parent should contact the person with whom you have a concern to discuss it. If anyone is unsure who to contact, please contact the building principal for help establishing appropriate lines of communication. The building principal may ask at this time for a complaint form to be completed in order to document concerns.

Counseling Services/Guidance

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

VISITORS TO SCHOOL

We encourage and welcome parents and patrons to visit our school. **Visitors must sign-in at the office upon arrival and wear a visitor's badge while in the building.** In an effort to offer quality time with parents that wish to have a conference with a teacher or a team of teachers, please contact the team or individual teacher to set up an appointment. Students from other schools are not permitted to visit classes.

Visitors will not be allowed to visit any class without prior permission from administrator or teacher. Parents or students wishing to visit during lunch must have the approval of a building administrator.

ELL School Plan

Ainsworth Community Schools meets the needs of all learners. Students with a home language other than English shall be tested for English language proficiency and instructed in reading, writing, speaking and listening of English language and content areas. The program shall be governed by Every Student Succeeds Act, the Office of Civil Rights, and The Equal Opportunity Act. Use of native language may be limited by classroom teachers to aid in the learning of the English language.

Asbestos/Hazardous Materials

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

Emergency Information

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

Equal Rights and Notice of Non-Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dale J. Hafer, Superintendent, at 402-387-2333, dhafer@ainsworthschools.org, or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dale J. Hafer, Superintendent, dhafer@ainsworthschools.org, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-387-2333, dhafer@ainsworthschools.org, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Evacuation/Fire Drills

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

Lockers

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

Lost Books/Materials

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

Medication:

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

School Visitors

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

Student Entrances (Pick up and Drop off)

All High School students will use the west entrance of the school and 7th-8th grade students are to use the south door. After activity practices, students are to wait for rides, parents, etc., outside the entrance and not in the building.

Building Entrance Times:

Weights and Conditioning	6:00 AM
Breakfast	7:30 AM
All Other Students	7:45 AM

Times may be adjusted in case of inclement weather. If this is necessary, students should remain in the following locations:

- Bus riders will be dropped off and picked up at the WEST entrance to the school.
- 5th and 6th Grades
 - Parents please drop off on the WEST side of the school (by the Big A) and do NOT pull into the crosswalk when dropping off.
 - Enter the building on the West Side
 - In case of inclement weather, remain seated in the main hallway inside the west entrance until released.
- 7th and 8th Grades
 - Parents please drop off on the SOUTH side of the school
 - Enter on South Side by the buss drop off
 - In case of inclement weather, remain seated on the stairs inside the south entrance until released.
- 9th-12th Grades
 - Parents please drop off on the WEST side of the school (by the Big A) and do NOT pull into the crosswalk when dropping off.
 - Students may drop items off in the locker rooms but do not loiter. Please report to the commons area outside the counselor's office until 7:45.

Student Parking Lot:

- Students shall not display signs, flags, stickers, and/or tags that have a negative meaning, sexual overtones, racial indifference, gang affiliation, profane language, promotion of tobacco and alcoholic products, and threatening material.
- Each student must park in areas assigned to student parking.
- Backing into parking places is prohibited.
- Parking in a no parking zone is not permitted.
- Sitting in cars during the school day is not permitted.
- Do not park in the visitors or handicapped zones.
- Students being dropped off or picked up by a parent will load and unload on the west side of the building.
- Students will adhere to minimal safe speeds at all times.
- Due to the availability of parking spaces within our lot, the spaces are first come first served. If you are unable to find a parking spot, do not "layer" cars along the back of the lot. Student's will then need to park on the street.

Violation of any of the rules stated above may result in the revoking of parking privileges and/or other discipline measures including involvement of law enforcement.

Regular supervision hours will be aligned with teacher duty time of 7:45 – 3:45. All students should be out of the building no later than 3:45 pm unless working directly with a teacher or participating in an approved activity with supervision of an approved sponsor. **Students are not to be in the school building before or after school hours, unsupervised.**

Telephone and Student Messages

Students are not to leave the classroom to make telephone calls during class time. Personal calls are to be made from the school only in case of emergency and with staff permission. Students will be called out of class to answer the phone only in case of emergency. All other phone messages will be taken and taped to the student's locker. Students are not to use the classroom phones with the only exception being an emergency situation. Parents and students are urged to plan ahead in order to hold phone messages to a minimum. **There is no guarantee that a phone message will reach a student.**

Lunch

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.
If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."
2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority

Nondiscrimination Statement

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

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

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

Lunch Procedures

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

Students 5 – 8 may **not** bring pop, juice or other beverages to drink with their hot lunch, unless they have a medical reason not to drink milk.

- **Students who are signed out by parents should not return to school** 1) to eat their off campus lunches, or 2) until time for classes to begin.
- Students should not have outside meals delivered to the cafeteria.

Open Lunch

5th through 8th Grade

Lunch will have **closed** campus lunch Monday through Friday, except for designated open campus dates for 7th-8th grade when earned through behavioral reward systems. Open campus will consist of a 30-minute time frame and the dates will be communicated to parents and approved by parents prior to the date of open campus.

9th Through 12th Grade

All 9th -12th grade students will have the privilege of open lunch, eat the hot lunch or bring a brown bag lunch.

Eating At School:

- All hot lunches or bag lunches should be eaten in the lunch room and any food or drink brought back from open lunch should be consumed immediately **in the lunch room**.
- If students choose to leave the lunch room after eating, they should only go to the commons area by the guidance office. Failure to remain in this area may lead to not being allowed to leave the lunchroom until the end of the lunch period.

Open Lunch: Open lunch for 9th-12th grade students is a privilege and may be lost dependent upon discipline or academic concerns. Open campus will consist of a 30-minute time frame and students are expected to return on time for their next class.

- and any food or drink brought back from open lunch should be consumed immediately **in the lunch room**.
- If students return prior to the bell for the next class, they should only go to the commons area by the guidance office. Failure to remain in this area may lead to not being allowed to leave the lunchroom until the end of the lunch period and removal from open lunch.
- Students are expected to remain in good standing (passing all classes, positive discipline record, etc.) open lunch may be removed for a period of time as determined by the principal. If any student has open lunch removed, the student will remain in the lunch room for the entire lunch period unless prior arrangements are approved through the principal.
- While at open lunch, students are expected to represent themselves and Ainsworth Schools in a positive manner. Poor behavior during lunch in the community may result in removal from open lunch.

Attendance

It is the philosophy of Ainsworth Community Schools to educate the total student and not merely to provide the academic or skills portion of the individual's education. Active attendance in class is a valuable and integral part of the student's formal education. Absence from class, for whatever reason, causes the student to miss a truly necessary part of learning, which can be only partially regained through make-up work. Attendance in school is the combined responsibility of the student and parents/guardians. The responsibility of the school is to provide instruction and to inform parents of absences from class.

Parent/Guardian Responsibilities

- Families should make certain accurate contact information (phone numbers, email addresses, etc.) are available in PowerSchool
- Depending on the type of absence, Parents should contact the school before the student is absent.
- Families should schedule vacations and appointments for students when school is not in session.
- Parents/guardians should, whenever possible, submit to the office all court and medical documentation for verification of absence.

Release of Student During School Day

Students may be released upon request from the lawful parent or custodian and whose identification is verified to the satisfaction of the principal or upon written request of a parent or lawful custodian.

Before releasing a student during the school day, the building principal or the Attendance Secretary shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student. If the principal is not satisfied with the identification of the person seeking release of a student, he/she may refuse to grant the release.

Students leaving during the school day **MUST SIGN OUT AT THE OFFICE** before leaving the building and sign in at the office upon their return or when arriving at school after 8:00 a.m.

Types of Absences:

School officials reserve the right to determine if an absence is School Excused, Self-Excused or Unexcused.

- **Absences, Not Planned or Due to Illness**

A written note or telephone call from the parent/guardian stating the reason for the absence will be required for all student absences. Prior to returning to school, students who have been absent due to a communicable disease may be required to bring written permission from a doctor upon returning to school. Students who become ill during school will not be sent home until the school has determined that there will be someone there. It is your responsibility, if both parents work, to let the school know where you can be reached on these occasions.

- **Absences, Planned or Requested**

There will be the rare instance where emergencies occur or a student must attend a professional appointment. In these rare instances, parent-approved activities may be requested and approved by the Principal. A note or telephone call from a parent or legal guardian concerning the expected absence must be presented prior to the requested absence and documentation from any professional appointments may be requested upon return to excuse the absence.

- Requests should be submitted to the attendance secretary at least three school days prior to the absence if possible.
- Approval may be denied if the student has excessive absenteeism or poor academic progress.
- **Work-related absences will not be excused.**
- Any student of any religion shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.

Student Procedure to approve absence: (Failure to complete the procedure below may result in the absence being classified as unexcused)

- For an approved absence, the student will be issued a white slip to initiate make up of his/her class work.
- This slip should be taken to each teacher for signature for periods 1-8 to assure the student as received all work and scheduled activities due upon return.
- This white slip will be returned to the attendance secretary prior to the absence.

- **Unexcused Absence**

- All other absences or failure to follow procedures for absence may be considered unexcused unless previously approved by the building principal.
- Professional appointment documentation must be submitted within three (3) days from the date of return from the absence if the absence is to be excused. In cases where documentation is required to excuse the absence, after three days, the absence will be determined to be unexcused.
- Detention time or other remediation time may be assigned to make up time for unexcused absence.
- 7-12 students will be counted absent from the class if he/she misses over five (5) minutes of the class period.

Excessive Absences (Excused or Unexcused)

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism.

- After five (5) accumulated days of self-excused and unexcused absences in a semester, verbal or written communication by school officials will be given to the person or persons who have legal or actual charge or control of any child.

- Students who accumulate seven (7) self-excused and unexcused absences in a semester shall be deemed to have “excessive absences.” Such absences shall be determined per class basis for middle and high school students. When a student has excessive absences, the following procedures shall be implemented:
 - After seven (7) accumulated days of self-excused and unexcused absences in a semester, verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a school counselor), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community services.

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

Attendance and Credit

Self-excused and unexcused absences of more than ten (10) days from any class during a semester will place the student in non-credit status regardless of the student’s grade in class. The absence count will begin with the student’s first day of enrollment in the class.

After the tenth day of absence in a class, the school will mail to the home by certified mail a letter informing the student and parent or guardian that the next absence in that class, excused or unexcused, will place the student in non-credit status. An absence after the tenth day will result in the automatic denial of credit for the class.

At the end of the semester, the Faculty Attendance Committee (4 staff members, Guidance Counselor and principal) under the direct supervision of the principal, will meet to review the cases of all students who have been placed on non-credit status in a class(es).

The Faculty Attendance Committee will consider the following in determining whether the student will lose credit:

1. Whether the student is passing or did pass the class.
2. Whether the student’s attendance improved and the reasons for the student’s absences.
3. Whether all make up work and make up tests for which the student was eligible have been completed.

The Faculty Attendance Committee, under the direct supervision of the principal, may reach one of the following decisions after considering a student’s case:

1. Restore the student’s credit for the semester, either outright or subject to specified conditions.
2. Not restore the student’s loss of credit for the semester.

Attendance and Truancy

Students are expected and required to be in each class every day that school is in session. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable as determined by the Principal shall not be the basis for referral to the county attorney.

Tardies

A student shall be marked tardy if they are not in the classroom unexcused when the bell to begin class rings or needs to leave immediately at the beginning of the class. The first offense in each semester in a class results in a warning for the teacher; 2nd offense – a teacher assigned detention; 3rd and subsequent offenses will be referred to the principal for disciplinary action.

College Visits

Seniors in good standing (2 days) and juniors (1 day) may have an excused absence for an on-campus visit if the following criteria are met:

- Request must be made at least 3 days in advance of the visit
- All required paperwork be completed and turned into the guidance office before the scheduled visit day.

Activities

Activities/Athletics

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

Activity/Athletic Eligibility

- High School Students who are on the failing list for two consecutive weeks in two subjects will be ineligible for all interschool competitive activities the next week.
- Middle School Students who are on the failing list for two consecutive weeks in ~~three~~ **two** subjects will be ineligible for all interschool competitive activities
- Students not in good standing, at the approval of the principal, may be withheld from travel or other loss of school time to attend class or receive academic support.

Activity/Event Code of Conduct – Student Spectator Guidelines

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

Student Spectator Guidelines (at home and away)

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

Dances and the Junior/Senior Banquet and Prom

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

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

Testing as a Condition for Participation in Extra-curricular Activities

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

Behavior

Attire and Grooming

The school administration, staff and teachers will continue to encourage all students to dress in a fashion that reflects good tastes and a style appropriate for a school day. All clothing is expected to be neat, clean and not disruptive to the learning environment. Clothing advertising alcoholic beverages, controlled substances, or that with obscene or questionable printing

and/or sexually suggestive messages will not be permitted. If a student is wearing inappropriate clothing, an attempt will be made to provide appropriate clothing at school. The student will be responsible for his/her time out of class. If you question the appropriateness of something, it is probably not appropriate. Hats or caps may be confiscated by school personnel and held by the Principal until the end of the school year. This includes events in the gym.

Examples and interpretations:

The examples listed below are not all inclusive and other forms of attire may be deemed inappropriate by the administration on an individual basis.

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

Students will not be permitted to remain in class or at school sponsored functions in attire, which draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards.

Parents/guardians are expected to illustrate concern, provide guidance and have knowledge of what their child is wearing.

Building administrators or their designees will make final evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities.

Teachers are expected to refer students who are in violation of the dress code to the office.

Banned or Prohibited Items

Any item or situation that distracts or interferes with learning *in the classroom* is prohibited.

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

Bus Regulations

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

While Riding the Bus: The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus. The driver and bus monitor are in full charge of the bus and the students. Students are to comply promptly with all requests of the driver and/or bus monitor. The driver may assign seats. Students shall go directly to their seats and remain seated there until they arrive at their destination. Students shall not leave the bus from the emergency door unless an emergency exists. Students shall not run or push while leaving or entering the bus. Students that live on the opposite side of the road are to go approximately twelve (12) feet in front of the bus before crossing.

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

Route Bus Discipline Procedure:

For any conduct deemed inappropriate by the bus driver and/or bus monitor, the following procedure will be used. The bus driver or monitor will fill out a discipline referral describing the incident and will be responsible for turning the referral in to the administration. Upon reviewing the referral, administration will determine whether disciplinary action is needed in the matter. If disciplinary action is required, the district administration has the discretion to do what they believe is best to ensure the safety of all drivers and riders, as well as remove students from bus routes for a determined length of time based on the severity of incident(s). Our intention is to work with students to promote their best behavior and growth as it relates to situations such as riding the bus. Below are the guidelines, which we will follow in handling bus discipline.

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

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

Electronics

Cell Phones - (7-12 Policy)

Cell Phone distractions are prohibited in the classrooms during class periods. Students may use their phones before school, at lunch, after school and in between class periods only and phones should be either silenced or shut off prior to entering the classroom. Any staff member may confiscate the cell phone if they observe a student in violation of this policy.

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

Computer Use & Electronic Devices

Acceptable use of electronic devices (cell phones, iPods and other mp3 players) is defined as using those devices during school hours (8:00 am - 3:31 pm, excluding lunch periods and passing periods) for educational purposes with the permission of school personnel. Under no circumstances should students use electronic devices during school hours for non-educational purposes with the exception of the student's lunch period and passing periods. Students may use electronic devices in the commons area during their lunch period and passing periods without asking for teacher or staff approval. All electronic devices are brought to school at the risk of the student. The school is in no way liable for damage to or theft of electronic devices.

Personal iPads and other tablet computers, laptops, etc. are NOT to be brought to the school unless for special projects pre-approved by school personnel.

Students using electronic devices without teacher approval or for non-educational purposes will have the device confiscated and given to the principal. The exception to this is during the student's lunch period and passing periods. The electronic device will be returned to the student at the end of the school day. Repeated violations of the electronic device policy may result in further disciplinary action. See "Cell Phones" section of this handbook for further explanations.

It is sometimes necessary for parents to leave messages for or to contact their student during the school day. Parents should be aware that students who check messages or take phone calls from parents without teacher permission are using their electronic device improperly and may have their device confiscated for the remainder of the day. Please help us educate your student on the proper use of electronic devices and urge them to only access messages or phone calls from parents during their lunch period or with teacher permission. Parents may leave messages for students with the school office. Please contact the school office with any emergency messages, which will be delivered to students immediately.

Unacceptable use of electronic devices includes, but is not limited to:

- Any uses or actions that are contrary to the mission and purpose of Ainsworth Community School Middle/High School.
- Any uses or actions that are harassing or discriminatory in nature.
- Any actions or uses that are contrary to copyright laws.
- Any actions or uses that jeopardize the Ainsworth Community School computer network or other computer networks.

Some items worthy of specific comment are:

Email

- Only the Ainsworth Community School email address should be used for student email.
- Ainsworth Community School email addresses are considered school property and any communications using those addresses is subject to monitoring. Any misuse of Ainsworth Community School email addresses may be subject to disciplinary action.
- Use of email during school hours is prohibited unless for an educational purpose and authorized by school personnel.
- Do not forward email from another person without that person's permission.
- Students should not give out Ainsworth Community School email address passwords to other people or access the email accounts of other students.
- School email addresses are not to be given to any websites, companies, or other third parties without the permission of school personnel.

Instant Messaging/Chat Rooms

- Instant messaging/chat rooms are prohibited except as a part of an assigned, in-class activity that is supervised by school personnel.

Pictures, Video or Audio Recording

- Students should never take pictures or make a video or audio recording of another person or group without the expressed consent of that person or group.
- Any picture or audio or video recording should only be used for school purposes, such as class projects, and not shared on social networking sites or the internet in any way, except as part of the requirements for a class project.

Audio and Video Content

- Audio on electronic devices should be turned off during school hours unless required for the class activity being conducted and with the approval of school personnel.
- Listening to music during class is permitted at the discretion of school personnel. It is the responsibility of the classroom teacher to monitor all video and audio content accessed by students at all times and procedures should be established to allow for this supervision.
- The use of electronic devices to watch commercial movies or videos is not permitted during school hours.
- Streaming music or video is never permitted or acceptable except as part of an assigned, in-class activity.
- Headphones are required any time audio or video content is accessed, or other arrangements as made with the permission of school personnel.

Games

- The playing of games during school hours is not permitted except as part of an assigned, in-class activity.

Network Access

- Students may not attempt to access servers or network information that is not open to the public.

Internet Use

- Accessing any materials on the Internet that are contrary to Ainsworth Community School Middle/High School's mission is prohibited.
- If a student accidentally accesses inappropriate material on the Internet they should notify school personnel as soon as possible.
- Students should not attempt to bypass school network security or Internet filters. Any use of a VPN may lead to suspension from the district internet for the remainder of the school year.
- Information obtained through the Internet should be properly cited and in compliance with copyright laws.

Failure to Follow Policy

The use of Ainsworth Community School's computer network and Internet access is a privilege, not a right. Misuse of the computer network and Internet access by the failure to follow the guidelines of this policy could result in having access to the network and internet revoked. Misuse of the computer network and Internet access could also result in other disciplinary actions. Both staff and students are required to follow guidelines, which have been developed for the use and care of the computers that are located throughout the school. Failure to adhere to these guidelines *will* result in disciplinary action, which may include being banned from all district computers. The personal use of email, messaging, Facebook, streaming music videos or non-educational videos are not allowed by students on district computers or on student assigned laptops during school hours. E-mail involving classroom assignments supervised by school personnel will be allowed.

Ainsworth Community Schools Acceptable Use Internet & Computer Policy Violation Chart

Violation	1st Offense	2nd Offense	3rd Offense
Email, chat, or other electronic communication for purposes unrelated to education	14 days Laptop & Internet Suspension	45 days Laptop & Internet Suspension	90 days Laptop & Internet Suspension
Noncompliance with supervisor instructions for use of computer during school	14 days Laptop & Internet Suspension	45 days Laptop & internet Suspension	90 days Laptop & Internet Suspension
Leaving laptop unattended in non-secure area	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Allowing someone else to use your computer or use your login	14 days Laptop Suspension	45 days Laptop Suspension	90 Days Laptop Suspension
Marking or altering the labels on the computer and case	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Attempting to erase user online history on the laptop	14 days Laptop Suspension	45 days Laptop Suspension	90 days Laptop Suspension
Attempting to alter or add software to the laptop	45 days Laptop Suspension	90 Days Laptop Suspension	Permanent Laptop Suspension
Any attempt to access or distribute any obscene or pornographic material	90 Days Internet and Laptop Suspension	Permanent Internet and Laptop Suspension	

Harassing, making threats, using obscenities, or defamation using the laptop	45 Days Internet and Laptop Suspension	90 Days Internet and Laptop Suspension	Permanent Internet and Laptop Suspension
Any illegal activities on the laptop	Permanent Internet & Laptop Suspension		
Hacking or any attempt to compromise any computer or network system's security (including the use of a VPN on the school network)	Permanent Internet & Laptop Suspension		

Note: These are examples of what consequences may be incurred for any violations of the policies. Actual consequences may vary depending on the severity of the infraction and the circumstances under which it occurs. Days are listed as SCHOOL days. All possible violations cannot be listed and will be dealt with accordingly.

Google's G Suite for Education (GSFE)

Our Middle and High school students and all staff will be using a suite of free productivity tools for classroom collaboration called "G Suite for Education (GSFE)." This is a closed system that is only open to Ainsworth Middle & High School students and staff. GSFE includes several applications that enable students to create class projects, collaborate with the classmates, and send email to classmates and teachers. Students cannot send or receive email on the account from or to anyone outside of the school system. The classroom teacher will moderate this collaborative network where students can share ideas, publish their work, and learn how to communicate safely and effectively online. Students are responsible for their accounts and must not give access or reveal passwords to anyone.

Student Expectations for G Suite for Education (GSFE):

1. GSFE is intended for educationally enriching purposes only. Any inappropriate content will be deleted.
2. Assignments can be posted by the teacher and students have the ability to submit work to the teacher through G Suite for Education (GSFE).
3. The guidelines set by the district-wide acceptable use policy regarding educational technology will be expected to be followed by the students.
4. Inappropriate use may result in cancellation of the student's technology use privileges and/or disciplinary action.

Hall Passes

Students out of the classroom must have teacher permission whenever leaving the room during classtime. Leaving the room without permission is cause for disciplinary action and will result in the student being placed on a "no pass list" which prohibits the student from leaving any class for a designated period for any reason other than personal approval by principal as requested by a teacher.

Search and Seizure

School authorities may seize any contraband, or controlled substance or any object considered to be illegal, and any material or object which violates a school rule or poses a hazard to the safety and well-being of any person or the learning environment. Any event leading an administrator to have reasonable suspicion that a student may be in possession of contraband may lead to search of student lockers, bags, pockets or vehicles while on school property. Students are not to bring any item of this nature to school or to a school activity.

Reasonable Suspicion Testing

If there is reasonable suspicion that a student has consumed alcohol in violation of district policy and the student has been advised as to the violation of and the disciplinary action being taken under the district's alcohol policy, the student may be required to take a test with a breath-testing device. Legal authorities will administer the test. In the case of a positive result, the matter will be turned over to legal authorities and school administration will notify a parent or guardian.

Testing Procedures

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

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

DISCIPLINE

Detention

If a teacher finds it necessary for a student to be detained, that teacher will be responsible for the student's supervision. If a bus student must serve detention, arrangements with the parents/guardians and student should be made for detention. Failure to serve an assigned detention will result in an office discipline referral and further consequences.

Disciplinary Referral Procedures

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

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

Dismissal or Removal from Class, Study Hall or Activity

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

Academics

Grading Scale

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

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

Grades for Seniors the Final Semester

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

Graduation Requirements

In order to receive a signed diploma from AHS, each student must have earned a minimum of 240 credit hours. In addition, specific credits must be earned in English, Mathematics, Social Studies, Science and Physical Education. Students should check Board Policy 611.07 for an explanation of these requirements.

- **Class of 2023 and Prior**

<u>COURSE</u>	<u>HOURS</u>	<u>SPECIFIC COURSES REQUIRED</u>
English	40	English I, II, III
Mathematics	30	Algebra I, Geometry, an 11th grade math
Science	30	
Social Studies	30	American History (11), Government (12)
Physical Education*	10	*unless excused by a physician
TOTAL HOURS REQUIRED FOR GRADUATION	=	240

- **Class of 2024 and After**

<u>COURSE</u>	<u>HOURS</u>	<u>SPECIFIC COURSES REQUIRED</u>
English	40	English I, II, III
Mathematics	30	Algebra I, Geometry, an 11th grade math
Science	30	Physical Science, Biology
Social Studies	40	Civics, World History, Amer. History (11),
Govmt.(12)		
Physical Education/Health	10	*unless excused by a physician
Communication	5	“Intro to Public Speaking”
Personal Finance	5	
Fine Arts	10	2 semesters of any Art or Music class.
Vocational	10	2 semesters of any introductory Vocational Class
TOTAL HOURS REQUIRED FOR GRADUATION	=	240

A total of 10 hours per year (5 per semester) will be awarded for the successful completion of each class taken.

Middle School Promotion:

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

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

Class Placement

<i>Freshman</i>	=	<i>0-49</i>
<i>Sophomore</i>	=	<i>50-99</i>
<i>Junior</i>	=	<i>100-159</i>
<i>Senior</i>	=	<i>160+</i>

Dropping or Adding Subjects and Schedule Change

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

Participation in the Commencement Ceremony

Students who have met all graduation requirements will be allowed to participate in the Commencement Ceremony. All students and their parents are urged to stay alert to grade and credit requirements and to contact the Counselor or the Principal if there are questions. Do not wait until the last semester when it may be too late to make corrections.

Identification and Assessment of ELL Students

The Home Language Survey (HLS) will be completed upon registration to identify a Primary Home Language Other than English. (PHLOTE). PHLOTE students will be tested using the ELPA 21 Screener within the first 30 days of the school year, or within 15 days of enrollment in the district. PHLOTE students will be testing according to NDE guidelines, during a specified

testing window using the ELPA 21 Summative assessment. Students who receive scores or Level 4 (Early Advanced) and/or Level 5 (Advanced) in the areas of Reading, Writing, Speaking and Listening, will be considered proficient and dismissed from the ELL Program. Students arriving with previous test information will be placed appropriately in the ELL programs. Records will be kept at Ainsworth Community Schools.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled according to the school calendar. At these conferences, the progress and recommendations from parents and teachers will be exchanged. Parents may call and make special conference arrangements outside of these arranged dates if they have need to do so.

Report Cards/Progress Reports

- Middle School (7-8)
Grades for middle school students will be generated and reported on a quarterly basis. Progress reports will be made available to parents and students near the middle of each quarter and quarterly grades will be made available after Wednesday following the end of the each quarter. Parent use of PowerSchool is encouraged to check student progress on a regular basis. Quarterly grade reports are made available to parents and students at the end of every nine weeks.

	<u>Begins</u>		<u>Ends</u>	<u>Progress Report</u>	<u>Grades Available</u>
Quarter 1	August 12	.-	October 16	September 15	October 21
Quarter 2	October 19	-	December 18	November 16	January 7
Quarter 3	January 4	-	March 5	February 1	March 10
Quarter 4	March 8	-	May 20	April 12	May 21

- High School (9-12)
Grades for high school students will be generated and reported on a semester basis. Progress reports will be made available to parents and students approximately at the end of the 5th, 9th and 14th weeks of the semester and finals grades will be made available at the end of each semester. Parent use of PowerSchool is encouraged to check student progress on a regular basis.

	<u>Begins</u>		<u>Ends</u>	<u>Grades Available</u>
Semester 1	August 12	.-	December 18	January 7
Progress Report Dates	September 15		October 19	November 16
Semester 2	January 4	-	May 20	May 21
Progress Report Dates	February 1		March 10	April 12

Semester Ending Tests

All high school students will be required to take semester ending tests, in all classes each semester, with the exception of seniors who can be excused from second semester tests if they choose. Middle school teachers are encouraged to develop and administer some form of cumulative assessment for a quarter or unit during the time allocated for high school finals.

Honor Roll

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



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at

<http://iloveugays.org>



LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



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McAndrew Elementary

Ainsworth Community Schools

2020-21



Parent-Student Handbook

McANDREW ELEMENTARY STUDENT AND PARENT HANDBOOK

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

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

SCHOOL MISSION

ACS CARES: Committed to Achieving Results for Everyone’s Success

2020-21 MCANDREW FACULTY & STAFF

ADMINISTRATION

Dale Hafer	Superintendent	District Office
Curtis Childers	PK-6 Principal	Elementary Office

BOARD OF EDUCATION

Jim Arens	President
Mark Johnson	Vice President
Scott Erthum	Secretary / Treasurer
Jessica Pozehl	Member
Brad Wilkins	Member
Frank Beel	Member

FACULTY & STAFF

Lori Pollock	Kindergarten	Room 13
Caren Fernau	Kindergarten	Room 14
Deb Walker	Grade One	Room 10
Stacey Alberts	Grade One	Room 11
Pam Peterson	Grade Two	Room 15
Samantha Martin	Grade Two	Room 16
Sarah Carpenter	Grade Three	Room 18
Reagan Fairhead	Grade Three	Room 19
Alyssa Dickson	Grade Four	Room 21
Julie Micheel	Grade Four	Room 17
Amanda Ganser	Computers	Room 9
Kayla Nilson	Vocal Music	Room 138
Roudy Clapper	Physical Education	Gym
Kara Welch	Library / Media	Room 9
Neiley Arens	K-2 Resource	Room 12
Bobbie Jo Robinson	3-4 Resource	Room 20
Scott Steinhauser	School Psychologist	Room 130
Tami Jacobsen	Guidance Counselor	Room 20
Christina Buckles	Speech Therapy	Room 6
Sandi Nelson	Reading Coach / Title I	Room 5
Katelyn McClure	ELL Teacher	
Leanne Maxwell	School Nurse	Elementary Office
Candi Fernau	School Nurse	Elementary Office
Jen Lentz	Office Assistant	Elementary Office
Erin Shaul	Paraprofessional	
Cathie Pankowski	Paraprofessional	
Wendy Smith	Paraprofessional	
Janet Painter	Paraprofessional	
Laurie Goodloe	Paraprofessional / Library	

Regular Schedule

7:30 Breakfast is served.
Students eating breakfast enter through high school doors.

7:45 Teachers are on duty.

7:55 Students enter building.
K-2 wait by **east** doors prior to entering classrooms.
3-4 wait by **west** doors prior to entering classrooms.

8:00 Class begins.

11:00-12:40 Lunch & Recess

Grade	Lunch	Recess
K	11:00-11:25	11:25-11:45
1	11:00-11:25	11:25-11:45
2	11:25-11:50	11:50-12:10
3	11:25-11:50	11:50-12:10
4	11:55-12:20	12:20-12:40

3:27 School is dismissed.
K-2 dismissed through **east** doors.
3-4 dismissed through **west** doors.

ABSENCES, TARDIES AND SICKNESS

Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and who are between the ages of six by January 1st and sixteen to be in attendance every day that school is in session unless they have been excused by school authorities. Regular attendance is necessary to provide the student with the best possible education.

1. Prior to a planned absence, please provide the elementary office a written excuse, email, personal contact, or telephone call, stating the reason for the student's absence. In the case of an unplanned absence, please notify the elementary office immediately the morning of the absence. If by 9:15 a.m. the office has received no notification, a phone call will be made to all numbers provided, beginning with the parents / guardians, until an explanation of the student's absence is received. School officials reserve the right to request a statement from the attending physician in the case of an extended absence due to the health of a student.
2. All students must have office permission and must sign out to leave the school grounds. When a student returns, they must report to the school office and sign in.
3. Students who have been absent due to a communicable disease must have written permission from a doctor before they will be allowed to return to school.
4. Tardiness is rarely excusable. A student will be marked tardy when he or she arrives after 8:00 am and must report to the school office to sign in. Penalties for excessive tardiness will be dealt with on an individual basis.
5. Students who become ill during school will not be sent home until the school has determined that there will be someone with the student. If both parents work, please let the school know where you can be reached. Ill students must sign out before they leave.

Procedures for excessive absences:

1. As per Ainsworth Community School Policy, all questions of absences will be referred to the respective principal.
2. The principal will review the attendance records of any student missing five days of unexcused absences per semester. After 7 days per semester the child shall be deemed to have "excessive absences." When the principal determines that a child is unlawfully absent from school, the principal will arrange a conference with the parent or guardian, the child, and any other school personnel to solve the truancy problem.
3. The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance

has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the student's family in writing prior to referring the student to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

ARRIVAL TO SCHOOL

School begins promptly at 8:00 a.m. Students will be counted tardy after 8:00 a.m. Students are not to arrive early. Arrangements must be made for child care/supervision in the morning before school. No students will be admitted to the building prior to 7:55 a.m., unless they are eating breakfast. Students will wait inside the building prior to the start of the school day during the months of November-March and at the principal's discretion on otherwise inclement days, including rain, snow, and real-feel temperatures at or below 15°.

ATHLETIC AND EXTRACURRICULAR EVENTS

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

BICYCLES AND SCOOTERS

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

BIRTHDAY TREATS / BIRTHDAY OR PARTY INVITATIONS

Due to increasing allergies and health stipulations, any treats brought to school need to be prepackaged and have a list of ingredients on them. Homemade treats will no longer be distributed to students during school hours.

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

BULLYING AND HARASSMENT

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

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

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

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

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

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

BUS REGULATIONS

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

While Riding the Bus: The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus. The driver and bus monitor are in full charge of the bus and the students. Students are to comply promptly with all requests of the driver and/or bus monitor. The driver may assign seats. Students shall go directly to their seats and remain seated there until they arrive at their destination. Students shall not leave the bus from the emergency door unless an emergency exists. Students shall not run or push while leaving or entering the bus. Students that live on the opposite side of the road are to go approximately twelve (12) feet in front of the bus before crossing.

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

Route Bus Discipline Procedure:

For any conduct deemed inappropriate by the bus driver and/or bus monitor, the following procedure will be used. The bus driver or monitor will fill out a discipline referral describing the incident and will be responsible for turning the referral in to the administration. Upon reviewing the referral, administration will determine whether disciplinary action is needed in the matter. If disciplinary action is required, the district administration has the discretion to do what they believe is best to ensure the safety of all drivers and riders, as well as remove students from bus routes for determined lengths of time based on the severity of the incident(s). Below is a possible sequence of events. However, based on the severity of the incident, a student may be removed immediately. This will be at the discretion of the administration.

- A. The first incident of inappropriate behavior will result in a verbal warning from the bus driver and/or bus monitor. The driver or monitor will submit a written discipline referral to the appropriate principal. The Principal will have a conference with the student.
- B. The second incident involving the same student will result in a second report submitted to the principal. The Principal will arrange a parent/guardian conference or contact to discuss the incident and inform parents/guardians of possible consequences.
- C. Upon the third incident by the same student, a third report will be submitted. The third incident will result in a short-term suspension from riding the school bus.
- D. Upon receiving a fourth incident on the same student, the consequence will be suspension from riding the school bus for the remainder of the school year.

COMPUTER USAGE

The use of computers/internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revoking permission to use the computers (long term or short term), disciplinary action, and/or legal action. Ainsworth Community Schools policy explains the terms and conditions for use of computers. No students shall be permitted to use the computers until the office receives a signed copy of the current year's Handbook Acknowledgement Form.

CONCERNS AND QUESTIONS

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

If the problem is not resolved after meeting with the teacher or employee, a meeting should be arranged with the principal. Prior written or verbal notice must be given by the parents/guardians in order to arrange a meeting.

DETENTION AND STAYING IN FOR RECESS

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

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

DISMISSAL

Students must leave school premises immediately after school unless under the direct supervision of a teacher or an adult. K-2nd grade students will be dismissed from the east side of the elementary building, and 3rd-4th grades will be dismissed from the west side. Students riding the bus will be led to the south side of the school by the bus monitors to load the buses.

Students may remain on the playground area after dismissal if they are accompanied by their parent/guardian. If not accompanied by their parent/guardian, students need to leave school grounds until after 4:00 p.m. No students will be allowed to play on the south, west, or north sides of the school due to safety concerns.

DRESS CODE

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

Following is a list of examples of attire that is not appropriate for school. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

1. No apparel containing references to drugs, tobacco, or alcohol.
2. No apparel containing vulgarity, obscenity, or profanity.
3. No undergarments are to be visible at any time.
4. No mesh shirts will be allowed, unless a full shirt is worn underneath.
5. No apparel that exposes the midriff area will be allowed.
6. Shoes must be worn at all times.
7. No hats or caps may be worn inside the school building.
8. Shorts and skirts should be appropriate in length.

9. Any apparel, jewelry, accessory, notebook, chains, or manner of grooming that is disruptive to the learning environment or identified as a potential safety risk will not be allowed.
10. Halter tops and low-cut necklines will not be allowed. Sleeveless shirts and tank tops are allowed, however, there must be straps over both shoulders of at least 1" in width.

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

During the late fall, winter and early spring our weather can be quite unpredictable and quite harsh. We do expect the students to be dressed for the weather. Depending upon weather factors, it is generally expected that the student will have proper winter clothes, such as a winter coat, snow boots or overshoes, stocking caps, gloves or mittens, etc. The students *will* go outside for recess unless it is dangerously cold. A student must be wearing snow boots to play in the snow. If the student is not wearing boots when snow is on the ground, the student will have to remain on cleared areas of the cement.

ENGLISH LANGUAGE LEARNER PROGRAM (ELL)

Ainsworth Community Schools meets the needs of all learners. Students with a home language other than English shall be tested for English language proficiency and instructed in reading, writing, speaking and listening of English language and content areas. The program shall be governed by Every Student Succeeds Act, the Office of Civil Rights, and The Equal Opportunity Act. Use of native language may be limited by classroom teachers to aid in the learning of the English language.

ELL IDENTIFICATION AND ASSESSMENT

The Home Language Survey (HLS) will be completed upon registration to identify a Primary Home Language Other than English. (PHLOTE).

PHLOTE students will be tested using the ELPA 21 Screener within the first 30 days of the school year, or within 15 days of enrollment in the district. PHLOTE students will be testing according to NDE guidelines, during a specified testing window using the ELPA 21 Summative assessment. Students who receive scores or Level 4 (Early Advanced) and/or Level 5 (Advanced) in the areas of Reading, Writing, Speaking and Listening, will be considered proficient and dismissed from the ELL Program. Students arriving with previous test information will be placed appropriately in the ELL programs. Records will be kept at Ainsworth Community Schools.

FIRE DRILLS AND SEVERE WEATHER DRILLS

Fire drills will be conducted monthly and severe weather safety drills will be reviewed and practiced twice during the school year.

GRADING SCALE AND CODE

A+		99-100
A	Excellent	95-98
A-		93-94
B+		91-92
B	Above Average-Very Good	88-90
B-		86-87
C+		84-85
C	Average-Good	80-83
C-		78-79
D+		76-77
D	Below Average-Needs Improvement	72-75
D-		70-71
F	Failing-Not Acceptable	69 or below
S+	Above Satisfactory	
S	Satisfactory	
S-	Below Satisfactory	
U	Unsatisfactory	

GUIDANCE SERVICES

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

HEALTH SERVICES

Student illnesses:

If a student becomes ill during the school day, the parent or guardian will be contacted. Please make sure the office knows how to reach a parent or guardian during the day. Also, please provide emergency contact information in the case that the parent or guardian cannot be reached. See attached policy AR-5405 for more information regarding student illnesses.

Health related information:

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

Attack on Asthma Emergency Protocol:

This protocol is the result of a state-mandated regulation, which requires our schools be prepared to implement an emergency treatment plan, called a

protocol, anytime any student or staff member experiences a life-threatening asthma attack or systemic allergic reaction.

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

Medications:

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

School health screenings:

Yearly health screenings will be provided for all students. Results will be given to the parents, with concerns identified. Referrals will be recommended at that time, if applicable.

Immunization requirements:

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

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

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

Physical Exam and Vision Exam requirements:

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

Head lice procedures:

- When live lice are found on a student, the family is notified and the student may go home at the end of the day. Parents/guardians have the option of picking their child up earlier to begin treatment.

- When returning to school, the parent/guardian should accompany the student to the nurse's office to check the student's head. If no live lice are found, the student is also checked again in 7-10 days. It is recommended that the parent/guardian continue to check the student's head in the days after treatment and frequently for several weeks.
- Three repeat cases of live lice at school may lead to exclusion from school until lice free.
- Families are encouraged to report head lice to the school nurse, who is available to answer questions regarding treatment.

HOMEWORK

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

LIBRARY

The elementary library is available for student use during school hours. In order to reduce expenses due to loss of books or vandalism, each student should have only two books checked out. The book may be kept for up to two weeks.

LUNCH, BREAKFAST, AND SNACK MILK PROGRAMS

Under special federal programs, hot lunch is served to students who wish to participate. Applications for free or reduced participation in this program will be mailed home during the summer. Parents who wish to be included under these guidelines must complete the forms and return them to the District Office **before participation is effective. These forms must be completed each year and will not carry over to the next school year.**

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

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

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

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

Meal prices outlined on next page.

BREAKFAST & LUNCH PRICES

ITEM	PAID	REDUCED	FREE
K-12 Breakfast	\$1.65	FREE	FREE
K-4 Lunch	\$2.95	\$0.40	FREE
5-12 Lunch	\$3.10	\$0.40	FREE
Extra Lunch Entrée	\$1.70	\$1.70	\$1.70
Extra Pizza Hut Pizza	\$1.90	\$1.90	\$1.90
Extra Milk	\$0.50	\$0.50	\$0.50
Extra Fruit & Veggie Bar	FREE	FREE	FREE
Adult Guest Breakfast	\$2.35	--	--
Adult Guest Lunch	\$3.85	--	--
Adult ONLY Fruit & Veggie Bar	\$2.00	--	--
Child Guest Breakfast	\$1.65	--	--
Child Guest Lunch	\$2.95	--	--

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

Students in Kindergarten and 1st grades have the opportunity to drink snack milk during the school day. **This must be paid for by semester or for the entire year. Students will not be allowed to drink snack milk until payment has been received. Notices will be sent home before the start of each semester.**

1st semester: \$42.50 2nd semester: \$44.50 All Year: \$87.00

Breakfast will be offered to students Kindergarten through High School. If your student wishes to eat breakfast, he or she should be at the school cafeteria at 7:35 am. The menu will be published in the elementary newsletter, on the school website and on the radio.

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

MYSCHOOLBUCKS.COM

MySchoolBucks is a convenient tool for parents / guardians to use to manage meal accounts at Ainsworth Community Schools. With MySchoolBucks, you can add money to your child's meal account, view account balances and recent purchases, and set up notifications for upcoming payments - from the convenience of your home, office, or on-the-go with the mobile app. Visit myschoolbucks.com to set up an account—all you need is your child's lunch number! At this time snack milk cannot be paid through this service.

PARENT INVOLVEMENT

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

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

Title I Parent and Family Engagement Policy (combined district and school):

Ainsworth Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

PARENTS' RIGHTS UNDER FERPA

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

NOTICE CONCERNING DIRECTORY INFORMATION

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

PERFECT ATTENDANCE AWARD

McAndrew elementary school will be recognizing students for perfect attendance at the end of the year. To earn perfect attendance, a student must have no tardies and must be present for full days of school throughout the year. To earn outstanding attendance, a student must have 1 or 0 tardies and must have missed only 2 or fewer days of school throughout the year. He or she will be counted tardy if he or she misses 1 hour and 15 minutes (or less) of a day for illness, doctor's or dentist's appointment, or for a wedding or funeral.

PETS

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

PHYSICAL EDUCATION

Students will need a pair of tennis shoes specifically for PE. These shoes are to be worn only in the gym in order to protect the gym floor. These shoes should not be worn outside. If your child wears sandals to school on a day he or she would have PE, send a pair of socks in his or her backpack.

PROMOTION AND RETENTION

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

REPORT TO PARENTS

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

Progress reports may be requested by parents/guardians at any time during the school year. Also, parents may obtain a password to their child's PowerSchool account, which is the electronic database used by the school. To obtain the password to your child's account, contact the elementary school office at 402-387-2083. Please note that 3rd and 4th grades have lunch account balances, attendance, *and* grades posted on PowerSchool. Kindergarten, 1st, and 2nd grades only have lunch account balances and attendance posted.

SCHOOL CLOSING NOTIFICATION

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

SCHOOL WEB PAGE & FACEBOOK PAGE

In an effort to improve student learning and to help students realize they are part of a bigger world, we would like to demonstrate their projects on our school's website and Facebook page. We take pictures of classes, groups, as well as students working on projects. With the exception of the Spelling Bee results and the end of the year Achievement Awards, we will not be publishing full names.

The school's website is found at <http://www.ainsworthschools.org>. We also maintain a Facebook page – search for Ainsworth Community Schools.

We encourage you to sign up for the News Update feature to stay up-to-date with the happenings at Ainsworth Community Schools. Forms are available in the office if you

wish to NOT have your child's/children's picture displayed on the school's webpage or Facebook page.

SMOKE-FREE ENVIRONMENT

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

SPECIAL EDUCATION

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

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

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

STAFF QUALIFICATIONS

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

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

STUDENTS' PRIVACY

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

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

STUDENTS' PROPERTY

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

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

TELEPHONE

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

TESTING

Students in grades 3rd through 4th will take a nationally normed, standardized test. Parents will be notified of exact dates of testing prior to administering the exams. In addition, all students, including Kindergarten, may be assessed against the Nebraska Curriculum Standards in Reading, Writing, Speaking, Listening, Math, and Science. These assessments will take place throughout the school year.

TITLE I

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

VIDEO SURVEILLANCE

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

VISITS TO SCHOOL

All entrances are locked. Visitors must request permission to enter the building and then check in with the elementary office. Parents and guardians are invited to visit their child's classes. Please contact your child's teacher ahead of time before making a visit. Children will not be allowed to visit school unless they are accompanied by an adult or by special permission from the principal. **Visits should usually be for an hour or less.**

WITHDRAWAL PROCEDURE FROM AINSWORTH ELEMENTARY

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

GENERAL SCHOOL RULES

THE STUDENT SHALL BE EXPECTED TO:

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

THE PARENTS SHALL BE EXPECTED TO:

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

Notice of Nondiscrimination

The Ainsworth Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent.

Dale Hafer, Superintendent, 520 E. 2nd St., Ainsworth, NE 69210, 402-387-2333, dhafer@ainsworthschools.org

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to the Superintendent. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

McAndrew Elementary

Ainsworth Community Schools

2020-21



Teacher Handbook

McANDREW ELEMENTARY STUDENT AND PARENT HANDBOOK

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

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

SCHOOL MISSION

ACS CARES: Committed to Achieving Results for Everyone’s Success

2020-21 MCANDREW FACULTY & STAFF

ADMINISTRATION

Dale Hafer	Superintendent	District Office
Curtis Childers	PK-6 Principal	Elementary Office

BOARD OF EDUCATION

Jim Arens	President	
Mark Johnson	Vice President	
Scott Erthum	Secretary / Treasurer	
Jessica Pozehl	Member	
Brad Wilkins	Member	
Frank Beel	Member	

FACULTY & STAFF

Lori Pollock	Kindergarten	Room 13
Caren Fernau	Kindergarten	Room 14
Deb Walker	Grade One	Room 10
Stacey Alberts	Grade One	Room 11
Pam Peterson	Grade Two	Room 15
Samantha Martin	Grade Two	Room 16
Sarah Carpenter	Grade Three	Room 18
Reagan Fairhead	Grade Three	Room 19
Alyssa Dickson	Grade Four	Room 21
Julie Micheel	Grade Four	Room 17
Amanda Ganser	Computers	Room 9
Kayla Nilson	Vocal Music	Room 138
Roudy Clapper	Physical Education	Gym
Kara Welch	Library / Media	Room 9
Neiley Arens	K-2 Resource	Room 12
Bobbie Jo Robinson	3-4 Resource	Room 20
Scott Steinhauer	School Psychologist	Room 130
Tami Jacobsen	Guidance Counselor	Room 20
Christina Buckles	Speech Therapy	Room 6
Sandi Nelson	Reading Coach / Title I	Room 5
Katelyn McClure	ELL Teacher	
Leanne Maxwell	School Nurse	Elementary Office
Candi Fernau	School Nurse	Elementary Office
Jen Lentz	Office Assistant	Elementary Office
Erin Shaul	Paraprofessional	
Cathie Pankowski	Paraprofessional	

Wendy Smith
Janet Painter
Laurie Goodloe

Paraprofessional
Paraprofessional
Paraprofessional / Library

DAILY SCHEDULES

Regular Schedule

- 7:30 Breakfast is served.
Students eating breakfast enter through high school doors.
- 7:45 Teachers are on duty.
- 7:55 Students enter building.
K-2 wait by **east** doors prior to entering classrooms.
3-4 wait by **west** doors prior to entering classrooms.
- 8:00 Class begins.

11:00-12:40 Lunch and recess

Grade	Lunch	Recess
K	11:00-11:25	11:25-11:45
1	11:00-11:25	11:25-11:45
2	11:25-11:50	11:50-12:10
3	11:25-11:50	11:50-12:10
4	11:55-12:20	12:20-12:40

- 3:27 School is dismissed.
K-2 dismissed through **east** doors.
3-4 dismissed through **west** doors.

CLASSROOM SCHEDULES

Turn in all schedules to the Office Assistant no later than 5 days after the first day of school. Keep these updated with changes throughout the year, if applicable.

FIRST DAY OF SCHOOL REMINDERS

1. Go over all rules and policies pertaining to your room, hallways, restrooms, playground, hot lunch and special milk programs; and all other rules that you may adopt for your room.
2. Go over your daily class schedule; spend some time with each class in its discussion.
3. Keep an accurate record of textbooks issued, their conditions and other classroom books used during the year.

CLASSROOM RESPONSIBILITIES

1. You as a professional teacher are responsible for the educational process of the students. This is a heavy burden, but with hard work and dedication we all can provide the students with the best educational opportunities. Review the evaluation policy for expectations.
2. As a teacher you should not leave students unsupervised at any time. **If you have to leave the room for an emergency, contact the office and someone will supervise your room.**
3. When your classes are entering the building, leaving the building, or going to and from the Middle School, or High School **at least one teacher per grade level should accompany the students. This will help keep students calm and reduce the number of unpleasant incidents among students.**
4. Teachers are to be on duty at 7:45 a.m. You may leave at 3:45 p.m. I expect you to observe these hours unless you have discussed a specific situation with me. **You should supervise hallways when students enter, and when students are moving through the halls.** Most students are eager to greet their teacher in the morning, and you should be there to meet them.
5. Prepare for your substitute. Use the RED folder we provided on your desk for the purpose of helping the substitute.
In the folder should be:

- daily schedule
- seating chart
- class list
- supervising duties
- complete lesson plans
- attendance information
- any other information that may be useful to a substitute.

If you need a substitute after normal office hours:

- Call Mr. Childers at 402-843-0116.
- It is easier to cancel a substitute than to arrange one at the last minute.
- **It is your responsibility to have your red sub folder, clear plans, materials, and directions brought in for the substitute.**

6. Many special services are available to our students, including speech services, psychological evaluation, resource placement, counseling, and health services. The referral process may involve direct contact with Mr. Steinhauser, Mrs. Jacobsen or with Mr. Childers. One of us may recommend a Student Assistance Team meeting, or the students' teacher may request an SAT meeting. Parents may also request an SAT meeting. The purpose of the SAT is to generate educational alternatives using the expertise of team members. Subsequent SAT meetings may result in recommendation for testing for possible special services.
7. Dismissal and Clean up: There should be no early dismissals. When students are dismissed, dismiss them in an orderly manner under your supervision. Running in halls and loud boisterous activity is not acceptable. **I expect teachers to supervise students being dismissed as well as students entering the building. 3rd-4th should use West doors; K-2nd should use East doors.**

All students should vacate the building 10 minutes after dismissal (unless weather or other conditions mandate that those who are waiting for rides or relatives wait inside). Other exceptions would be students in detention or those who stay for extra teacher help.

DETENTION AND HOMEWORK

1. Students may be detained at noon, recess or after school if, in your judgment, this is the best way to remedy a situation. A student should notify his/her parents if he/she is staying after school. The student must also be supervised.
2. Homework is an invaluable tool when used wisely. Likewise, it can be equally harmful if used improperly or overwhelmingly. The principal will question continual homework of large proportions. Homework should not be busy work. Forty problems should not be assigned when 15 are sufficient. If homework is

assigned, students must have feedback on it shortly after it is assigned. Don't wait until the end of the week or the following week to grade it.

FIRE DRILL & EVACUATION PLANS

INSTRUCTIONS

1. Fire drills will be held monthly (2 in August).
2. Disaster and emergency response procedures are kept current in the Emergency Response Packet. All teachers and staff should familiarize themselves with the current procedures set forth in the Emergency Response Packet.
3. Students should walk quickly, quietly and in single file. Two classes may walk side by side.

EVACUATION PLAN

ROOMS 10, 11, 12, 13

WILL EXIT OUT THE EAST DOORS AND PROCEED TO WALK TOWARDS THE PARISH HALL USING THE SIDEWALK ON THE SOUTH SIDE OF THIRD STREET.

ROOM 9

WILL EXIT THROUGH THE SOUTH DOOR AND PROCEED TO WALK TOWARD THE PARISH HALL USING THE SIDEWALK ON THE SOUTH SIDE OF THIRD STREET.

ROOMS 6, 7

WILL EXIT THROUGH THE EAST DOOR AND PROCEED TO WALK TOWARDS THE PARISH HALL USING THE WALK ON THE SOUTH SIDE OF THIRD STREET.

ROOMS 14, 15, 16, 17, 18, 19, 20 & 21

WILL EXIT THROUGH THE WEST DOOR, GO NORTH ACROSS THE STREET AND PROCEED TO THE PARISH HALL USING THE SIDEWALK ON THE NORTH SIDE OF THIRD STREET.

LUNCHROOM STUDENTS

WILL EXIT THROUGH THE WEST CAFETERIA DOORS, CROSS THE STREET TO THE WEST, PROCEED NORTH ACROSS THIRD STREET. THEY SHOULD

THEN TURN EAST, CROSS ELM STREET AND PROCEED TO THE PARISH HALL USING THE SIDEWALK ON THE NORTH SIDE OF THIRD STREET.

SEVERE WEATHER DRILL & EVACUATION PLANS

INSTRUCTIONS

1. Tornado drills will be held twice a year.
2. All students are to go to their designated areas in the hallways and assume the tucked position, with their hands over the back of their heads and facing the wall.
3. Classroom doors and windows are to be closed.
4. Exterior doors should be pulled shut and all entryway doors closed.

DESIGNATED AREAS FOR SEVERE WEATHER DRILLS / DISASTER EMERGENCIES

LIBRARY	Room 6 (Speech Room)
ROOM 10 & 11	Room 7 (Resource Room)
ROOM 12& 13	Room 5 (Resource Room)
ROOM 14	Girls' Restroom (East Hallway)
ROOM 15	Boys' Restroom (East Hallway)
ROOM 16 & 17	Room 3 (Teacher's Workroom)
ROOM 18	Girls' Shower Room (Northeast corner of gym)
ROOM 19	Girls' Shower Room (Northeast corner of gym)
ROOM 20	Girls' Shower Room (Northeast corner of gym)
ROOM 21	Boys' Shower Room (Southeast corner of gym)
ROOM 5, 6 & 7	Stay in your rooms
GYM	PE Teacher should take students to his office or girls' shower room
LEARNING CENTER	Music Teacher should take students to the locker room back stage
CAFETERIA	Lunchroom teacher should take students into the inner Principal's office and HS office

IN CASE OF LATE NOTICE AND IMPOSSIBILITY TO MAKE DESIGNATED AREAS, THE FOLLOWING WOULD BE USABLE:

NORTH/SOUTH HALL-ALONG OUTSIDE HALL WALL
 EAST/WEST HALL-ALONG OUTSIDE HALL WALL
 REGULAR CLASSROOMS-SOUTH EAST CORNER UNDER COVER

EQUAL OPPORTUNITY EMPLOYMENT

Ainsworth Community Schools will employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

HOT LUNCH, BREAKFAST AND MILK PROGRAM

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

BREAKFAST & LUNCH PRICES

ITEM	PAID	REDUCED	FREE
K-12 Breakfast	\$1.65	FREE	FREE
K-4 Lunch	\$2.95	\$0.40	FREE
5-12 Lunch	\$3.10	\$0.40	FREE
Extra Lunch Entrée	\$1.70	\$1.70	\$1.70
Extra Pizza Hut Pizza	\$1.90	\$1.90	\$1.90
Extra Milk	\$0.50	\$0.50	\$0.50
Extra Fruit & Veggie Bar	FREE	FREE	FREE
Adult Guest Breakfast	\$2.35	--	--
Adult Guest Lunch	\$3.85	--	--

Adult ONLY Fruit & Veggie Bar	\$2.00	--	--
Child Guest Breakfast	\$1.65	--	--
Child Guest Lunch	\$2.95	--	--

1. Students in Kindergarten and 1st grade have the opportunity to drink milk during the school day. The cost of milk is \$.50 per carton. S1: \$42.50; S2: \$44.50; YR: \$87.00
2. Any milk or lunch money collected should be sent to the office. Doing this at the start of the day ensures the deposit will be made before lunch that day.
3. Students who eat at school will not be allowed to leave the school ground unless they have permission from the office.
4. Students going home for lunch **should not** return to school until time for classes to begin.
5. Staff members will be assigned lunchroom and playground duty. You will be responsible for a replacement whenever you know beforehand that you will be gone. The duty is a responsibility of the substitute teacher. Be sure to include in your substitute plans.

LIBRARY

1. The library will be open to all students during the day except during scheduled library classes. Teachers shall clearly define library manners if students wish to go down in **small groups of two or three**.
2. The librarian will develop rules that are beneficial to the good of the order.
3. Books and other materials should be checked out either with the librarian or on the clip board before being removed from the library. Materials returned to the library should be placed on the top shelf of the book cart beside the desk.

LUNCHROOM SUPERVISION

There will be a teacher in the lunchroom at all times. The teacher will be responsible for discipline during lunch. If a student must be sent from the lunchroom, send him/her to the office, not to his/her classroom as there might not be a teacher in the classroom. The students should be allowed to engage in conversation. Shouting, throwing of food, or any other misconduct will not be tolerated.

LUNCHROOM RULES:

1. Use quiet voices
2. Students need permission to:
 - ...Return trays
 - ...Get a drink
 - ...Use the restroom
3. Keep floor and tables clean

MEDICATIONS

All medications, with few exceptions, must be stored in the office and given by trained personnel or the school nurse. Written permission from a parent is required.

Medicines must be in the original container, regardless if the drug is a prescription drug or an over-the-counter drug. Medicines, such as inhalers, can be kept with the student but the parent is required to fill out a self-administration permit form. Permission forms are in the office.

PLAYGROUND SUPERVISION

When children are on the playground, the school rules apply. As you supervise the playground, use good common sense and be safety conscious.

If a student on the playground needs to be disciplined, utilize the school discipline plan and communicate with the child's homeroom teacher. In addition, I would suggest that you designate a "time-out" or "cooling off" area to isolate the child for a while. This provides some immediate punishment and a chance to calm down. Some groups may need teacher direction in finding suitable activities. Students with severe problems can be sent to the principal's office with an explanation.

Teachers **and** aides have discipline authority in our school. Teachers should help students understand the authority of aides.

1. All playground activities shall be properly supervised whether during recess, over the noon hour, or at any other time that you have an organized group on the school grounds or under your supervision.
2. We will arrange designated areas where certain groups are required to be during large group recesses if necessary.
3. Teachers and playground supervisors are directly responsible for the actions of the students. Your alertness, attention to duty and interest in what is going on will greatly influence the actions and attitudes of the students and have a positive effect upon their behavior. Go out with them, do not be late, continuously survey and MOVE AROUND. IF THERE IS MORE THAN ONE STAFF MEMBER SUPERVISING...PLEASE BE ON SEPARATE PARTS OF THE PLAYGROUND.
4. There shall be no: Abusive, foul or off-colored language; throwing of snowballs; rough-house or "bully" tactics; tackle football; roller skating, skateboards, scooters or bike riding; scuffling, wrestling, "horseplay" or any other forms of activity not conducive to the good of order. Keep playground activities under control at all times. Initiate activities when students drift aimlessly.

5. All playground accidents shall be reported to the office as soon as possible. Each teacher will receive an accident form. Please complete this form and turn it into the office within 24 hours.
6. All children must leave the school premises immediately after school unless under the direct supervision of a teacher or waiting for their parents. If you detain them for more than 10-15 minutes, have them call home.
7. Weather conditions may dictate a change in these procedures.
8. During noon and other recesses students should not be in the building. They should bring needed equipment out with them at the beginning of the recess so as not to have to go back in. Grant permission to reenter the building sparingly.

PRESS RELEASES

All press releases must be cleared with the principal. The principal must approve any written article and/or photograph before it reaches the media.

PURCHASE ORDERS AND REQUISITIONS

A teacher must have a purchase order before buying material for school use. Check with the principal for approval of a purchase order. Requisition forms are available on Google Drive.

REPORT CARDS AND PERMANENT RECORDS

1. Report cards will be sent home the week following the close of each 9-week period, except for Q2/S1. Those are sent home a few days after school resumes for Q3. These dates will be determined by the principal at the start of each year and are subject to change.

GRADING SCALE AND CODE

A+		99-100
A	Excellent	95-98
A-		93-94
B+		91-92
B	Above Average-Very Good	88-90
B-		86-87
C+		84-85
C	Average-Good	80-83
C-		78-79
D+		76-77
D	Below Average-Needs Improvement	72-75
D-		70-71
F	Failing-Not Acceptable	69 or below
S+	Above Satisfactory	

S	Satisfactory
S-	Below Satisfactory
U	Unsatisfactory

2. Mid-Quarter Reports: (Grades 3, 4)
This involves notification to parents at mid-quarter of their child's progress during the first half of the quarter. They will be sent home a few days following the close of the 5-week period.

ROOM ASSIGNMENT

Each teacher is assigned to a room. It is your responsibility to see that this room is locked each night before leaving the building. All the lights should be turned out, the windows closed and locked, and the shades should be left open except during cold weather. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Staff members occupying any room MUST keep on file in the room and in the office an inventory of all furniture, supplies, curriculum materials, technology, etc. Any excessive or unnecessary damage by a student will be reimbursed that student.

ROOM PARTIES AND HOMEROOM PARENTS

1. There shall be a Fall, Christmas and Valentine's Day party officially. Kindergarten may include Halloween and Easter.
2. Birthday parties, unless permission from the office is granted, shall not be more than common courtesy and recognition would permit.
3. Don't shake the roof in carrying out your party plans.
4. Parties should probably not last more than ½ hour.
5. Room parents suggested responsibilities: Bring or arrange for pre-packaged treats, help plan for games or activities.

SCHEDULE OF ACTIVITIES

Any event, which involves students and use of school facilities after school hours, should be listed on the master calendar in the principal's office. In the case of parties, picnics, hikes, etc., notice should be given to the principal five days prior to the day of the event to avoid conflicts. No activities are to be scheduled on Wednesday night or Sunday, unless approved by the superintendent.

SCHOOL CLOSING

Should it become necessary to close school because of bad weather, an announcement will be given through the School Messenger notification program, the local radio station KBRB (FM 92 or AM 1400) and Channels 10/11 TV. If the elementary school is closed, it

will be closed to all grades. If it becomes advisable because of an impending storm or other reason to close school during the school day, this information will be given out over the above listed methods.

SICKNESS AND ABSENCES

1. Refer to the current negotiated agreement for specific details concerning sick leave and personal leave.
2. When returning to school, please stop in the office to sign your staff absence report.

STUDENT ABSENCE, ATTENDANCE AND TARDINESS

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

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to:
 - Parent acknowledged absences that are not listed above as excused.
 - College visits beyond those that are excused, undocumented college visits and underclass college visits.
- c. Unexcused. Absences that are unexcused and self-excused may result in a report to the county attorney, loss of credit, and count toward excessive absenteeism. This could include, but is not limited to:
 - Other absences in which the parent has not communicated a viable reason for the student's absence.
 - Non-School sponsored class skip day.

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

3. Tardiness is a habit, and is rarely excusable. Let the student know this. If tardiness occurs more than a few times, please have the student report to me.
4. Students who have been absent due to a communicable disease may be required to have a doctor's statement indicating they may return to school before they will be allowed to return to classes.
3. Should a child become ill during school, send him or her to the nurse's office. The nurse, the administrative assistant, or the principal will make arrangements for the student to be picked up.

STUDENT CONTROL AND DISCIPLINE PROCEDURES

When student misconduct must be corrected, the following forms of corrective action should normally be utilized:

1. **Warning**
Let the student know how they are wrong in their action. This may be verbal or non-verbal.
2. **Reprimand**
It should be administered with restraint in the classroom. Severe reprimands should be privately administered away from the classroom.
3. **Conference**
Used to reason with the student, to discuss the circumstances of misbehavior,

and to advise the student. This should be done privately away from other children. Parents should be involved in conferences when it becomes apparent that a pattern of misbehavior is developing.

4. **Detention**
Usually administered when reprimand and initial conferences have failed to correct the situation. Can be assigned for one or more days before or after school.
5. **Repairing or Paying for Damage**
Please use for the student who has defaced school property.
6. **Please keep these ideas in mind regarding discipline:**
 - a. Do not remove students from PE, music or any other special class without discussing it with me and the other teacher involved.
 - b. Inform parents about large or continuing problems. It will be easier to work with parents if you maintain contact with them throughout the problem period. Also, don't wait for the problem to become large before talking with parents. Get their help at the beginning. You might call parents with "good" reports, also.
 - c. Document incidents and student behaviors in writing and on PowerSchool. I suggest keeping a notebook in your desk. Specific notes and data are much more effective than relying on your memory.
 - d. If you keep students inside at recess, at noon, or after school to do classwork, it is your responsibility to supervise them. Don't leave them unattended or expect others to supervise for you. (If you have a meeting to attend, then they will have to stay another time.) If students are sent to the office, notify the office as to why and how long they will be here.
7. Proper student conduct and discipline are prerequisites to learning. They must both be maintained at all times. Self-discipline and conduct on the part of the teacher is the first step in accomplishing this goal. Together, we can maintain this among the student body. These, like every other concept of education, must be taught by word, deed and example.
8. **TEACHERS SHOULD BE IN THE HALLWAY DURING PASSING OF STUDENTS. THIS APPLIES TO YOUR OWN CLASS OR WHEN ALL CLASSES ARE MOVING WITHIN THE BUILDING. BATHROOMS ARE TO BE MONITORED WHENEVER CLASSES ARE USING THEM.**
9. Do not hesitate to correct students, even if they are not from your room. We are all in this together. Most often a simple warning, caution, touch, or even a look is sufficient. Anger or lecturing is unnecessary.

TEACHER'S ATTIRE

You are an important role model to your students. Staff members should be professionally dressed at all times. All attire should also meet the dress code we enforce for students. Footwear should be professional and provide for safety in the case of emergencies. It has been customary for teachers to wear jeans on Fridays if worn with a school shirt/or school colors. (This is not to be a "dress down" day with lowered academic or behavioral expectations. It is to be viewed as a "school spirit" day where staff can show support for school activities.)

TEACHER MEETINGS

1. A general meeting will be held once each month (approximately). All staff members-including specials teachers and aides are welcome to attend.
2. Any meeting, which is not regular classroom procedure, must have the approval of the principal before it is called.

TELEPHONE

1. **Students must get permission to use the telephone and this use should be restricted to short business calls.** All calls by students must be under the direct supervision of you or the office personnel. Remember, students must not use the room phones to make play dates after school, etc.
2. As a general rule, students will not be allowed to receive calls during school time. Rather, the office will take the information and relay it to the student, or have the student call back when free.
3. Teachers will not be disturbed by phone calls unless it is of an urgent matter.

VISITORS TO THE BUILDING

A sign will be posted on all doors for visitors to report to the office for permission to visit a room. Many exceptions will occur, I'm sure, but under no circumstances does anyone come into your room to take a student from the room unless you know them and their relationship with our students. Children are allowed to visit for a reasonable amount of time and with permission from the principal and teacher.

Notice of Nondiscrimination

The Ainsworth Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Superintendent.

Dale Hafer, Superintendent, 520 E. 2nd St., Ainsworth, NE 69210, 402-387-2333, dhafer@ainsworthschools.org

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to the Superintendent. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

2020–2021 SCHOOL RE-OPENING RESOLUTION

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and the North Central District Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

NOW, THEREFORE, be it resolved that the Board of Education has determined as follows for the 2020-21 school year:

Site for Instruction

Student instruction will occur in-person in the classroom unless otherwise required by law. All students who are enrolled in the school district must attend school on all days when school is open for in-person instruction unless the student's illness makes attendance impossible or impractical or is otherwise excused by board policy.

The district will work with any student who has a specific need for accommodation other than in-person learning. To qualify for accommodation outside of in-person learning, the student must have an official need as documented by their IEP, 504 plan, or physician.

Masks

All district teachers, staff, employees, and volunteers:

Will not be required to wear face coverings at all times, but are encouraged to do so. This requirement may change based on direction from the North Central District Health Department.

All students:

Will not be required to wear face coverings at all times, but are encouraged to do so. This requirement may change based on direction from the North Central District Health Department.

Leave / Staff Attendance

If a staff member has a physician documented "at risk" condition for COVID-19, as outlined by the CDC (Centers for Disease Control), the District will work with the staff member to make reasonable accommodations, such as the ability to perform job duties remotely. Should a staff member qualify to perform their duties remotely, it will be the responsibility of the staff member to provide the facility and internet access to accomplish said duties. All leave for staff members will be administered as required by law, policy, or contract.

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on August 10, 2020.

Board President

Board Secretary

Kim Bejot
255 N Osborne St.
Ainsworth, NE 69210
402-382-3358

Mr. Hafer and Ainsworth School Board
PO Box 65/520 E 2nd St.
Ainsworth, NE 69210
402-387-2333

Dear Mr. Hafer and Ainsworth School Board,

Please accept my resignation as half-time 5th & 6th Grade Music and Band Teacher. Due to Covid-19, the state of my health, and the fragility of my husband's health, I find it is time to retire. It has been an honor to serve the Ainsworth Community School system since the late 80's. I was entrusted with the Music Education of students in K-6th grades for many years before accepting the 5-12 Band job in 2008. During my tenure, I was encouraged and allowed to go above and beyond, and was able to build a 4th – 6th grade Honor Choir for eight years, work with Gifted students for many years as part of my teaching assignment, work with At-Risk Middle School students through Drum Power Home Room, host BEAT (Bejot's Ensemble of Acoustic Troubadours), Ainsworth's own nationally acclaimed Junk Percussion Ensemble for many years, and starting in 1994, build a very successful Odyssey of the Mind/Destination Imagination program (with a 6th place Global Finish in 2003). During the 10 years I served as Band Director, our Band received numerous State Medals at District Music Contest, the Academic Achievement Award and premiered an original composition written for them by Nebraska composer, Nolan Schmit. I was allowed to pursue the dream of hosting the Middle School Band Festival and celebrated our 8th annual event last year. It has been an honor to teach and grow as a person and educator through my years of service. Thank you for the opportunities that were offered!

Sincerely,

A handwritten signature in cursive script that reads "Kim Bejot".

Kim Bejot



Icon Improvements, LLC
 1707 Cimarron Rd
 McPherson, KS 67460

Invoice

6/29/2020

Invoice #

1727

Ainsworth Community Schools
 520 E 2nd St
 Ainsworth, NE 69210

Terms

Project

Window and Plumbing 2020

Description

Qty

Amount

Window and Plumbing Project 2020 per contract payment schedule
 June Invoice
 July Invoice

30,000.00
 25,000.00

Sales Tax (0.0%)

Total

\$55,000.00

Payments/Credits

\$0.00

Balance Due

\$55,000.00