

Board of Education Regular Meeting  
Tuesday, May 9, 2017 6:00 PM

Conference Room  
520 East 9th Street  
Imperial, NE 69033

## **Agenda**

- I. Call to Order
- II. Declaration of Open Meeting
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Approval of Financial Report
- VII. Public Comment
  1. Kathy Christensen
- VIII. Reports
  1. Activity Director
  2. Principals
  3. Student Board Member
  4. Superintendent
- IX. Action Items
  1. Take all necessary action to approve all resignations and appointments
  2. Take all necessary action to approve the CDW-G quote of \$37,641.60 for 180 Chromebooks.
  3. Take all necessary action to approve ESU contracts
  4. Take all necessary action to approve the 2017 proposed list of graduates.
  5. Take all necessary action to accept or reject all bids for the bus barn.
  6. Take all necessary action to approve Lunchtime Solutions as the district lunch/breakfast provider.
  7. Take all necessary action to approve the 2017-18 student/parent handbooks.
- X. Discussion Items
  1. First reading on new and reaffirmed policies for the 2017-18 school year.
  2. Testing update
- XI. Executive session for the protection of public interest regarding property acquisition, sale and lease negotiations.
- XII. Adjourn

**Board of Education Regular Meeting** April 11, 2017 6:00 PM Conference Room

**Attendance Taken at 6:00 PM:** Present Board Members: Josh Fries, Jeff Olsen, Dan Reeves, Penny Strand, Sheila Stromberger, Carrie Terryberry, Steve Wallin Absent Board Members: Karl Meeske, Willy O'Neil Updated Attendance: Penny Strand was updated to present at: 6:05 PM

**I. Call to Order** Discussion: Meeting called to order at 6:00 pm.

**II. Declaration of Open Meeting** Rationale: This meeting has been preceded by advance notice and is hereby declared to be in open session. A copy of the Open Meetings Act is posted in the board room.

**III. Pledge of Allegiance** Discussion: Pres. Olsen led assembly in the allegiance.

**IV. Approval of Agenda Motion Passed:** Motion to approve the agenda as presented passed with a motion by Sheila Stromberger and a second by Josh Fries. Josh Fries-Yes, Karl Meeske-Absent, Willy O'Neil-Absent, Jeff Olsen-Yes, Dan Reeves-Yes, Penny Strand-Absent, Sheila Stromberger-Yes, Carrie Terryberry-Yes, Steve Wallin-Yes

**V. Approval of Minutes Motion Passed:** Motion to approve the minutes as presented passed with a motion by Sheila Stromberger and a second by Dan Reeves. Josh Fries-Yes, Karl Meeske-Absent, Willy O'Neil-Absent, Jeff Olsen-Yes, Dan Reeves-Yes, Penny Strand-Absent, Sheila Stromberger-Yes, Carrie Terryberry-Yes, Steve Wallin-Yes

**VI. Approval of Financial Report Motion Passed:** Motion to approve the financial report as presented for \$590,037.91 passed with a motion by Sheila Stromberger and a second by Josh Fries. Josh Fries-Yes, Karl Meeske-Absent, Willy O'Neil-Absent, Jeff Olsen-Yes, Dan Reeves-Yes, Penny Strand-Yes, Sheila Stromberger-Yes, Carrie Terryberry-Yes, Steve Wallin-Yes

**VII. Public Comment** Discussion: Mrs. Bauerle discussed the musical budget and the support of the community and the large number of volunteers that are contributing time & talent towards the show. She then briefly addressed her concern in removing the speech class requirement. Mr. Munson expressed his concerns regarding the alternative ed and the construction of the new gym in relation to the allocation of funds towards facilities.

**VIII. Reports**

**VIII.A. Activity Director** Discussion: Hauxwell, AD opened noting Chase County (CC) HS Golf Meet scheduled for Saturday April 15th has been canceled due to scheduling conflicts. In lieu, CC and other teams will be competing at Cambridge on the 20<sup>th</sup>, as this course will host Districts. CC HS Track Meet April 18th will start at 9:00 AM for Field Events and Running Events beginning at 10:30 AM. Teams include CC, Dundy County Stratton, Garden County, Hershey, Ogallala, and Perkins County. Jayson Bishop of Perkins County will be running the meet on a Fully Automatic Timing System. This will not only provide accurate times but will reduce the number of helpers needed. District Music Competition on Friday April 21st here at Chase County. JH Track Meet on Thursday April 27th starting at 9:00 AM. SPVA JH Track Meet at Sutherland May 4th starting at 9:00 AM. Spring Musical Mr. Hayes and Mrs. Bauerle have over 40 students participating in "Disney's The Lion King Jr". The play is scheduled for Sunday April 30th (2 Performances 2:30 PM and 5:30 PM and Monday May 1st starting at 7:30 PM. We have over 50 people helping with costumes, set pieces, and props. Power Drive- Is competing in Beloit, KS Thursday. Gym Floors- Uni-tech said the gym quotes would be the same as last year. Longhorn Gym 2 Coats of oil base finish \$2,890.00 and Shorthorn Gym \$1,850.00. He will be here on the 4th of July Weekend. Specialty Installation LLC- Randy Ross from Rapid City, SD is coordinating a time this spring or beginning of summer to check bleachers. The NSAA requested voting from Districts regarding participation from home school students in public school activities

**VIII.B. Principals** Discussion: Principal Scheel and Odens follow up to AdvanceEd review. Both returning from AQuest - State Accountability conference, also accompanied by Angie Dickey, District Title Teacher. Following school improvement outline beginning with RTI, noting an area of improvement is communication with parents. HS Resource teacher Ms. Hess has been working on a more detailed playbook of interventions as part of a team approach to evaluating and assessing improvement.

Common language, coaching and collaboration and teachers teaching teachers idea put into place during planning times, PBIS, Growth mindset, Chase Co Pride - conversation warehouse.

**VIII.C. Student Board Member** - Not present.

**VIII.D. Superintendent Rationale:** Lunch Bid openings (Tomorrow at 12), Bus barn bid at the May board meeting, Online school library Discussion: 3 lunch bids have been received to be opened on tomorrow at lunch. Library check out is now up and on-line. Wellington property auction time estimated to be July/August. Technology assessment, server update, staff machine updates, trailer purchase, transportation routes were also briefly discussed.

#### **IX. Action Items**

**IX.A. Take all necessary action to approve the summer 2017 driver's education fee of \$180. Motion Passed:** Motion to approve the summer 2017 driver's education fee of \$180 passed with a motion by Steve Wallin and a second by Dan Reeves. Josh Fries-Yes, Karl Meeske-Absent, Willy O'Neil-Absent, Jeff Olsen-Yes, Dan Reeves-Yes, Penny Strand-Yes, Sheila Stromberger-Yes, Carrie Terryberry-Yes, Steve Wallin-Yes Discussion: Increase of \$20 from prior years.

**IX.B. Take all necessary action to approve all appointments and resignations.**

**Motion Passed:** Motion to approve all resignations and appointments as presented passed with a motion by Sheila Stromberger and a second by Steve Wallin. Josh Fries-Yes, Karl Meeske-Absent, Willy O'Neil-Absent, Jeff Olsen-Yes, Dan Reeves-Yes, Penny Strand-Yes, Sheila Stromberger-Yes, Carrie Terryberry-Yes, Steve Wallin-Yes Discussion: Resignations: Jill Bauerle-One act and Spring Play, Sonja Burpo-Librarian, Lynn Denbo-Bus Driver, Diane Baluska-Elementary 3<sup>rd</sup> Appointments: Elisha Hinojosa-HS Science and Jennifer Gonzalez-MS Science

**IX.C. Take all necessary action to approve ESU 15 contract.**

#### **X. Discussion Items**

**X.A. Review ELL program** Discussion: Supt. Lefdal highlighted the success of the ELL program which he attributed to the implementation of the curriculum purchased last year. Increased cohesiveness within the program will continue to evolve; verses an elementary/high school split. In addition, advances to continue to isolate academic concerns as to whether language alone or a combination of language and learning disability.

**X.B. Continuous Improvement Process and report** Discussion: School year 5 improvement review. CC schools needs to continue the process through on-going assessment. Over the 2 day assessment the committee was hear the results were positive from student responses, instructional assessment was consistent with National averages. Powerful practice identified was community support but the committee also saw some resistance to big changes. Committee emphasized common language to be a priority in the educational culture. Prioritize mentoring, leadership capacity to rewrite vision and mission statement, comprehension communication plan that is two-way including an increase in surveys, make the improvement process fun, resource utilization, the end result of the review was CC schools approved accreditation. No MAPS spring testing this year. District currently in process of NESAs testing. Stromberger inquired regarding MAPS testing and Principal Scheel noted the spring data often goes unused as compared to the fall data. Discussion included the quick assessments available from MAPS or the states Checks for Learning. April 19 and May 3 ACT testing dates have been set as well.

**X.C. Data Review** Discussion: Supt. Lefdal is reviewing GPA in comparison to ACT score for those that have taken the ACT in the last 2-3 years. He was looking at District trends and summarized the District is in the average 50th percentile. Looking toward data analysis groups and helping to make curriculum and instructional decisions stronger towards improving culture seeking high academic achievement. Common standards, math requirement increase to 3 years, reassess high ability qualifications to a minimum of 97 percentile, activities schedule, were all items he mentioned for further discussion.

**X.D. Elevate program** Discussion: CC schools was chosen to participate in this BCBS program for 2017-2018, which enables employees who participate in the BCBS of Nebraska wellness program throughout the year a cash back reward from BCBS.

**X.E. 2017-18 handbooks** Discussion: Cell phone survey responses to review and consider. The attendance policy, consequences and the correlation to grading and the impact of understanding class content and core standards. District will maintain K-12 handbook.

**XI. Adjourn** Discussion: Meeting adjourned at 8:31 pm.

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Board President

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Board Secretary

# Chase County Schools

## Period Activity Report - Detail May 2017

Cycle: FY16-17; Fund: 09; Begin Date: 04/01/2017; End Date: 04/30/2017; Account Type: All Accounts; Transaction Type: Actual; Created On: 5/4/2017 6:07:26 PM

Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending	
09	09-9001	CCHS Athletics	(\$7,672.07)	\$1,007.70	\$0.00	(\$8,679.77)	
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Stadium Sports	Expenditure For Invoice=15579; Type=Direct Vendor=Stadium Sports	\$557.70	\$0.00	(\$7,114.37)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Glazier Clinics	Expenditure For Invoice=1756982; Type=Direct Vendor=Glazier Clinics	\$450.00	\$0.00	(\$7,222.07)
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending	
09	09-9003	CCHS Football	(\$23,434.03)	\$45.00	\$0.00	(\$23,479.03)	
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Employee: Lenners, Danny R	Expenditure For Invoice=PEV04032017; Type=Employee Vendor=Lenners, Danny	\$45.00	\$0.00	(\$23,389.03)
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending	
09	09-9006	CCHS Basketball-Girls	(\$6,427.27)	\$719.94	\$0.00	(\$7,147.21)	
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Country Inn and Suites	Expenditure For Invoice=14690/14689/14722	\$719.94	\$0.00	(\$5,707.33)
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending	
09	09-9009	CCHS Track-Girls	(\$4,957.09)	\$675.61	\$0.00	(\$5,632.70)	
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/18/2017	00013550	AP Voucher: ACT4182017	Vendor: Jon Forney	Expenditure For Invoice=4182017Trackmeet; Type=Direct	\$75.00	\$0.00	(\$4,882.09)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Perkins County High School	Expenditure For Invoice=04082017Track; Type=Direct Vendor=Perkins County	\$115.00	\$0.00	(\$4,842.09)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: SHS	Expenditure For Invoice=Track04132017; Type=Direct Vendor=Sutherland High	\$75.00	\$0.00	(\$4,882.09)
4/18/2017	00013552	AP Voucher: ACT04182017-2	Vendor: Jayson Bishop	Expenditure For Invoice=4182017Trackmeet; Type=Direct	\$100.00	\$0.00	(\$4,857.09)
4/18/2017	00013552	AP Voucher: ACT04182017-2	Vendor: Perkins County High School	Expenditure For Invoice=04182017Trackmeet;	\$100.00	\$0.00	(\$4,857.09)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Hershey High School	Expenditure For Invoice=04222017HSTrack; Type=Direct	\$115.00	\$0.00	(\$4,842.09)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Pizza Hut	Expenditure For Invoice=4/12-4/18; Type=Direct Vendor=Pizza Hut	\$34.97	\$0.00	(\$4,922.12)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Hauff Sporting Goods	Expenditure For Invoice=1457; Type=Direct Vendor=Hauff Sporting	\$60.64	\$0.00	(\$4,896.45)
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending	
09	09-901	Cash Account	\$103,331.74	\$0.00	\$36,260.09	\$67,071.65	
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/19/2017	00013566	AP Voucher: ACT4192017		Disbursement for Voucher: ACT4192017;	\$0.00	\$1,841.27	\$101,490.47
4/20/2017	00013569	AP Voucher: ACT4202017		Disbursement for Voucher: ACT4202017;	\$0.00	\$5,307.00	\$98,024.74
4/18/2017	00013553	AP Voucher: ACT04182017-2		Disbursement for Voucher: ACT04182017-2; Fund=09	\$0.00	\$400.00	\$102,931.74
4/18/2017	00013551	AP Voucher: ACT4182017		Disbursement for Voucher: ACT4182017;	\$0.00	\$150.00	\$103,181.74

4/7/2017	00013541	AP Voucher: ACT04072017		Disbursement for Voucher: ACT04072017: Fund=09	\$0.00	\$13,798.80	\$89,532.94
4/27/2017	00013579	AP Voucher: ACT04272017		Disbursement for Voucher: ACT04272017: Fund=09	\$0.00	\$550.00	\$102,781.74
4/24/2017	00013612	AP Voucher: ACT04262017		Disbursement for Voucher: ACT04262017: Fund=09	\$0.00	\$14,213.02	\$89,118.72
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9010	CCHS Track-Boys	(\$4,811.04)	\$675.63	\$0.00	(\$5,486.67)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/18/2017	00013550	AP Voucher: ACT4182017	Vendor: Jon Forney	Expenditure For Invoice=4182017Trackmeet: Type=Direct:	\$75.00	\$0.00	(\$4,736.04)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: SHS	Expenditure For Invoice=Track04132017; Type=Direct: Vendor=Sutherland High	\$75.00	\$0.00	(\$4,736.04)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Perkins County High School	Expenditure For Invoice=04082017Track; Type=Direct: Vendor=Perkins County	\$115.00	\$0.00	(\$4,696.04)
4/18/2017	00013552	AP Voucher: ACT04182017-2	Vendor: Jayson Bishop	Expenditure For Invoice=4182017Trackmeet: Type=Direct:	\$100.00	\$0.00	(\$4,711.04)
4/18/2017	00013552	AP Voucher: ACT04182017-2	Vendor: Perkins County High School	Expenditure For Invoice=04182017Trackmeet:	\$100.00	\$0.00	(\$4,711.04)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Hershey High School	Expenditure For Invoice=04222017HSTrack: Type=Direct:	\$115.00	\$0.00	(\$4,696.04)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Hauff Sporting Goods	Expenditure For Invoice=1457; Type=Direct: Vendor=Hauff Sporting	\$60.65	\$0.00	(\$4,750.39)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Pizza Hut	Expenditure For Invoice=4/12-4/18; Type=Direct: Vendor=Pizza Hut	\$34.98	\$0.00	(\$4,776.06)
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9011	CCHS Golf	(\$1,951.05)	\$340.00	\$0.00	(\$2,291.05)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Medicine Valley Schools- High School	Expenditure For Invoice=04132017GOLF Entry:	\$40.00	\$0.00	(\$1,911.05)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Bayard Public Schools	Expenditure For Invoice=GOLF04042017: Type=Direct:	\$40.00	\$0.00	(\$1,911.05)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Dundy County Stratton School	Expenditure For Invoice=GOLF4042017; Type=Direct; Vendor=Dundy County Stratton School	\$50.00	\$0.00	(\$1,901.05)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Perkins County High School	Expenditure For Invoice=4182017GOLF; Type=Direct: Vendor=Perkins County	\$50.00	\$0.00	(\$1,851.05)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Southwest Public Schools	Expenditure For Invoice=4202017GOLF; Type=Direct: Vendor=Southwest Public	\$40.00	\$0.00	(\$1,811.05)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Creek Valley Schools	Expenditure For Invoice=5022017GOLF; Type=Direct: Vendor=Creek Valley	\$40.00	\$0.00	(\$1,911.05)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: St. Patricks High School	Expenditure For Invoice=GOLF05042017: Type=Direct:	\$40.00	\$0.00	(\$1,911.05)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Bridgeport Public Schools	Expenditure For Invoice=GOLF4132017; Type=Direct: Vendor=Bridgeport Public	\$40.00	\$0.00	(\$1,911.05)
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9018	JH Track-Girls	(\$2,541.11)	\$1,399.86	\$0.00	(\$3,940.97)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Hauff Sporting Goods	Expenditure For Invoice=1076; Type=Direct: Vendor=Hauff Sporting	\$230.49	\$0.00	(\$2,310.62)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Hauff Sporting Goods	Expenditure For Invoice=212952; Type=Direct: Vendor=Hauff Sporting	\$744.37	\$0.00	(\$1,796.74)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Dundy County Stratton School	Expenditure For Invoice=JHTRACK4062017; Type=Direct; Vendor=Dundy County Stratton School	\$30.00	\$0.00	(\$2,511.11)

4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Perkins County High School	Expenditure For Invoice=04082017Track; Type=Direct; Vendor=Perkins County	\$40.00	\$0.00	(\$2,501.11)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Jon Forney	Expenditure For Invoice=IHTrack4272017; Type=Direct; Vendor=Perkins County	\$75.00	\$0.00	(\$2,466.11)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Jayson Bishop	Expenditure For Invoice=IHTrack04272017; Type=Direct; Vendor=Perkins County	\$100.00	\$0.00	(\$2,441.11)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Perkins County High School	Expenditure For Invoice=IHTRACK04272017; Type=Direct; Vendor=Perkins County	\$100.00	\$0.00	(\$2,441.11)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: SHS	Expenditure For Invoice=4192017.IHTrack; Type=Direct; Vendor=Shelby County	\$40.00	\$0.00	(\$2,501.11)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: McCook High School	Expenditure For Invoice=04242017.IHTRACK; Type=Direct; Vendor=Perkins County	\$40.00	\$0.00	(\$2,501.11)

<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>
09	09-9019	JH Track-Boys	(\$323.43)	\$655.48	\$0.00	(\$978.91)

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: McCook High School	Expenditure For Invoice=04242017.IHTRACK; Type=Direct; Vendor=Perkins County	\$40.00	\$0.00	(\$283.43)
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: SHS	Expenditure For Invoice=4192017.IHTrack; Type=Direct; Vendor=Shelby County	\$40.00	\$0.00	(\$283.43)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Perkins County High School	Expenditure For Invoice=IHTRACK04272017; Type=Direct; Vendor=Perkins County	\$100.00	\$0.00	(\$223.43)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Jayson Bishop	Expenditure For Invoice=IHTrack04272017; Type=Direct; Vendor=Perkins County	\$100.00	\$0.00	(\$223.43)
4/27/2017	00013578	AP Voucher: ACT04272017	Vendor: Jon Forney	Expenditure For Invoice=IHTrack4272017; Type=Direct; Vendor=Perkins County	\$75.00	\$0.00	(\$248.43)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Perkins County High School	Expenditure For Invoice=04082017Track; Type=Direct; Vendor=Perkins County	\$40.00	\$0.00	(\$283.43)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Dundy County Stratton School	Expenditure For Invoice=JHTRACK4062017; Type=Direct; Vendor=Dundy County Stratton School	\$30.00	\$0.00	(\$293.43)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Hauff Sporting Goods	Expenditure For Invoice=1076; Type=Direct; Vendor=Hauff Sporting Goods	\$230.48	\$0.00	(\$92.95)

<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>
09	09-9101	CCHS Annual	\$1,143.58	\$5.00	\$0.00	\$1,138.58

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Johnson Publications Newspaper	Expenditure For Invoice=1496; Type=Direct; Vendor=Imperial Republican	\$5.00	\$0.00	\$1,148.58

<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>
09	09-9104	Student Council	(\$2,787.03)	\$285.38	\$0.00	(\$3,072.41)

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Pizza Hut	Expenditure For Invoice=4/12-4/18; Type=Direct; Vendor=Pizza Hut	\$66.45	\$0.00	(\$2,720.58)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Pepsi-Cola	Expenditure For Invoice=94382757; Type=Direct; Vendor=Pepsi-Cola	\$218.93	\$0.00	(\$2,568.10)

<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>
09	09-9106	CCS Flower Fund	\$217.30	\$80.00	\$0.00	\$137.30

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Platinum T-Shirt and Embroidery	Expenditure For Invoice=2937; Type=Direct; Vendor=Platinum T-Shirt	\$80.00	\$0.00	\$297.30

<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>
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09	09-9108	Electric Car Project	\$990.60	\$28.88	\$0.00	\$961.72		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Bomgaars	Expenditure For Invoice=71104621/71105102/71105392/71106; Type=Direct; Vendor=Bomgaars	\$28.88	\$0.00	\$1,019.48	
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending		
09	09-9205	FCCLA	(\$6,782.65)	\$1,008.00	\$0.00	(\$7,790.65)		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Country Inn and Suites	Expenditure For Invoice=1566; Type=Direct; Vendor=Country Inn and	\$1,008.00	\$0.00	(\$5,774.65)	
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending		
09	09-9210	FFA	(\$28,019.70)	\$6,734.85	\$0.00	(\$34,754.55)		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Johnson Publications Newspaper	Expenditure For Invoice=1091; Type=Direct; Vendor=Johnson	\$80.85	\$0.00	(\$27,938.85)	
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: NCTA Food Service Dent	Expenditure For Invoice=831; Type=Direct; Vendor=NCTA Food Service	\$266.50	\$0.00	(\$27,753.20)	
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: National FFA Organization	Expenditure For Invoice=MDS-85107; Type=Direct; Vendor=National FFA	\$110.00	\$0.00	(\$27,909.70)	
4/20/2017	00013567	AP Voucher: ACT4202017	Vendor: National FFA Organization	Expenditure For Invoice=Mds-85107/WLC10126-2; Type=Regular; Vendor=National FFA Organization;	\$5,307.00	\$0.00	(\$22,712.70)	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: NCTA Food Service Dent	Expenditure For Invoice=856,882; Type=Direct; Vendor=NCTA Food Service	\$266.50	\$0.00	(\$27,753.20)	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: National FFA Organization	Expenditure For Invoice=MDS-89286; Type=Regular; Vendor=National FFA Organization; PO=7350	\$704.00	\$0.00	(\$27,315.70)	
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending		
09	09-9300	Show Choir	(\$3,739.86)	\$2,300.00	\$0.00	(\$6,039.86)		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Branson On Stage Live	Expenditure For Invoice=BOSL1stInstallment; Type=Regular; Vendor=Branson On	\$2,300.00	\$0.00	(\$1,439.86)	
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending		
09	09-9305	Band	(\$9,343.65)	\$5,709.45	\$0.00	(\$15,053.10)		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Deli International	Expenditure For Invoice=26363/26364/26377/26378; Type=Direct; Vendor=Deli International	\$5,709.45	\$0.00	(\$3,634.20)	
Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending		
09	09-9307	District XI Music	\$0.00	\$2,237.88	\$0.00	(\$2,237.88)		
Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Imperial Inn	Expenditure For Invoice=6666; Type=Direct; Vendor=Imperial Inn	\$70.00	\$0.00	\$70.00	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Byron Jensen	Expenditure For Invoice=DISTRICTMUSIC2017-	\$379.12	\$0.00	\$379.12	
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Marc LeChance	Expenditure For Invoice=DISTRICTMUSIC2017-	\$175.00	\$0.00	\$554.12	

4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Sheila Johnson	Expenditure For Invoice=DistrictMusic2017; Type=Direct	\$237.64	\$0.00	\$791.76
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Robert Martinson II	Expenditure For Invoice=DistrictMusic2017; Type=Direct; Vendor=Robert	\$281.92	\$0.00	\$1,073.68
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: David Mead	Expenditure For Invoice=DistrictMusic2017; Type=Direct; Vendor=David Mead	\$302.44	\$0.00	\$1,376.12
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Jennifer Mead	Expenditure For Invoice=DistrictMusic2017; Type=Direct	\$175.00	\$0.00	\$1,551.12
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Dennis Hutchinson	Expenditure For Invoice=DistrictMusic2017; Type=Direct	\$374.80	\$0.00	\$1,925.92
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Mirna Cabrera	Expenditure For Invoice=DistrictMusic2017; Type=Direct	\$241.96	\$0.00	\$2,167.88

Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending
09	09-931	Payable Account	\$0.00	\$36,260.09	\$36,260.09	\$0.00

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/27/2017	00013579	AP Voucher: ACT04272017		Disbursement for Voucher: ACT04272017; Fund=09	\$550.00	\$0.00	\$550.00
4/24/2017	00013610	AP Voucher: ACT04262017		AP Liability For Approve Voucher =	\$0.00	\$14,213.02	(\$13,663.02)
4/24/2017	00013612	AP Voucher: ACT04262017		Disbursement for Voucher: ACT04262017; Fund=09	\$14,213.02	\$0.00	\$14,213.02
4/7/2017	00013539	AP Voucher: ACT04072017		AP Liability For Approve Voucher =	\$0.00	\$13,798.80	(\$13,798.80)
4/7/2017	00013541	AP Voucher: ACT04072017		Disbursement for Voucher: ACT04072017; Fund=09	\$13,798.80	\$0.00	\$13,798.80
4/18/2017	00013550	AP Voucher: ACT4182017		AP Liability For Approve Voucher =	\$0.00	\$150.00	\$13,648.80
4/18/2017	00013553	AP Voucher: ACT04182017-2		Disbursement for Voucher: ACT04182017-2; Fund=09	\$400.00	\$0.00	\$400.00
4/19/2017	00013562	AP Voucher: ACT4192017		AP Liability For Approve Voucher =	\$0.00	\$1,841.27	(\$1,441.27)
4/18/2017	00013551	AP Voucher: ACT4182017		Disbursement for Voucher: ACT4182017;	\$150.00	\$0.00	\$150.00
4/18/2017	00013552	AP Voucher: ACT04182017-2		AP Liability For Approve Voucher = ACT04182017-2	\$0.00	\$400.00	(\$250.00)
4/19/2017	00013566	AP Voucher: ACT4192017		Disbursement for Voucher: ACT4192017;	\$1,841.27	\$0.00	\$1,841.27
4/20/2017	00013567	AP Voucher: ACT4202017		AP Liability For Approve Voucher =	\$0.00	\$5,307.00	(\$3,465.73)
4/20/2017	00013569	AP Voucher: ACT4202017		Disbursement for Voucher: ACT4202017;	\$5,307.00	\$0.00	\$5,307.00
4/27/2017	00013578	AP Voucher: ACT04272017		AP Liability For Approve Voucher =	\$0.00	\$550.00	\$4,757.00

Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending
09	09-9311	Tri-M	\$0.00	\$882.80	\$0.00	(\$882.80)

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: 4 Seasons Fund Raising	Expenditure For Invoice=02391; Type=Direct; Vendor=4 Seasons Fund	\$882.80	\$0.00	\$882.80

Fund	Account Code	Account Name	Beginning Balance	Activity DR	Activity CR	Ending
09	09-9410	Milk Vending	(\$1,952.81)	\$385.62	\$0.00	(\$2,338.43)

Transaction	Transaction Number	Source Document	Source Entity	Comment	Transaction	Transaction	Running
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Hiland Dairy	Expenditure For Invoice=1812400; Type=Regular; Vendor=Hiland Dairy	\$93.33	\$0.00	(\$1,859.48)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Hiland Dairy	Expenditure For Invoice=1812827; Type=Regular; Vendor=Hiland Dairy	\$65.74	\$0.00	(\$1,793.74)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Hiland Dairy	Expenditure For Invoice=1812908; Type=Regular; Vendor=Hiland Dairy	\$49.35	\$0.00	(\$1,903.46)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Hiland Dairy	Expenditure For Invoice=1812866; Type=Regular; Vendor=Hiland Dairy	\$56.63	\$0.00	(\$1,846.83)

4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Hiland Dairy	Expenditure For Invoice=1812995; Type=Regular; Vendor=Hiland Dairy;	\$32.90	\$0.00	(\$1,919.91)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Hiland Dairy	Expenditure For Invoice=1813119; Type=Regular; Vendor=Hiland Dairy;	\$87.67	\$0.00	(\$1,865.14)
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9410-410-000	Milk Vending Supplies	(\$1,507.35)	\$108.41	\$0.00	(\$1,398.94)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Hiland Dairy	Expenditure For Invoice=1812952; Type=Regular; Vendor=Hiland Dairy;	\$70.74	\$0.00	(\$1,436.61)
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Hiland Dairy	Expenditure For Invoice=1813211; Type=Regular; Vendor=Hiland Dairy;	\$37.67	\$0.00	(\$1,469.68)
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9506	Class of 2017	(\$6,351.69)	\$603.66	\$0.00	(\$6,955.35)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: School Traditions	Expenditure For Invoice=Graduation2017; Type=Direct;	\$603.66	\$0.00	(\$5,748.03)
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9507	Class of 2018	(\$746.21)	\$3,305.94	\$0.00	(\$4,052.15)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/19/2017	00013562	AP Voucher: ACT4192017	Vendor: Anderson's	Expenditure For Invoice=8795561; Type=Direct; Vendor=Anderson's	\$42.95	\$0.00	(\$703.26)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Added Touch	Expenditure For Invoice=103987; Type=Regular; Vendor=Added Touch;	\$61.24	\$0.00	(\$684.97)
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Superfoods-General	Expenditure For Invoice=PROM2017meal; Type=Regular;	\$2,320.00	\$0.00	\$1,635.03
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: DWF Wholesale Florists	Expenditure For Invoice=411480-00; Type=Regular; Vendor=DWF Wholesale Florists; PO=7354	\$319.25	\$0.00	\$1,954.28
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Emily Fish	Expenditure For Invoice=102; Type=Regular; Vendor=Emily Fish;	\$262.50	\$0.00	\$2,216.78
4/7/2017	00013539	AP Voucher: ACT04072017	Vendor: Chase County Fair & Expo	Expenditure For Invoice=2017PromRental; Type=Regular; Vendor=Chase County Fair & Expo;	\$300.00	\$0.00	\$2,516.78
<b>Fund</b>	<b>Account Code</b>	<b>Account Name</b>	<b>Beginning Balance</b>	<b>Activity DR</b>	<b>Activity CR</b>	<b>Ending</b>	
09	09-9999	Clearing	(\$205,418.02)	\$7,065.00	\$0.00	(\$212,483.02)	
<b>Transaction</b>	<b>Transaction Number</b>	<b>Source Document</b>	<b>Source Entity</b>	<b>Comment</b>	<b>Transaction</b>	<b>Transaction</b>	<b>Running</b>
4/24/2017	00013610	AP Voucher: ACT04262017	Vendor: Boost Digital Displays	Expenditure For Invoice=02; Type=Direct; Vendor=Boost Digital	\$7,065.00	\$0.00	(\$198,353.02)













Invoice(s)	Invoice Type	Submit Date	Payment Vendor	Comment	Invoice Amount
0617987/0629415/0640974	Direct	04/19/2017	Ideal Linen Supply Inc	mats and rugs	\$115.67
28323	Direct	04/19/2017	Baker and Associates	Construction Administration	\$15,102.00
1116/1243/1357	Direct	04/19/2017	Imperial Republican	Legal proceedings (Feb, March) Lefal NOSM (April)	\$353.88
63033C	Direct	04/19/2017	Instrumentalist Awards	Instrumental music/director/band award	\$187.00
001014931502/002857351641	Direct	04/19/2017	Hills Family Foods	groceries	\$67.74
04102017	Direct	04/19/2017	Black Hills Energy	3/08-4/07 gas service	\$3,839.10
00057037	Regular	04/19/2017	Northwest Evaluation Association	MAPS NSSRS formatted file	\$150.00
71105288	Direct	04/19/2017	Bongaars	caution tape, pliers	\$26.48
RegistrationElecCar	Direct	04/19/2017	Electrathon America	Registration for Electric Car	\$45.00
LeadershipDay2017	Direct	5/4/2017	Region V	Leadership day for 6 elementary students	\$120.00
Trailer2017Model33UTV	Regular	5/4/2017	Country Load Trailer	Trailer model 33UTV 2017	\$1,975.00
05152017	Direct	05/01/2017	City Of Imperial	Electric/water,sewer/usage from 03/31-4/30	\$12,044.51
I22614	Direct	05/01/2017	AcroMat	can liners, red bio hazard can liners	\$356.76
April292017	Direct	05/01/2017	Affiliated Benefits	April FSA/Daycare, Benny Card fee/HRA Tracking & processing	\$394.00
04122017	Direct	05/01/2017	A T & T	LD usage from 3/20-4/12/17	\$148.79
P26022	Regular	05/01/2017	21st Century Equipment	Scan test kits (oil sample kit to have motor oil test at change intervals)	\$366.64
125286	Direct	05/01/2017	Carquest Auto Parts	batteries (paying -\$13.35 less on invoice due to over payment on April 1 statement).	\$95.59
990122466	Direct	05/01/2017	Chase County Hospital	office/outpatient visit for employee/x-ray	\$261.00
10003260	Direct	05/01/2017	Chase County Hospital	PT 3/15/17,(past due invoices from 2015 10/6,10/13,10/14,10/27,10/06,10/07,10/20,9/14,9/22,9/29,10/06,10/02,)., CDL physical,	\$923.50
0017208	Direct	05/04/2017	DataShield	shredding service for April	\$61.00
PEV04202017	Employee	05/04/2017	Jan Elliott	Bus Driver's License fee	\$7.50
PEVTracfone42017	Employee	05/01/2017	Diane Bischoff	Tracfone reimbursement	\$42.99
SPED7of8Billing	Direct	05/01/2017	ESU #15	Sped 7 of 8 billing/substitute pay	\$39,151.66
MAY10FieldTrip	Direct	05/01/2017	Golden Spike Tower & Visitor Center	35 Field Trip tickets for elementary field trip	\$70.00
MN00098066	Direct	05/01/2017	Harris Computer Solutions	Annual Maintenance 2017-May2018, attendance enterprises, Nebraska Census	\$2,080.16
316056	Direct	05/01/2017	Hydrotex	Hytorque hyd/ATF 20 gallon	\$756.95
17354	Direct	05/03/2017	Brico Pest Control	regular service treatment	\$44.00
0652521/0646764	Direct	05/03/2017	Ideal Linen Supply Inc	mats/rugs	\$89.02
04302017	Direct	05/03/2017	City Of Imperial	3/17-4/18 electric/water usage for Old FB field lights/Wallington concession stand	\$449.52
1645/1646	Direct	05/03/2017	Country Inn and Suites	hotel room for electric car (instructional class)	\$189.98
208301	Direct	05/03/2017	Cornhusker Cleaning	cleaning supplies	\$40.44
6028458	Regular	05/03/2017	Central Power Systems & Services	transmission repair	\$1,943.54
000008704	Regular	05/03/2017	Quality Diesel Incorporated	parts for bus	\$14.38
N33873	Regular	05/03/2017	Nebraska Truck Center-N.P.	oil change & hood latch	\$752.97
0157296	Regular	05/03/2017	Nebraska Central Equipment	wiper switch, grill mounts, surge tank, intake tube, ABS sender, vent caps	\$1,013.30
NEMCC74293	Regular	05/03/2017	Fastenal	rivet bag of 100 special	\$10.09
157217/0157210/0157194	Regular	05/03/2017	Nebraska Central Equipment	intake stop arm cross over parts & stop when lights flash stickers	\$496.73
0643873/0646750/0649661	Regular	05/03/2017	Ideal Linen Supply Inc	uniform/shop towels	\$68.15
REXAndres04262017	Direct	05/03/2017	Imperial NAPA	transportation parts/property maintenance parts	\$577.91
May102017	Direct	05/03/2017	Hometown Leasing	copier leasing for May	\$962.11
s305806	Regular	05/03/2017	IXL Learning	IXL for grades K-4 for 2017-2018	\$3,825.00
4282017	Direct	05/03/2017	ESU #15	Title III meeting-lunch 4/10/17 for 2 administration and 2 teachers	\$40.00
0640961/0626591/0629402/0632302/701340	Regular	05/03/2017	Ideal Linen Supply Inc	uniform and shop towels	\$91.68
0640961/0626591/0629402/701340	Direct	05/03/2017	Jostens Inc	medals for valdicatorian/salutatorian	\$160.16
PEV4212017	Employee	05/03/2017	Duane Todd	CDL license/physical	\$37.50
PEV4252017	Employee	05/03/2017	Janet Shaeffer	NETA Conference meals	\$30.45
00094358	Direct	05/03/2017	Advanced Education, Inc.	Advanced Ed Improvement network Fee membership	\$900.00
03521775	Direct	05/03/2017	J W Pepper	Seize the Day CD (elementary music)	\$35.98
PEV042617	Employee	05/03/2017	Kim Spady	Pizza for reading elementary reading class	\$94.51
PEV04252017	Employee	05/03/2017	Linda Lakey	NETA Conference meals	\$32.45
1296494	Direct	05/03/2017	Librarians' Choice	Library books	\$998.00
48853/48467	Direct	05/03/2017	NE Council School Administrators	Aquest State Data Conference for 3	\$625.00
00056237	Direct	05/03/2017	Northwest Evaluation Association	7/01/17-6/30/2017 MAP spanish math supplement, Map for Primary Grades, Map for Science, Math, reading & Language	\$8,825.00
01357845	Direct	05/03/2017	O'Keefe Elevator Co	Annual State Required Test on hydr passenger elevator	\$260.00
113471-00	Regular	05/03/2017	Paper101	Copier paper/delivery by lift gate	\$4,098.40
302	Direct	05/03/2017	S & S Lock and Key	5 Best Keys D 1E1	\$40.00

SERVIN025442	Direct	05/03/2017	Conference Tech, Inc (CTI)	Smart brand replacement bulb for UX80 projector	\$149.93
0622596	Direct	05/04/2017	School Nurse Supply	premium baby wipes,school nurse supply penlight	\$356.40
26755	Direct	05/03/2017	Stanek Fire Protection	Fire control service in Kitchen Hood, 360 degree fuselink, nozzle caps replaced annually	\$166.00
DistrictMusic2017	Direct	05/03/2017	CCS GENERAL FUND	District music contest 1/2 vocal and 1/2 instrumental	\$530.00
3334802243	Direct	05/04/2017	Staples Advantage	staples, twist erase mechanic pencils, sharpies	\$130.94
490563/390924/390923	Direct	05/03/2017	Stelling Brass	instrument repair	\$366.00
40722/40736/40830/40866/40863	Direct	05/03/2017	Hershberger Piano & Organ	instrument repair	\$486.67
397685686/397548124	Direct	05/03/2017	SupplyWorks	paper vacuum bags,	\$111.45
11749A	Direct	05/03/2017	Unitech	disinfectant, glass cleaner, linen deodorizer	\$281.80
1885030/0888053/1894075	Direct	05/03/2017	Thompson Company-Maint	can liners, hand soap, laundry detergent, kleenex, toilet tissue, paper towels, gloves,cups	\$1,800.00
37908030/2310829	Direct	05/03/2017	Trane	4/25 repair call on tracer summit database error on workstation PC.	\$570.42
9783074207/9784306776	Direct	05/03/2017	Verizon Wireless	telephone/data line charges March 02-April 1, Marc 21-April 20	\$449.99
4202017	Direct	05/03/2017	Frenchman Valley Co-op	Fuel usage from 3/21-4/21	\$5,023.80
571551	Regular	05/03/2017	Frenchman Valley Co-op	tire repair	\$40.00
571664	Regular	05/03/2017	Frenchman Valley Co-op	tire repair on grounds equipment	\$10.00
573600	Direct	05/03/2017	Frenchman Valley Co-op	tire repair	\$40.00
2017-18MEMBERSHIP	Direct	05/03/2017	NE Council School Administrators	Region 5 membership for NASA/NASBO for JOEY LEFDAL	\$335.00
05012017	Direct	05/04/2017	Great Plains Communication	telephone charges 5/1-5/31	\$729.09
05022017	Direct	05/04/2017	Glenda Bierfreund	Vision resource/mileage for 4/5/2017	\$344.56
05042017	Direct	05/04/2017	Petty Cash	Replenish petty cash for postage	\$104.90
A87487/A87927/A87947B4	Direct	05/04/2017	Owens True Value	bus barn supplies, property supplies, instructional supplies	\$154.41
2420/a879	Direct	05/04/2017	ESU Coordinating Council	Annual Public Performance Site License-building with 501-1000 students	\$331.00
2017MovieLicensing	Direct	05/04/2017	Data Recognition Corporation	Brass/Rosewood Arch clock for retiring employee	\$88.95
389984/389990/390000/390437-2	Direct	05/04/2017	Adams Lumber Co	nails, spray cleaner, plastic pail,concrete mix,rachet assembly,trailer rental, forklift rental;Duplicate invoice created to continue processing of invoice	\$1,004.51

**May General Bills Fund** **\$119,095.01**

**May General Payroll** \$ 484,394.42

**Total General Fund Expenditures** **\$603,489.43**

Baker and Associates Administration \$ 15,102.00

Reichert Progress bill \$ 326,712.53

Twin Rivers Engineering Tech \$ 1,936.05

**May Building Expenditures** **\$ 343,750.58**

**May 2017 US Bank Report**

<b>Item</b>	<b>Item Description</b>	<b>Item Total</b>
1	Love's Country-fuel-State Science Fair-Wilson	\$35.46
2	Super 8-Beloit KS-Electric Car Rally-Wilson	\$89.51
3	Super 8-Beloit KS-Electric Car Rally-Wilson	\$89.51
4	Super 8-Beloit KS-Electric Car Rally-Wilson	\$89.51
5	Amazon-Splitter Cable, Mixer, Audio Cable-Liess	\$183.36
6	ASCA-Hanna-Annual Conference	\$389.00
7	Angus Burgers & Shakes-Kearney-Odens	\$45.88
8	PC Parts-Repair Chromebooks for students-Ekberg	\$79.98
9	CustomInk-Staff appreciation week t-shirts-Odens	\$1,211.20
10	Dollar General-MS Families-Scheel	\$4.26
11	Cenex-Fuel-Scheel	\$33.80
12	Arby's-Scheel	\$17.51
13	Runza-Scheel	\$16.19
14	Parkers Smokehouse-Sheaffer/Lakey-NETA Conference	\$26.35
15	JAZZ-Scheel	\$32.65
16	Hy-Vee-Scheel	\$8.56
17	Bloxels-Educator Handbooks (2)-Scheel	\$108.57
18	Conoco-Fast Mart-Lincoln-Fuel-Scheel	\$31.38
19	Wendy's-Lincoln-Scheel	\$14.07
20	Courtyard By Marriott-Omaha-Sheaffer	\$13.80
21	Courtyard by Marriott-Omaha-Lakey-NETA Conference	\$299.98
22	Courtyard by Marriott-Omaha-Sheaffer-NETA Conf.	\$297.79
23	Read Naturally-SPED K-8-Vogt	\$1,150.00
24	Target-wipers for van during FCCLA trip	\$58.30
25	Courtyard by Marriott-Omaha-Scheel-NETA Conf	\$280.00
26	Courtyard by Marriott-Omaha-Gerhartz-NETA Conf	\$280.00
27	HP-Gerhartz-return parts	(\$78.00)
28	Amazon-Cable-O'Neil/Gerhartz	\$17.37
29	Amazon-Safely Glasses (60)-Gleisberg	\$142.50
30	Kwik Stop-fuel to N Platte to pickup bus	\$14.52
31	Pizza Hut-Meal-School Improvement Team	\$51.09
32	M & M's-Meal-School Improvement Team	\$40.23
33	Tequilas-Meal-School Improvement Team	\$47.38
34	Imperial Inn-Rooms-School Improvement Team	\$800.00
35	Amazon-Decorating Kit-Hess	\$15.96
36	Amazon-Kazoos-Liess	\$37.67
37	Amazon-Air Hoses/Reels-Gleisberg	\$124.90
38	Amazon-Reading Room Books-MS-Scheel	\$56.05
39	Amazon-"It Happens in the Hallway"(11)-Scheel	\$64.46
40	Activity Expenses	\$1,485.71
	<b>Total</b>	<b>\$7,706.46</b>

# Chase County Schools

## Account Balance Report

Cycle: FY16-17; Begin Date: 09/01/2016; End Date: 05/10/2017; Primary Sort Element: Fund; Secondary Sort Element: Source; Account List: ([Fund] In ('01','10')) AND ([Function] Between '1000' AND '8000') AND ([Object] Between '000' AND '755') ; Created On: 5/6/2017 1:54:01 AM

Primary Sort Element		Secondary Sort Element						
01								
Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbranc	Projected	YTD Available
01-1000-000-000	ALL INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-1100-000-000	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$0.00	\$338.40	\$338.40	\$186.59	\$524.99	(\$524.99)
01-1100-110-000	Salaries-teachers	\$69,000.00	\$69,000.00	\$110,297.29	\$110,297.29	\$0.00	\$110,297.29	(\$41,297.29)
01-1100-110-100	Salaries - Elementary	\$732,008.00	\$732,008.00	\$526,530.37	\$526,530.37	\$0.00	\$526,530.37	\$205,477.63
01-1100-110-200	Salaries - High School	\$987,425.00	\$987,425.00	\$671,268.67	\$671,268.67	\$0.00	\$671,268.67	\$316,156.33
01-1100-110-300	Salaries - Middle School	\$431,080.00	\$431,080.00	\$323,976.57	\$323,976.57	\$0.00	\$323,976.57	\$107,103.43
01-1100-111-000	Salaries-ESU Stipends	\$5,500.00	\$5,500.00	\$4,002.00	\$4,002.00	\$0.00	\$4,002.00	\$1,498.00
01-1100-112-000	Schedule B	\$0.00	\$0.00	\$124,218.66	\$124,218.66	\$0.00	\$124,218.66	(\$124,218.66)
01-1100-112-100	Schedule B - Elementary	\$5,185.00	\$5,185.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,185.00
01-1100-112-200	Schedule B - High School	\$137,370.00	\$137,370.00	\$7,447.00	\$7,447.00	\$0.00	\$7,447.00	\$129,923.00
01-1100-120-000	Sal-sub	\$75,000.00	\$75,000.00	\$3,381.00	\$3,381.00	\$0.00	\$3,381.00	\$71,619.00
01-1100-120-100	Salaries - Subs - Elementary	\$50,000.00	\$25,000.00	\$20,115.73	\$20,115.73	\$0.00	\$20,115.73	\$4,884.27
01-1100-120-200	Salaries - Subs - High School	\$25,000.00	\$25,000.00	\$22,618.94	\$22,618.94	\$0.00	\$22,618.94	\$2,381.06
01-1100-120-300	Salaries - Subs - Middle School	\$25,000.00	\$25,000.00	\$8,170.00	\$8,170.00	\$0.00	\$8,170.00	\$16,830.00
01-1100-150-000	Benefit payout Unused Personal	\$19,375.00	\$19,375.00	\$113.03	\$113.03	\$0.00	\$113.03	\$19,261.97
01-1100-210-000	Social Security	\$5,280.00	\$5,280.00	\$17,693.43	\$17,693.43	\$0.00	\$17,693.43	(\$12,413.43)
01-1100-210-100	Social Security - Elementary	\$57,438.00	\$55,433.00	\$40,354.77	\$40,354.77	\$0.00	\$40,354.77	\$15,078.23
01-1100-210-200	Social Security - High School	\$77,440.00	\$77,440.00	\$52,050.07	\$52,050.07	\$0.00	\$52,050.07	\$25,389.93
01-1100-210-300	Social Security - Middle School	\$33,470.00	\$33,470.00	\$24,881.58	\$24,881.58	\$0.00	\$24,881.58	\$8,588.42
01-1100-220-000	Retirement	\$6,815.00	\$6,815.00	\$18,448.34	\$18,448.34	\$0.00	\$18,448.34	(\$11,633.34)
01-1100-220-100	Retirement - Elementary	\$73,600.00	\$73,600.00	\$52,111.54	\$52,111.54	\$0.00	\$52,111.54	\$21,488.46
01-1100-220-200	Retirement - High School	\$107,970.00	\$107,970.00	\$70,287.77	\$70,287.77	\$0.00	\$70,287.77	\$37,682.23
01-1100-220-300	Retirement - Middle School	\$42,585.00	\$42,585.00	\$31,642.04	\$31,642.04	\$0.00	\$31,642.04	\$10,942.96
01-1100-230-000	Health Ins	\$13,345.00	\$13,345.00	\$30,007.53	\$30,007.53	\$0.00	\$30,007.53	(\$16,662.53)
01-1100-230-100	Health Ins - Elementary	\$180,285.00	\$180,285.00	\$125,838.87	\$125,838.87	\$0.00	\$125,838.87	\$54,446.13
01-1100-230-200	Health Ins - High School	\$195,880.00	\$195,880.00	\$145,095.24	\$145,095.24	\$0.00	\$145,095.24	\$50,784.76
01-1100-230-300	Health Ins - Middle School	\$78,375.00	\$78,375.00	\$58,220.66	\$58,220.66	\$0.00	\$58,220.66	\$20,154.34
01-1100-231-000	Health Ins - Deductible	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
01-1100-231-100	Health Ins Deductible - Elementary	\$13,275.00	\$13,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,275.00
01-1100-231-200	Health Ins Deductible - High School	\$13,050.00	\$13,050.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,050.00
01-1100-231-300	Health Ins Deductible - Middle School	\$7,425.00	\$7,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,425.00
01-1100-284-000	Early Retirement	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$2,000.00
01-1100-290-000	Other Emp Benefits	\$175.00	\$175.00	\$1,635.08	\$1,635.08	\$0.00	\$1,635.08	(\$1,460.08)
01-1100-290-100	Other Employee Benefits - Elementary	\$1,835.00	\$1,835.00	\$1,336.88	\$1,336.88	\$0.00	\$1,336.88	\$498.12
01-1100-290-200	Other Employee Benefits - High School	\$2,470.00	\$2,470.00	\$1,677.59	\$1,677.59	\$0.00	\$1,677.59	\$792.41
01-1100-290-300	Other Employee Benefits - Middle School	\$1,035.00	\$1,035.00	\$813.01	\$813.01	\$0.00	\$813.01	\$221.99
01-1100-319-000	Services	\$5,000.00	\$5,000.00	\$6,443.15	\$6,443.15	\$0.00	\$6,443.15	(\$1,443.15)
01-1100-410-000	Supplies	\$75,847.00	\$75,847.00	\$20,709.09	\$20,709.09	\$5,198.33	\$25,907.42	\$49,939.58
01-1100-410-100	Supplies - Elementary	\$0.00	\$0.00	\$2,365.06	\$2,365.06	\$572.93	\$2,937.99	(\$2,937.99)
01-1100-410-200	Supplies - High School	\$0.00	\$0.00	\$5,785.20	\$5,785.20	\$38.98	\$5,824.18	(\$5,824.18)
01-1100-410-300	Supplies - Middle School	\$0.00	\$0.00	\$1,651.71	\$1,651.71	\$1,150.00	\$2,801.71	(\$2,801.71)
01-1100-411-000	Field Trips	\$1,500.00	\$1,500.00	\$677.67	\$677.67	\$0.00	\$677.67	\$822.33
01-1100-420-000	Textbooks	\$70,000.00	\$50,000.00	\$2,702.03	\$2,702.03	\$0.00	\$2,702.03	\$47,297.97
01-1100-420-200	Textbooks - High School	\$0.00	\$0.00	\$1,328.37	\$1,328.37	\$0.00	\$1,328.37	(\$1,328.37)
01-1100-425-000	E-BOOKS	\$6,500.00	\$6,500.00	\$2,047.92	\$2,047.92	\$0.00	\$2,047.92	\$4,452.08
01-1100-440-000	Periodicals - ACupp	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
01-1100-450-000	Audio-visual	\$2,000.00	\$2,000.00	\$331.00	\$331.00	\$0.00	\$331.00	\$1,669.00
01-1100-460-000	Hardware	\$75,000.00	\$75,000.00	\$21,631.92	\$21,631.92	\$4,065.65	\$25,697.57	\$49,302.43
01-1100-460-100	Hardware - Elementary (< \$5k)	\$0.00	\$0.00	\$539.70	\$539.70	\$0.00	\$539.70	(\$539.70)
01-1100-460-200	Hardware - High School (< \$5k)	\$0.00	\$0.00	\$2,132.25	\$2,132.25	\$0.00	\$2,132.25	(\$2,132.25)
01-1100-460-300	Hardware - Middle School (< \$5k)	\$0.00	\$0.00	\$255.92	\$255.92	\$0.00	\$255.92	(\$255.92)
01-1100-465-000	Computer Software	\$16,000.00	\$16,000.00	\$211.18	\$211.18	\$0.00	\$211.18	\$15,788.82
01-1100-465-100	Computer Software Elementary	\$0.00	\$0.00	\$84.68	\$84.68	\$0.00	\$84.68	(\$84.68)
01-1100-465-300	Computer Software Middle School	\$0.00	\$0.00	\$59.97	\$59.97	\$850.00	\$909.97	(\$909.97)
01-1100-467-000	Web/Cloud Based Software	\$2,800.00	\$2,800.00	\$14,543.75	\$14,543.75	\$912.90	\$15,456.65	(\$12,656.65)
01-1100-490-000	Other Supplies & Materials (Testing)	\$17,000.00	\$17,000.00	\$8,975.00	\$8,975.00	\$40.52	\$9,015.52	\$7,984.48
01-1100-530-000	Furniture/Equipment > \$5k ea	\$26,000.00	\$26,000.00	\$855.59	\$855.59	\$308.30	\$1,163.89	\$24,836.11
01-1100-530-200	Furniture/Equipment > \$5k ea - HS	\$0.00	\$0.00	\$398.00	\$398.00	\$0.00	\$398.00	(\$398.00)

01-1100-530-300	Furniture/Equipment > \$5k ea - MS	\$0.00	\$0.00	\$1,741.99	\$1,741.99	\$0.00	\$1,741.99	(\$1,741.99)
01-1100-531-000	REGULAR INSTRUCTIONAL PROGRAMS	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00
01-1100-560-000	Computer Hardware > \$5k	\$30,000.00	\$3,000.00	\$592.44	\$592.44	\$211.46	\$803.90	\$2,196.10
01-1100-630-000	Dues & Fees	\$6,000.00	\$6,000.00	\$2,862.44	\$2,862.44	\$180.00	\$3,042.44	\$2,957.56
01-1100-630-100	Dues & Fees - Elementary	\$0.00	\$0.00	\$367.00	\$367.00	\$0.00	\$367.00	(\$367.00)
01-1100-630-200	Dues & Fees - High School	\$0.00	\$0.00	\$575.00	\$575.00	\$0.00	\$575.00	(\$575.00)
01-1100-630-300	Dues & Fees - Middle School	\$0.00	\$0.00	\$61.00	\$61.00	\$0.00	\$61.00	(\$61.00)
01-1100-670-000	Travel-trans-meals-lodging	\$6,500.00	\$6,500.00	\$1,195.92	\$1,195.92	\$0.00	\$1,195.92	\$5,304.08
01-1100-670-100	Travel-trans-meals-lodging - Elementary	\$0.00	\$0.00	\$770.43	\$770.43	\$0.00	\$770.43	(\$770.43)
01-1100-670-200	Travel-trans-meals-lodging - High School	\$0.00	\$0.00	\$5,397.80	\$5,397.80	\$0.00	\$5,397.80	(\$5,397.80)
01-1100-670-300	Travel-trans-meals-lodging - Middle School	\$0.00	\$0.00	\$569.24	\$569.24	\$0.00	\$569.24	(\$569.24)
01-1100-690-000	All Other	\$4,000.00	\$4,000.00	\$1,098.86	\$1,098.86	\$0.00	\$1,098.86	\$2,901.14
01-1100-690-100	Other Misc Expense - Elementary	\$0.00	\$0.00	\$487.40	\$487.40	\$0.00	\$487.40	(\$487.40)
01-1100-690-200	Other Misc Expense - High School	\$0.00	\$0.00	\$265.00	\$265.00	\$0.00	\$265.00	(\$265.00)
01-1100-690-300	Other Misc Expense - Middle School	\$0.00	\$0.00	\$682.38	\$682.38	\$0.00	\$682.38	(\$682.38)
01-1150-110-000	E.L.L. Salaries-teachers	\$122,540.00	\$122,540.00	\$91,902.78	\$91,902.78	\$0.00	\$91,902.78	\$30,637.22
01-1150-120-000	E.L.L. Salaries - subs	\$3,000.00	\$3,000.00	\$3,148.72	\$3,148.72	\$0.00	\$3,148.72	(\$148.72)
01-1150-140-000	E.L.L. Salaries - clerks-aides	\$12,505.00	\$12,505.00	\$7,782.99	\$7,782.99	\$0.00	\$7,782.99	\$4,722.01
01-1150-145-000	Overtime	\$100.00	\$100.00	\$161.50	\$161.50	\$0.00	\$161.50	(\$61.50)
01-1150-210-000	E.L.L. Social Security	\$10,570.00	\$10,570.00	\$7,650.35	\$7,650.35	\$0.00	\$7,650.35	\$2,919.65
01-1150-220-000	E.L.L. Retirement	\$13,350.00	\$13,350.00	\$9,871.48	\$9,871.48	\$0.00	\$9,871.48	\$3,478.52
01-1150-230-000	E.L.L. Health Ins	\$24,630.00	\$24,630.00	\$15,112.86	\$15,112.86	\$0.00	\$15,112.86	\$9,517.14
01-1150-231-000	E.L.L. Health Ins Deductible	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00
01-1150-290-000	E.L.L. Other Emp Benefits	\$340.00	\$340.00	\$253.17	\$253.17	\$0.00	\$253.17	\$86.83
01-1150-410-000	E.L.L. Supplies	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
01-1150-420-000	ELL Textbooks	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-1150-450-000	ELL Audio-visual	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850.00
01-1150-530-000	ELL Furn And Equip	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-1150-670-000	ELL Travel	\$750.00	\$750.00	\$182.00	\$182.00	\$0.00	\$182.00	\$568.00
01-1150-690-000	E.L.L. All Others	\$500.00	\$500.00	\$338.77	\$338.77	\$254.32	\$593.09	(\$93.09)
01-1160-110-000	Poverty Program Salaries-teachers	\$130,325.00	\$53,655.00	\$41,710.05	\$41,710.05	\$0.00	\$41,710.05	\$11,944.95
01-1160-120-000	Poverty Program Salaries - subs	\$12,300.00	\$6,000.00	\$10,626.94	\$10,626.94	\$0.00	\$10,626.94	(\$4,626.94)
01-1160-140-000	Poverty Program Salaries - clerks-a	\$141,500.00	\$131,080.00	\$105,007.32	\$105,007.32	\$0.00	\$105,007.32	\$26,072.68
01-1160-145-000	Overtime	\$3,500.00	\$2,700.00	\$5,992.76	\$5,992.76	\$0.00	\$5,992.76	(\$3,292.76)
01-1160-210-000	Poverty Program Social Security	\$22,005.00	\$14,800.00	\$10,762.64	\$10,762.64	\$0.00	\$10,762.64	\$4,037.36
01-1160-220-000	Poverty Program Retirement	\$26,850.00	\$18,250.00	\$14,943.54	\$14,943.54	\$0.00	\$14,943.54	\$3,306.46
01-1160-230-000	Poverty Program Health Ins	\$55,240.00	\$43,370.00	\$36,061.05	\$36,061.05	\$0.00	\$36,061.05	\$7,308.95
01-1160-231-000	Poverty Program Health Ins Deductib	\$4,275.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00
01-1160-290-000	Poverty Program Other Emp Benefits	\$680.00	\$680.00	\$409.21	\$409.21	\$0.00	\$409.21	\$270.79
01-1160-410-000	Poverty Program Supplies	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-1160-420-000	Poverty Textbooks	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
01-1160-450-000	Poverty Audio-visual	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
01-1160-690-000	Poverty Program All Others	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-1200-110-000	Salary	\$0.00	\$130,325.00	\$98,384.49	\$98,384.49	\$0.00	\$98,384.49	\$31,940.51
01-1200-120-000	Sal-subs	\$0.00	\$12,300.00	\$8,433.84	\$8,433.84	\$0.00	\$8,433.84	\$3,866.16
01-1200-121-000	Sal-ESU subs	\$0.00	\$0.00	\$103.00	\$103.00	\$0.00	\$103.00	(\$103.00)
01-1200-140-000	Sal-aides	\$0.00	\$141,500.00	\$109,466.69	\$109,466.69	\$0.00	\$109,466.69	\$32,033.31
01-1200-145-000	Overtime	\$0.00	\$3,500.00	\$8,134.89	\$8,134.89	\$0.00	\$8,134.89	(\$4,634.89)
01-1200-210-000	Social Security	\$0.00	\$22,005.00	\$15,347.88	\$15,347.88	\$0.00	\$15,347.88	\$6,657.12
01-1200-220-000	Retirement	\$0.00	\$26,850.00	\$21,715.60	\$21,715.60	\$0.00	\$21,715.60	\$5,134.40
01-1200-230-000	Health Ins	\$0.00	\$55,240.00	\$45,196.45	\$45,196.45	\$0.00	\$45,196.45	\$10,043.55
01-1200-231-000	Health Ins Deductible	\$0.00	\$4,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,275.00
01-1200-290-000	Other Emp Benefits	\$0.00	\$1,000.00	\$1,134.49	\$1,134.49	\$0.00	\$1,134.49	(\$134.49)
01-1200-350-000	Advertising & Printing	\$750.00	\$750.00	\$607.75	\$607.75	\$0.00	\$607.75	\$142.25
01-1200-363-000	SA-Tuition Other Agencies	\$318,222.00	\$318,222.00	\$274,755.62	\$274,755.62	\$0.00	\$274,755.62	\$43,466.38
01-1200-410-000	Supplies	\$8,000.00	\$8,000.00	\$1,762.70	\$1,762.70	\$0.00	\$1,762.70	\$6,237.30
01-1200-410-100	Supplies	\$0.00	\$0.00	\$846.24	\$846.24	\$0.00	\$846.24	(\$846.24)
01-1200-410-200	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$116.56	\$116.56	(\$116.56)
01-1200-420-000	Textbooks	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
01-1200-420-100	Textbooks	\$0.00	\$0.00	\$3,825.00	\$3,825.00	\$0.00	\$3,825.00	(\$3,825.00)
01-1200-450-000	Audio Visual	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
01-1200-450-200	Audio Visual	\$0.00	\$0.00	\$0.00	\$0.00	\$124.99	\$124.99	(\$124.99)
01-1200-460-000	Hardware	\$0.00	\$0.00	\$638.00	\$638.00	\$0.00	\$638.00	(\$638.00)
01-1200-460-200	Hardware	\$0.00	\$0.00	\$479.00	\$479.00	\$0.00	\$479.00	(\$479.00)
01-1200-530-000	Furniture & Equipment	\$5,000.00	\$5,000.00	\$75.64	\$75.64	\$0.00	\$75.64	\$4,924.36
01-1200-530-100	Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$130.19	\$130.19	(\$130.19)
01-1200-630-000	Dues & Fees	\$500.00	\$500.00	\$120.00	\$120.00	\$0.00	\$120.00	\$380.00
01-1200-630-200	Dues & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-1200-670-000	Travel	\$1,000.00	\$1,000.00	\$159.00	\$159.00	\$0.00	\$159.00	\$841.00

01-1200-690-000	All Other	\$1,000.00	\$1,000.00	\$539.93	\$539.93	\$0.00	\$539.93	\$460.07
01-1310-110-000	H.A.L. Salary Teacher	\$29,875.00	\$29,875.00	\$44,808.75	\$44,808.75	\$0.00	\$44,808.75	(\$14,933.75)
01-1310-120-000	HAL Subs	\$800.00	\$800.00	\$502.00	\$502.00	\$0.00	\$502.00	\$298.00
01-1310-210-000	H.A.L. Social Security	\$2,350.00	\$2,350.00	\$3,313.34	\$3,313.34	\$0.00	\$3,313.34	(\$963.34)
01-1310-220-000	H.A.L. Retirement	\$2,955.00	\$2,955.00	\$4,426.11	\$4,426.11	\$0.00	\$4,426.11	(\$1,471.11)
01-1310-230-000	H.A.L. Health Insurance	\$3,260.00	\$3,260.00	\$4,889.79	\$4,889.79	\$0.00	\$4,889.79	(\$1,629.79)
01-1310-231-000	H.A.L. Health Ins. Deduct.	\$225.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
01-1310-290-000	H.A.L. Other Employee Benefits	\$75.00	\$75.00	\$113.85	\$113.85	\$0.00	\$113.85	(\$38.85)
01-1310-410-000	H.A.L. Supplies	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
01-1310-420-000	H.A.L. Textbooks	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-1310-630-000	HAL Dues and Fees	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
01-1310-670-000	H.A.L. Travel	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-1310-690-000	H.A.L. All Other	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
01-2120-110-000	Salary-guidance	\$53,655.00	\$53,655.00	\$41,710.14	\$41,710.14	\$0.00	\$41,710.14	\$11,944.86
01-2120-210-000	Social Security	\$4,105.00	\$4,105.00	\$3,074.01	\$3,074.01	\$0.00	\$3,074.01	\$1,030.99
01-2120-220-000	Retirement	\$5,305.00	\$5,305.00	\$3,893.01	\$3,893.01	\$0.00	\$3,893.01	\$1,411.99
01-2120-230-000	Health Ins	\$15,750.00	\$15,750.00	\$11,435.53	\$11,435.53	\$0.00	\$11,435.53	\$4,314.47
01-2120-231-000	Health Ins - Deductible	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
01-2120-290-000	Other Emp Benefits	\$135.00	\$135.00	\$100.18	\$100.18	\$0.00	\$100.18	\$34.82
01-2120-410-000	Supplies	\$1,500.00	\$1,500.00	\$464.76	\$464.76	\$0.00	\$464.76	\$1,035.24
01-2120-410-200	Guidance Supplies	\$0.00	\$0.00	\$415.54	\$415.54	\$0.00	\$415.54	(\$415.54)
01-2120-460-000	Guidance Hardware	\$500.00	\$500.00	\$1,270.00	\$1,270.00	\$0.00	\$1,270.00	(\$770.00)
01-2120-530-000	Guidance Furniture & Equipment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2120-630-000	Dues & Fees	\$500.00	\$500.00	\$546.25	\$546.25	\$0.00	\$546.25	(\$46.25)
01-2120-670-000	Guidance Travel	\$500.00	\$500.00	\$327.75	\$327.75	\$0.00	\$327.75	\$172.25
01-2120-690-000	All Other	\$750.00	\$750.00	\$675.00	\$675.00	\$0.00	\$675.00	\$75.00
01-2120-690-100	All Other	\$0.00	\$0.00	\$389.00	\$389.00	\$0.00	\$389.00	(\$389.00)
01-2130-110-000	Sal-nurse	\$43,400.00	\$43,400.00	\$32,235.53	\$32,235.53	\$0.00	\$32,235.53	\$11,164.47
01-2130-120-000	Salaries of Substitues	\$1,000.00	\$1,000.00	\$1,086.80	\$1,086.80	\$0.00	\$1,086.80	(\$86.80)
01-2130-210-000	Social Security	\$3,400.00	\$3,400.00	\$2,412.44	\$2,412.44	\$0.00	\$2,412.44	\$987.56
01-2130-220-000	Retirement	\$4,290.00	\$4,290.00	\$3,184.18	\$3,184.18	\$0.00	\$3,184.18	\$1,105.82
01-2130-230-000	Health	\$13,340.00	\$13,340.00	\$10,005.84	\$10,005.84	\$0.00	\$10,005.84	\$3,334.16
01-2130-231-000	Health Ins - Deductible	\$900.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
01-2130-290-000	Other Benefits	\$110.00	\$110.00	\$81.91	\$81.91	\$0.00	\$81.91	\$28.09
01-2130-410-000	Supplies	\$4,095.00	\$1,500.00	\$667.02	\$667.02	\$249.07	\$916.09	\$583.91
01-2130-450-000	Audio Visual	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
01-2130-530-000	Furn And Equip	\$100.00	\$100.00	\$0.00	\$0.00	\$310.33	\$310.33	(\$210.33)
01-2130-630-000	HEALTH SERVICES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
01-2130-670-000	Travel	\$550.00	\$550.00	\$28.00	\$28.00	\$0.00	\$28.00	\$522.00
01-2130-690-000	HEALTH SERVICES	\$250.00	\$250.00	\$104.15	\$104.15	\$0.00	\$104.15	\$145.85
01-2140-313-000	Purchased Services	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
01-2150-410-000	Supplies-safety & Security	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
01-2150-530-000	Capital Outlay-safety & Secur	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
01-2222-110-000	Salary-library	\$52,130.00	\$52,130.00	\$39,096.72	\$39,096.72	\$0.00	\$39,096.72	\$13,033.28
01-2222-120-000	Sal Of Sub	\$500.00	\$500.00	\$1,104.75	\$1,104.75	\$0.00	\$1,104.75	(\$604.75)
01-2222-140-000	Sal Of Aide	\$12,335.00	\$12,335.00	\$9,250.29	\$9,250.29	\$0.00	\$9,250.29	\$3,084.71
01-2222-145-000	SCHOOL LIBRARY SERVICES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2222-210-000	Social Security	\$4,970.00	\$4,970.00	\$3,783.11	\$3,783.11	\$0.00	\$3,783.11	\$1,186.89
01-2222-220-000	Retirement	\$6,370.00	\$6,370.00	\$4,775.62	\$4,775.62	\$0.00	\$4,775.62	\$1,594.38
01-2222-290-000	Other Emp Benefits	\$160.00	\$160.00	\$122.76	\$122.76	\$0.00	\$122.76	\$37.24
01-2222-318-000	L.d. Consortium	\$46,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
01-2222-410-000	Supplies	\$10,000.00	\$5,000.00	\$384.92	\$384.92	\$0.00	\$384.92	\$4,615.08
01-2222-430-000	Library Books	\$20,000.00	\$16,500.00	\$1,594.47	\$1,594.47	\$0.00	\$1,594.47	\$14,905.53
01-2222-440-000	Periodicals	\$5,000.00	\$500.00	\$0.00	\$0.00	\$2,078.21	\$2,078.21	(\$1,578.21)
01-2222-450-000	A-v Materials	\$5,000.00	\$500.00	\$442.37	\$442.37	\$0.00	\$442.37	\$57.63
01-2222-460-000	Hardware	\$7,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2222-530-000	SCHOOL LIBRARY SERVICES	\$8,040.00	\$2,500.00	\$2,780.00	\$2,780.00	\$0.00	\$2,780.00	(\$280.00)
01-2222-670-000	Travel	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2222-690-000	SCHOOL LIBRARY SERVICES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2310-317-000	Legal Services	\$10,000.00	\$10,000.00	\$4,515.00	\$4,515.00	\$0.00	\$4,515.00	\$5,485.00
01-2310-350-000	Adv And Print	\$2,000.00	\$2,000.00	\$2,742.90	\$2,742.90	\$0.00	\$2,742.90	(\$742.90)
01-2310-410-000	Supplies	\$2,000.00	\$2,000.00	\$664.64	\$664.64	\$0.00	\$664.64	\$1,335.36
01-2310-460-000	Board of Ed-Computer Hardware (-\$5k)	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
01-2310-530-000	Furniture and Equipment	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
01-2310-630-000	Dues And Fees	\$2,000.00	\$2,000.00	\$10,964.79	\$10,964.79	\$0.00	\$10,964.79	(\$8,964.79)
01-2310-642-000	Fidelity Bon Premium	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2310-670-000	Travel	\$5,500.00	\$5,500.00	\$2,503.20	\$2,503.20	\$0.00	\$2,503.20	\$2,996.80
01-2320-105-000	Salary-supt	\$135,000.00	\$135,000.00	\$101,250.00	\$101,250.00	\$0.00	\$101,250.00	\$33,750.00
01-2320-140-000	Salary-clerks	\$53,145.00	\$53,145.00	\$39,759.94	\$39,759.94	\$0.00	\$39,759.94	\$13,385.06
01-2320-145-000	Overtime Classified	\$9,000.00	\$9,000.00	\$4,379.64	\$4,379.64	\$0.00	\$4,379.64	\$4,620.36
01-2320-210-000	Social Security	\$15,100.00	\$15,100.00	\$10,372.63	\$10,372.63	\$0.00	\$10,372.63	\$4,727.37
01-2320-220-000	Retirement	\$19,480.00	\$19,480.00	\$14,361.29	\$14,361.29	\$0.00	\$14,361.29	\$5,118.71
01-2320-230-000	Health Ins	\$52,460.00	\$52,460.00	\$41,233.55	\$41,233.55	\$0.00	\$41,233.55	\$11,226.45

01-2320-231-000	Health Ins - Deductible	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00
01-2320-290-000	Other Emp Benefits	\$475.00	\$475.00	\$2,011.22	\$2,011.22	\$0.00	\$2,011.22	(\$1,536.22)
01-2320-350-000	Advertising & Printing	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
01-2320-410-000	Supplies	\$1,000.00	\$1,000.00	\$139.16	\$139.16	\$0.00	\$139.16	\$860.84
01-2320-530-000	Furn. & Equip.	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2320-560-000	Computer	\$1,000.00	\$1,000.00	\$106.25	\$106.25	\$0.00	\$106.25	\$893.75
01-2320-630-000	Dues And Fees	\$5,000.00	\$5,000.00	\$2,461.70	\$2,461.70	\$0.00	\$2,461.70	\$2,538.30
01-2320-670-000	Travel	\$5,000.00	\$5,000.00	\$1,332.24	\$1,332.24	\$0.00	\$1,332.24	\$3,667.76
01-2320-690-000	EXECUTIVE ADMINISTRATION SERVICES	\$1,130.00	\$1,130.00	\$2,456.71	\$2,456.71	\$0.00	\$2,456.71	(\$1,326.71)
01-2410-110-000	Salary-principal-ath.dir.	\$162,000.00	\$162,000.00	\$132,798.78	\$132,798.78	\$0.00	\$132,798.78	\$29,201.22
01-2410-120-000	Substitutes	\$1,000.00	\$1,000.00	\$812.25	\$812.25	\$0.00	\$812.25	\$187.75
01-2410-140-000	Sal-clerk	\$64,495.00	\$64,495.00	\$37,072.17	\$37,072.17	\$0.00	\$37,072.17	\$27,422.83
01-2410-145-000	Overtime Classified	\$2,500.00	\$2,500.00	\$1,802.08	\$1,802.08	\$0.00	\$1,802.08	\$697.92
01-2410-210-000	Social Security	\$17,520.00	\$17,520.00	\$12,925.87	\$12,925.87	\$0.00	\$12,925.87	\$4,594.13
01-2410-220-000	Retirement	\$22,625.00	\$22,625.00	\$16,266.13	\$16,266.13	\$0.00	\$16,266.13	\$6,358.87
01-2410-230-000	Health Insurance	\$58,715.00	\$58,715.00	\$44,055.81	\$44,055.81	\$0.00	\$44,055.81	\$14,659.19
01-2410-231-000	Health Ins - Deductible	\$3,150.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00
01-2410-290-000	Other Emp Benefits	\$570.00	\$570.00	\$413.77	\$413.77	\$0.00	\$413.77	\$156.23
01-2410-319-000	Repairs	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
01-2410-410-000	Supplies	\$7,000.00	\$2,500.00	\$86.64	\$86.64	\$0.00	\$86.64	\$2,413.36
01-2410-460-000	Hardware	\$5,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2410-530-000	Furniture & Equipment	\$2,500.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2410-560-000	Computer	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2410-630-000	Principal High School Dues and Fees	\$1,500.00	\$1,500.00	\$516.50	\$516.50	\$0.00	\$516.50	\$983.50
01-2410-670-000	Travel	\$6,000.00	\$6,000.00	\$1,896.23	\$1,896.23	\$0.00	\$1,896.23	\$4,103.77
01-2410-670-100	Travel	\$0.00	\$0.00	\$76.56	\$76.56	\$0.00	\$76.56	(\$76.56)
01-2410-690-000	All Other	\$3,700.00	\$3,700.00	\$704.95	\$704.95	\$0.00	\$704.95	\$2,995.05
01-2410-690-200	All Other	\$0.00	\$0.00	\$27.25	\$27.25	\$0.00	\$27.25	(\$27.25)
01-2510-315-000	Accounting & Audit Fees	\$8,000.00	\$8,000.00	\$8,308.94	\$8,308.94	\$0.00	\$8,308.94	(\$308.94)
01-2510-316-000	Business Office Data Processing	\$20,000.00	\$20,000.00	\$15,504.12	\$15,504.12	\$0.00	\$15,504.12	\$4,495.88
01-2510-319-000	Purch Prof Tech Service	\$60,000.00	\$60,000.00	\$1,397.00	\$1,397.00	\$0.00	\$1,397.00	\$58,603.00
01-2510-327-000	Rent-leases	\$48,000.00	\$48,000.00	\$34,927.70	\$34,927.70	\$0.00	\$34,927.70	\$13,072.30
01-2510-336-000	Gas & Oil	\$2,500.00	\$2,500.00	\$1,504.43	\$1,504.43	\$0.00	\$1,504.43	\$995.57
01-2510-350-000	Advertising/printing	\$500.00	\$500.00	\$362.88	\$362.88	\$0.00	\$362.88	\$137.12
01-2510-381-000	SUPPORT SERVICES-BUSINESS	\$5,000.00	\$1,000.00	\$384.76	\$384.76	\$0.00	\$384.76	\$615.24
01-2510-382-000	Telephone	\$15,000.00	\$15,000.00	\$10,783.65	\$10,783.65	\$0.00	\$10,783.65	\$4,216.35
01-2510-383-000	Internet	\$5,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
01-2510-410-000	Supplies	\$4,000.00	\$2,500.00	\$105.00	\$105.00	\$0.00	\$105.00	\$2,395.00
01-2510-520-000	Bldg Improvements	\$186,000.00	\$186,000.00	\$33,979.00	\$33,979.00	\$0.00	\$33,979.00	\$152,021.00
01-2510-530-000	Furn And Equip	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
01-2510-630-000	Dues & Fees	\$0.00	\$0.00	\$84,982.50	\$84,982.50	\$0.00	\$84,982.50	(\$84,982.50)
01-2510-690-000	Audit - All Other	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2520-334-000	Maintenance	\$1,500.00	\$1,500.00	\$68.00	\$68.00	\$0.00	\$68.00	\$1,432.00
01-2520-336-000	Gas And Oil (No Students)	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
01-2520-550-000	Vehicle Purchase	\$65,500.00	\$51,135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,135.00
01-2610-120-000	Substitutes	\$12,500.00	\$12,500.00	\$2,602.50	\$2,602.50	\$0.00	\$2,602.50	\$9,897.50
01-2610-140-000	Sal-custodian	\$210,000.00	\$210,000.00	\$158,063.38	\$158,063.38	\$0.00	\$158,063.38	\$51,936.62
01-2610-145-000	Overtime Classified	\$1,500.00	\$1,500.00	\$490.06	\$490.06	\$0.00	\$490.06	\$1,009.94
01-2610-210-000	Social Security	\$17,150.00	\$17,150.00	\$12,121.77	\$12,121.77	\$0.00	\$12,121.77	\$5,028.23
01-2610-220-000	Retirement	\$20,950.00	\$20,950.00	\$15,766.80	\$15,766.80	\$0.00	\$15,766.80	\$5,183.20
01-2610-230-000	Health Ins	\$50,950.00	\$50,950.00	\$37,924.04	\$37,924.04	\$0.00	\$37,924.04	\$13,025.96
01-2610-231-000	Health Ins - Deductible	\$3,150.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00
01-2610-290-000	Other Emp Benefits	\$800.00	\$800.00	\$373.32	\$373.32	\$0.00	\$373.32	\$426.68
01-2610-318-000	Repairman	\$60,000.00	\$50,000.00	\$22,704.41	\$22,704.41	\$0.00	\$22,704.41	\$27,295.59
01-2610-320-000	Property Services	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2610-321-000	Fuel	\$50,000.00	\$50,000.00	\$34,082.44	\$34,082.44	\$0.00	\$34,082.44	\$15,917.56
01-2610-322-000	Electricity	\$125,000.00	\$125,000.00	\$94,181.19	\$94,181.19	\$0.00	\$94,181.19	\$30,818.81
01-2610-323-000	Water And Sewer	\$35,000.00	\$35,000.00	\$23,056.22	\$23,056.22	\$0.00	\$23,056.22	\$11,943.78
01-2610-327-000	Rentals and Leases	\$3,500.00	\$3,500.00	\$3,830.11	\$3,830.11	\$0.00	\$3,830.11	(\$330.11)
01-2610-328-000	Insurance	\$140,000.00	\$120,000.00	\$4,074.33	\$4,074.33	\$0.00	\$4,074.33	\$115,925.67
01-2610-329-000	Other Property Services	\$500.00	\$500.00	\$62.50	\$62.50	\$0.00	\$62.50	\$437.50
01-2610-338-000	Repairs	\$500.00	\$500.00	\$326.73	\$326.73	\$0.00	\$326.73	\$173.27
01-2610-382-000	OPERATION OF PLANT	\$3,810.00	\$3,810.00	\$449.99	\$449.99	\$0.00	\$449.99	\$3,360.01
01-2610-410-000	Supplies	\$69,000.00	\$69,000.00	\$45,990.66	\$45,990.66	\$0.00	\$45,990.66	\$23,009.34
01-2610-530-000	Furniture & Equipment	\$25,000.00	\$25,000.00	\$4,848.40	\$4,848.40	\$0.00	\$4,848.40	\$20,151.60
01-2610-670-000	Travel	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2610-690-000	Training and Travel	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2750-120-000	Substitutes	\$23,000.00	\$23,000.00	\$14,726.74	\$14,726.74	\$0.00	\$14,726.74	\$8,273.26
01-2750-140-000	Sal-bus Driver	\$165,370.00	\$165,370.00	\$132,457.66	\$132,457.66	\$0.00	\$132,457.66	\$32,912.34
01-2750-141-000	Activity Driving	\$22,000.00	\$22,000.00	\$14,902.86	\$14,902.86	\$0.00	\$14,902.86	\$7,097.14
01-2750-160-000	Poverty - Town Drop	\$7,200.00	\$7,200.00	\$6,594.00	\$6,594.00	\$0.00	\$6,594.00	\$606.00
01-2750-210-000	Social Security	\$16,650.00	\$16,650.00	\$12,591.23	\$12,591.23	\$0.00	\$12,591.23	\$4,058.77

01-2750-220-000	Retirement	\$18,670.00	\$18,670.00	\$13,597.54	\$13,597.54	\$0.00	\$13,597.54	\$5,072.46
01-2750-230-000	Health Ins	\$6,500.00	\$6,500.00	\$8,492.58	\$8,492.58	\$0.00	\$8,492.58	(\$1,992.58)
01-2750-231-000	Health Ins - Deductible	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
01-2750-290-000	Other Emp Benefits	\$2,000.00	\$2,000.00	\$801.19	\$801.19	\$0.00	\$801.19	\$1,198.81
01-2750-336-000	Gas And Oil (Students)	\$65,000.00	\$65,000.00	\$38,047.80	\$38,047.80	\$0.00	\$38,047.80	\$26,952.20
01-2750-337-000	Tires And Parts	\$32,000.00	\$32,000.00	\$15,889.73	\$15,889.73	\$2,355.20	\$18,244.93	\$13,755.07
01-2750-338-000	Bus Repairs	\$15,000.00	\$15,000.00	\$6,721.56	\$6,721.56	\$0.00	\$6,721.56	\$8,278.44
01-2750-342-000	Telephone	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2750-382-000	Trans-Distance Learning	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
01-2760-410-000	Pupil Trans Supplies	\$3,000.00	\$3,000.00	\$1,680.54	\$1,680.54	\$0.00	\$1,680.54	\$1,319.46
01-2750-460-000	TRANS- Computer Hardware (-\$5k)	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
01-2750-465-000	TRANS-Software	\$6,000.00	\$6,000.00	\$40.42	\$40.42	\$0.00	\$40.42	\$5,959.58
01-2750-540-000	Bus Acquisition	\$130,000.00	\$130,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00
01-2750-630-000	PUPIL TRANSPORTATION	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2750-670-000	Travel	\$350.00	\$350.00	\$14.52	\$14.52	\$0.00	\$14.52	\$335.48
01-2750-690-000	Other Misc	\$10,000.00	\$10,000.00	\$4,300.11	\$4,300.11	\$0.00	\$4,300.11	\$5,699.89
01-2760-120-000	Substitutes	\$0.00	\$0.00	\$87.96	\$87.96	\$0.00	\$87.96	(\$87.96)
01-2760-140-000	Salary-sped Driver	\$7,500.00	\$7,500.00	\$3,002.59	\$3,002.59	\$0.00	\$3,002.59	\$4,497.41
01-2760-210-000	Sped Social Security	\$575.00	\$575.00	\$219.14	\$219.14	\$0.00	\$219.14	\$355.86
01-2760-220-000	Sped Retirement	\$740.00	\$740.00	\$305.27	\$305.27	\$0.00	\$305.27	\$434.73
01-2760-290-000	Other Emp Benefits	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-2760-331-000	SPED SA Contracted Transportation	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
01-2760-332-000	Mil To Parents Sp Ed Reg	\$500.00	\$500.00	\$1,303.02	\$1,303.02	\$0.00	\$1,303.02	(\$803.02)
01-2760-336-000	SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	\$1,000.00	\$1,000.00	\$1,733.56	\$1,733.56	\$0.00	\$1,733.56	(\$733.56)
01-4202-110-000	Title I - Salary	\$92,665.00	\$92,665.00	\$49,023.63	\$49,023.63	\$0.00	\$49,023.63	\$43,641.37
01-4202-120-000	Title I - Substitute	\$3,100.00	\$3,100.00	\$2,079.22	\$2,079.22	\$0.00	\$2,079.22	\$1,020.78
01-4202-130-000	Staff Development - Title Allocations	\$15,000.00	\$15,000.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	\$13,750.00
01-4202-210-000	Title I - Social Security	\$7,325.00	\$7,325.00	\$3,837.35	\$3,837.35	\$0.00	\$3,837.35	\$3,487.65
01-4202-220-000	Title I - Retirement	\$9,155.00	\$9,155.00	\$4,848.00	\$4,848.00	\$0.00	\$4,848.00	\$4,307.00
01-4202-230-000	Title I - Health Insurance	\$21,065.00	\$21,065.00	\$13,353.48	\$13,353.48	\$0.00	\$13,353.48	\$7,711.52
01-4202-231-000	Title I - Health Ins. Deduct.	\$1,125.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.00
01-4202-290-000	Title I - Income Protection	\$235.00	\$235.00	\$119.61	\$119.61	\$0.00	\$119.61	\$115.39
01-4202-410-000	Title I - Supplies	\$3,500.00	\$3,500.00	\$70.00	\$70.00	\$0.00	\$70.00	\$3,430.00
01-4202-420-000	Title I - Textbooks	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
01-4202-670-000	Title I - Travel	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
01-4202-670-200	Title 1-Instructional	\$0.00	\$0.00	\$198.00	\$198.00	\$0.00	\$198.00	(\$198.00)
01-4202-690-000	Other - PD	\$0.00	\$0.00	\$40.06	\$40.06	\$0.00	\$40.06	(\$40.06)
01-4213-410-000	Title I Acct - Supplies	\$0.00	\$0.00	\$900.00	\$900.00	\$0.00	\$900.00	(\$900.00)
01-4213-690-000	Title I Acct.- Other Expenses (Trai	\$20,000.00	\$20,000.00	\$2,474.37	\$2,474.37	\$0.00	\$2,474.37	\$17,525.63
01-4404-300-000	IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
01-4406-300-000	SPED IDEA PRESCHOOL- Purch Svces	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
01-5000-610-000	Debt Service	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120,000.00
01-6000-110-000	Summer-dr.ed. Salary	\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500.00
01-6000-210-000	Summer-dr.ed. Social Security	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-6000-220-000	Summer-dr.ed.-teacher Retirem	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
01-6000-336-000	Dr. Ed.-gas & Oil	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
01-6000-410-000	Dr. Ed.-supplies	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00
01-6000-420-000	Dr. Ed.-textbooks	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-6000-450-000	Audio Visual	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01-6000-530-000	Dr. Ed.-equipment	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
01-7820-110-000	Sal-ad Ed Voc Ed	\$0.00	\$600.00	\$450.00	\$450.00	\$0.00	\$450.00	\$150.00
01-7820-210-000	Social Security	\$0.00	\$50.00	\$34.20	\$34.20	\$0.00	\$34.20	\$15.80
01-7820-220-000	Retirement	\$0.00	\$60.00	\$44.46	\$44.46	\$0.00	\$44.46	\$15.54
01-7820-230-000	Health	\$0.00	\$0.00	\$36.52	\$36.52	\$0.00	\$36.52	(\$36.52)
01-7820-313-000	Purchased Services	\$0.00	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00
01-8000-700-000	TRANSFERS (OUTGOING)	\$200,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
01-8000-752-000	Transfer-activity	\$0.00	\$0.00	(\$200,000.00)	(\$200,000.00)	\$0.00	(\$200,000.00)	\$200,000.00
<b>Sub Total</b>		<b>\$8,267,000.00</b>	<b>\$8,267,000.00</b>	<b>\$5,095,343.95</b>	<b>\$5,095,343.95</b>	<b>\$19,334.53</b>	<b>\$5,114,678.48</b>	<b>\$3,152,321.52</b>
<b>Grand Total</b>		<b>\$8,267,000.00</b>	<b>\$8,267,000.00</b>	<b>\$5,095,343.95</b>	<b>\$5,095,343.95</b>	<b>\$19,334.53</b>	<b>\$5,114,678.48</b>	<b>\$3,152,321.52</b>

Actual  
Budget  
Under (Over)      64.29%  
75.00%  
10.71%

# Chase County Schools Activity Report

Troy Hauxwell, Activities Director Chase County Schools

**May 9, 2017**

**Athletic Award's Banquet-** on Saturday May 6th. We had a great turn out and thanks to the booster club and the parents who helped decorate. It lasted around 1 hours and 40 minutes. The new 4-H Building was a nice environment and this year no meal was served. Desserts were served as people entered the building. Last year it lasted 2 hours and five minutes. We were 25 minutes faster this year, but did not serve a meal.

**Vocal Concert 7th-12th** on Tuesday May 9th (Today at 7:30 PM)

**Show Choir Concert** (End of the Year Concert) Friday May 12th 7:00 PM

**District Track at Mitchell** 2 Buses Departing at 5:30 AM and 6:30 AM on Thursday May 12th.

**Camps are lining up for the Summer Time**

**Bleachers were all serviced and baskets looked at.**

Randy Ross will be coming out from Specialty Installation. They will service and look over the bleachers. Randy will also be installing new foam padding on the basketball goals for the ones that need replaced.

If you have any questions about my report, please email me at [thauxwell@chasecountyschools.org](mailto:thauxwell@chasecountyschools.org)



# Chase County

**May, 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>7:30pm</b> Musical 3rd Performance @ Auditorium	2 <b>10:00am</b> Golf-B/JV <b>Creek Valley</b> <b>2:00pm</b> Track-Varsity <b>Sutherland vs. TBA</b> <b>6:00pm-8:00pm</b> Cheerleading Tryouts @ Longhorn Gym <b>6:00pm-8:00pm</b> Cinco De Mayo Celebration @ Auditorium	3	4 <b>9:00am</b> Golf-B/JV <b>North Platte St. Pats</b> <b>9:00am</b> Track-JH <b>Sutherland vs. Multiple Schools</b> <b>9:00am</b> Golf-B/Varsity <b>Kimball vs. TBA</b>	5 <b>12:30pm</b> Track-Varsity <b>Dundy County Stratton</b>	6 <b>6:00pm-8:00pm</b> Athletic Banquet
7	8 <b>5:30pm-7:00pm</b> TeamMates @ Multiple locations	9 <b>7:30am</b> FFA @ Auditorium <b>9:00am</b> Golf-B/Varsity <b>(Rescheduled from 04-28-17)</b> <b>Sutherland vs. Multiple Schools</b> <b>9:00am</b> Golf-B/JV <b>Sutherland</b> <b>6:00pm</b> Monthly Meeting @ Board Room <b>7:30pm</b> 7th-12th Vocal Concert @ Auditorium	10 <b>2:45pm</b> High School Academic Awards @ Auditorium	11 <b>10:00am</b> Golf-B/Varsity <b>Ogallala</b> <b>10:30am</b> Track-Varsity <b>Mitchell vs. TBA</b>	12 Last day for seniors <b>7:00pm</b> Show Choir EOY Finale @ Auditorium	13 <b>3:30pm</b> 7-10 Band Concert @ Longhorn Gym <b>4:30pm</b> 9th St. Singers @ Longhorn Gym <b>4:30pm</b> Graduation @ Longhorn Gym
14	15 <b>7:00pm</b> Faculty Follies @ Auditorium	16 <b>TBD</b> Golf-B/Varsity <b>Cambridge</b> <b>10:00am</b> 5th & 6th Band @ Lawn on the east side of the Chase County School band room <b>6:30pm</b> K-4th concert @ Longhorn Gym	17	18 <b>2:30pm</b> Kindergarten Graduation @ Auditorium	19 <b>8:00am</b> Track-Varsity <b>Omaha Burke vs. TBA</b> <b>6:30pm-9:30pm</b> FCCLA Awards Banquet @ Chase County Schools	20 <b>8:00am</b> Track-Varsity <b>Omaha Burke vs. TBA</b>
21	22	23	24 <b>TBD</b> Golf-B/Varsity <b>TBA</b> <b>2:30pm</b> Last day of school K-11 @ Longhorn Gym	25 <b>TBD</b> Golf-B/Varsity <b>TBA</b> Teacher In-Service @ Longhorn Gym	26	27
28	29	30	31			

## June, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Show Choir Trip to Branson, MO	8 Show Choir Trip to Branson, MO	9 Show Choir Trip to Branson, MO	10 Show Choir Trip to Branson, MO
11	12 <b>8:00am-3:30pm</b> S.C.O.R.E Camp @ CCS Commons Area	13 <b>8:00am-3:30pm</b> S.C.O.R.E Camp @ CCS Commons Area <b>6:00pm</b> Monthly Meeting @ Board Room	14 <b>8:00am-3:30pm</b> S.C.O.R.E Camp @ CCS Commons Area	15 <b>8:00am-3:30pm</b> S.C.O.R.E Camp @ CCS Commons Area	16 <b>8:00am-3:30pm</b> S.C.O.R.E Camp @ CCS Commons Area	17
18	19	20	21	22	23	24
25	26	27	28 FBLA @ Anaheim, CA	29 FBLA @ Anaheim, CA	30 FBLA @ Anaheim, CA	

## **SPVA ACADEMIC AWARDS – 2017**

### **BRIDGEPORT:**

**Jerrod Fedorchik – 30**  
**Riley Hall – 30**  
**Harsen Stull – 30**  
**Nathan Schmunk – 27**  
**Alyssa Vogel – 27**

**Total:  $144/5=28.8$**

### **CHASE COUNTY:**

**Josie Peterson – 30**  
**Rose Sullivan – 29**  
**Sarah Allan – 27**  
**Colton Burpo – 27**  
**Bryson Fisher – 27**  
**Molly Luhrs – 27**

**Total:  $140/5= 28.0$**

### **HERSHEY:**

**Erica Schufeldt – 29**  
**Kelsey Folchert – 26**  
**Alanna Weir – 25**  
**William Stone – 25**  
**Jason Davis – 23**

**Total:  $128/5=25.6$**

### **KIMBALL:**

**Taylor Muldoon – 30**  
**Hollie Clark – 29**  
**Logan Stahla – 27**  
**Spencer Shields – 25**  
**Audrey Day – 24**

**Total:  $135/5=27.0$**

**NORTH PLATTE ST. PAT'S**

**Chase Ochs -31**  
**Aaron Allison – 30**  
**Noah Munson – 30**  
**Jake Jones – 28**  
**Jordan Childears – 26**  
**Justin Gafke - 26**  
**R. Nitsch – 26**  
**G. Vyzourek – 26**

**Total: 145/5=29.0**

**PERKINS COUNTY:**

**Kaitlyn Gamble – 27**  
**Claire Maaliao – 25**  
**Ashley Briggs – 24**  
**Derek Sis – 23**  
**James McArtor - 23**

**Total: 122/5=24.4**

**SUTHERLAND:**

**Louise Wiseman – 27**  
**Dani McNeel – 25**  
**Madi McMillan – 24**  
**Caitlin Hasenauer – 23**  
**David Quick – 23**

**Total: 122/5=24.4**

**Top Three Schools:**

- 1. North Platte St. Pat's – 29.0**
- 2. Bridgeport – 28.8**
- 3. Chase County 28.0**

**Top 10 Scores:**

**1. Chase Ochs St. Pat's - 31**

**2. – 8. With a score of 30:**

**Jerrod Fedorchik – Bridgeport**

**Riley Hall – Bridgeport**

**Harsen Stull – Bridgeport**

**Josie Petersen – Chase County**

**Noah Munson – St. Pat's**

**Aaron Allison – St. Pat's**

**Taylor Muldoon – Kimball**

**9. - 11. With a score of 29:**

**Hollie Clark – Kimball**

**Erica Schufeldt - Hershey**

**Rose Sullivan – Chase County**

4/28/17

To Whom it may concern:

It's with a sad heart that, as of today, April 28, 2017, I am giving you my letter of resignation.

My last day will be Wednesday, May 24, 2017.

I want to thank you for giving me the opportunity to work at Chase County Schools!

Respectfully Yours,  
Bonnie J. Weiss

To Chase County Schools

I am submitting my Resignation today April 21, 2017  
My last day will be May 4th 2017

Paul Shinn

4-21-17

Ginny Zuege  
April 28, 2017

Chase County Schools Administration and Board of Education,

Upon reaching the age of 66, I have decided to retire from my position as bus dispatcher at Chase County Schools, effective at the end of this school year.

I would like to take this opportunity to thank the Administration and all Chase County Schools employees for their help and cooperation during my tenure as bus dispatcher.

Thank you,

Dear Chase County School Board

Please accept this letter as a formal notification that I am resigning my position as of June 30<sup>th</sup>, 2018. Thank you for the opportunities you have provided during my time with the school district. I want everyone to know I will continue to work everyday to celebrate all of the good we have at Chase County as well as continue the push to make our district better.

Sincerely,

Joey Lefdal

May 8, 2017

Chase County Schools  
520 E 9<sup>th</sup> ST  
Imperial, NE 69033

Dear Mr. Lefdal and Mrs. Odens:

The purpose of this letter is to resign my position of Elementary Teacher with Chase County Schools. My resignation will be effective beginning May 26, 2017.

As you know, I am leaving due to moving to another part of the state. I appreciate the opportunity to have taught at CCS and am grateful for all I have learned as well. The growth I have had is definitely something I can take with me as I continue my career in education.

I wish you and my colleagues at CCS future success.

Respectfully yours,

A handwritten signature in cursive script that reads "Michelle M. Martinez".

Michelle M. Martinez

# QUOTE CONFIRMATION



DEAR SHANE GERHARTZ,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HWMK345	4/25/2017	HWMH537	2553719	\$37,641.60

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Electronic HP Care Pack Pick-Up and Return Service - extended service agree</u> Mfg. Part#: UQ990E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Nebraska HP Inc NVP Computer Equipment (MNNVP-133 142590C)	180	2631699	\$26.60	\$4,788.00
<u>HP Chromebook 11 G4 - Education Edition - 11.6" - Celeron N2840 - 4 GB RAM</u> Mfg. Part#: V2W30UT#ABA UNSPSC: 43211503 Contract: Nebraska HP Inc NVP Computer Equipment (MNNVP-133 142590C)	180	3970767	\$158.44	\$28,519.20
<u>Google Chrome Management Console License</u> Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: MARKET	180	3577022	\$24.08	\$4,334.40

PURCHASER BILLING INFO		SUBTOTAL	\$37,641.60
<b>Billing Address:</b> CHASE COUNTY SCHOOLS ACCTS PAYABLE PO BOX 577 IMPERIAL, NE 69033-0577 Phone: (308) 882-4304 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		GRAND TOTAL	<b>\$37,641.60</b>
DELIVER TO		<b>Please remit payments to:</b>	
<b>Shipping Address:</b> CHASE COUNTY HIGH SCHOOL SHANE GERHARTZ 520 E 9TH ST IMPERIAL, NE 69033-3138 <b>Shipping Method:</b> FEDEX Ground		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Joel Hotovy

(866) 285-3063

joelhot@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>



130 SOUTH TOWN CENTRE BLVD.  
MARKHAM, ONTARIO L6G 1B8  
1.888.226.5727  
CDICOMPUTERS.COM

**QUOTE**

Customer: CHASE COUNTY SCHOOLS  
Contact: Shane Gerhartz  
Order: 851694  
Date: 26-Apr-2017  
Expiry Date: 26-May-2017

HARRY KONSTANTINIDIS x3881  
hkonstantinidis@cdicomputers.com

**Invoice To:**

CHASE COUNTY SCHOOLS

Shane Gerhartz  
PO BOX 577

IMPERIAL  
NE, USA 69033  
Phone: 3088824304

**ShipTo:**

CHASE COUNTY SCHOOLS

Shane Gerhartz  
520 East 9th Street

IMPERIAL  
NE, USA 69033  
Phone: (308) 882-4304

PO Number:

Tax Exempt ID: 86-1131750

Entered By: HARRY KONSTANTINIDIS

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1		GOOGLE MANAGEMENT		\$26.00	180	\$4,680.00
2		3 year total Coverage		\$35.00	180	\$6,300.00
3		HP Chromebook 11 G4 - Education Edition - Celeron N2840 / 2.16 GHz - Chrome OS - 4 GB RAM - 16 GB eMMC - 11.6" TN 1366 x 768 ( HD ) - HD Graphics - 802.11ac - black (keyboard) - MFG#: V2W30UT#ABA		\$163.00	180	\$29,340.00

*Another Quote  
without Certs  
Better warranty  
Still 3k more*

Terms	Notes
NET 30 DAYS	

Subtotal:	\$40,320.00
Shipping:	\$0.00
Tax:	\$0.00
<b>Total:</b>	<b>\$40,320.00</b>

Shipping Method: SELECT CARRIER: Currency: US

Leasing for 3-yrs, paid annually, in advance	\$14,391.01
Leasing for 4-yrs, paid annually, in advance	\$11,161.79

Final approval and rental pricing is dependent on a credit review conducted by a CDI preferred leasing partner. Lease structure includes a \$1 purchase option at term of lease.

We thank you for placing your order with CDI Computer Dealers Inc.  
ALL ITEMS ARE SOLD AS IS UNLESS A WARRANTY IS SPECIFIED ON THIS DOCUMENT.



130 SOUTH TOWN CENTRE BLVD.  
MARKHAM, ONTARIO L6G 1B8  
1.888.226.5727  
CDICOMPUTERS.COM

**QUOTE**

Customer: CHASE COUNTY SCHOOLS  
Contact: Shane Gerhartz  
Order: 851367  
Date: 26-Apr-2017  
Expiry Date: 26-May-2017

HARRY KONSTANTINIDIS x3881  
hkonstantinidis@cdicomputers.com

**Invoice To:**

CHASE COUNTY SCHOOLS

Shane Gerhartz  
PO BOX 577

IMPERIAL  
NE, USA 69033  
Phone: 3088824304

**ShipTo:**

CHASE COUNTY SCHOOLS

Shane Gerhartz  
520 East 9th Street

IMPERIAL  
NE, USA 69033  
Phone: (308) 882-4304

PO Number:

Tax Exempt ID: 86-1131750

Entered By: HARRY KONSTANTINIDIS

No	SKU#	Item Description	Notes	Unit Price	Qty	Ext Price
1		GOOGLE MANAGEMENT		\$26.00	180	\$4,680.00
2		3 year total Coverage		\$0.00	180	\$0.00
3		HP Chrome book 11 G4 - Education Edition Intel Celeron N2840 / 2.16 GHz - Chrome OS - 4 GB RAM - 16 GB eMMC - 11.6" TN 1366 x 768 ( HD ) - HD Graphics - 802.11ac - black (keyboard) - MFG#: V2W30UT#ABA 3 YEAR WARRANTY INCLUDED 30 UNITS BUNDLED WITH EDUGEAR NB33 CART		\$6,234.00	6	\$37,404.00

Terms	Notes
NET 30 DAYS	

<b>Subtotal:</b>	\$42,084.00
<b>Shipping:</b>	\$899.00
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$42,983.00

Shipping Method: SELECT CARRIER: Currency: US

Leasing for 3-yrs, paid annually, in advance	\$15,341.49
Leasing for 4-yrs, paid annually, in advance	\$11,898.98

Final approval and rental pricing is dependent on a credit review conducted by a CDI preferred leasing partner. Lease structure includes a \$1 purchase option at term of lease.

We thank you for placing your order with CDI Computer Dealers Inc.  
ALL ITEMS ARE SOLD AS IS UNLESS A WARRANTY IS SPECIFIED ON THIS DOCUMENT.

DATE: APRIL 20, 2017 –REVISED  
 TO: ADMINISTRATORS OF SCHOOLS IN ESU # 15  
 FROM: PAUL CALVERT, ADMINISTRATOR, ESU # 15  
 RE: 2017-2018 SPECIAL EDUCATION CONTRACT INTENTIONS

John Hanson is willing to attend the school district’s board meeting to explain their contracts. If interested email: [jhanson@esu15.org](mailto:jhanson@esu15.org)

Below is a list of services which will be offered by ESU # 15 for the 2017-2018 school year. We have marked the services which you currently are receiving from ESU # 15. This is how we intend to service your needs for 2017-2018 school year.

**Please sign the form as to which services you plan to contract for the 2017-2018 school year. Please return this form by March 31, 2017. Please fax to 308-334-5581. Thank you.**

<u>Special Education Service</u>	<u>Current Contract</u>	<u>2017-2018 School Year</u>
Speech Therapy	<u>.60</u>	<u>.60</u>
Psychologist	<u>.40</u>	<u>.45</u>
SPED In-services	<u>_____</u>	<u>_____</u>
Resource Services	<u>.60</u>	<u>.60</u>
Early Childhood / Speech	<u>.10</u>	<u>.20</u>
Early Childhood Resource	<u>.40</u>	<u>.40</u>
STEP Alternative Education (flex funding)	<u>Yes</u>	<u>No</u>
Special Ed. Director /Program Supervision	<u>.10</u>	<u>.10</u>
OT Services Reichman	<u>.25</u>	<u>.25</u>
Transition	<u>.125</u>	<u>.125</u>

**SCHOOL NAME** Chase Co. Public Schools

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

<b>First</b>	<b>Middle</b>	<b>Last</b>
Sarah	Marie	Allen
Abigail		Almanza
Eve	Daniell	Ambrosek
Kacie	Jo	Arenz
Trey	A.	Bahler
Hunter		Bartels
Brittanie	Anne	Benge
Colton	T.	Burpo
Jadin	Lynn	Bussell
Dawn	Marie	Castle
Kelly	Virginia	Christensen
Roper	Lane	Cochran
Cody	Garrett	Denbo
Megan	Elizabeth	Engbrecht
Bryson	L.	Fisher
Cade	Ryan	Francis
Samuel	Martin	Hatcher
Shaylee	A.	Heathers
Trace	Charles	Helser
Molly	Faye	Luhrs
Vianey		Marquez
Michael		Martinez-Lozano
Isaac	Keith	Maxwell
Tagan	Dayton Allen	Mays
Taylin		McNair
Kaylee	June	Meeske
Kadyn		Milner
Caitlyn	Rae	Murillo
Mikaela	Lynn	O'Brien
Bridgette	L.	Odens
Efren		Ortega
Josie	Cass	Peterson
Destiny		Reinke
Brittany	Marie	Simeon
Zachary	A.	Space
Nolan	P.	Spady
Rose	M.	Sullivan
Garrett	R.	Taylor
Alexandra		Valenzuela
Rogelio	Enrique	Vargas

Dakota  
Katelyn  
Cody

Jay

Wallin  
Wheeler  
Williams

**Printed Name**

---

Sarah Marie Allen  
Abigail Almanza  
Eve Daniell Ambrosek  
Kacie Jo Arenz  
Trey A. Bahler  
Hunter Bartels  
Brittanie Anne Bengé  
Colton T. Burpo  
Jadin Lynn Bussell  
Dawn Marie Castle  
Kelly Virginia Christensen  
Roper Lane Cochran  
Cody Garrett Denbo  
Megan Elizabeth Engbrecht  
Bryson L. Fisher  
Cade Ryan Francis  
Samuel Martin Hatcher  
Shaylee A. Heathers  
Trace Charles Helser  
Molly Faye Luhrs  
Vianey Marquez  
Michael Martinez-Lozano  
Isaac Keith Maxwell  
Tagan Dayton Allen Mays  
Taylin McNair  
Kaylee June Meeske  
Kadyn Milner  
Caitlyn Rae Murillo  
Mikaela Lynn O'Brien  
Bridgette L. Odens  
Efren Ortega  
Josie Cass Peterson  
Destiny Reinke  
Brittany Marie Simeon  
Zachary A. Space  
Nolan P. Spady  
Rose M. Sullivan  
Garrett R. Taylor  
Alexandra Valenzuela  
Rogelio Enrique Vargas

Dakota Wallin  
Katelyn Wheeler  
Cody Jay Williams

Sarah	Marie	Allen
Abigail		Almanza
Eve	Daniell	Ambrosek
Kacie	Jo	Arenz
Trey	A.	Bahler
Hunter		Bartels
Brittanie	Anne	Benge
Colton	T.	Burpo
Jadin	Lynn	Bussell
Dawn	Marie	Castle
Kelly	Virginia	Christensen
Roper	Lane	Cochran
Cody	Garrett	Denbo
Megan	Elizabeth	Engbrecht
Bryson	L.	Fisher
Cade	Ryan	Francis
Samuel	Martin	Hatcher
Shaylee	A.	Heathers
Trace	Charles	Helser
Molly	Faye	Luhrs
Vianey		Marquez
Michael		Martinez-Lozano
Isaac	Keith	Maxwell
Tagan	Dayton Allen	Mays
Taylin		McNair
Kaylee	June	Meeske
Kadyn		Milner
Caitlyn	Rae	Murillo
Mikaela	Lynn	O'Brien
Bridgette	L.	Odens
Efren		Ortega
Josie	Cass	Peterson
Destiny		Reinke
Brittany	Marie	Simeon
Zachary	A.	Space
Nolan	P.	Spady
Rose	M.	Sullivan
Garrett	R.	Taylor
Alexandria		Valenzuela
Rogelio	Enrique	Vargas
Dakota		Wallin

Katelyn  
Cody

Jay

Wheeler  
Williams



**Chase County Schools  
New Bus Barn**

**Bid Opening Record**

10:00 A. M. MDT, Monday, 8 May 2017

Contact: Jeff Tidyman  
402 Norris Ave, Ste 203  
McCook, NE 69001  
JTidyman@EngineeringInternational.US  
(308) 340-5963

Contractor	Add'a Rec'd?	Bid Bond Enclosed?	Lump Sum Bid 70'x96'	Lump Sum Bid 70'x110'
<b>C&amp;S Construction</b> Madrid, NE	Yes	Yes	\$516,600	\$565,850
<b>Imperial Contracting</b> Imperial, NE	---	---	---	---
<b>Rockwell Construction</b> Wray, CO	Yes	Yes	\$651,215	\$726,214
<b>Reichert Insulation and Construction</b> Scottsbluff, NE	Yes	Yes	\$872,283	\$933,401
<b>Anderson Construction</b> Scottsbluff, NE	---	---	---	---

Signed:  Date: 8 MAY 2017

DOCUMENT 00 41 13 - BID FORM

1.1 BID INFORMATION

- A. Bidder: Rockwell Construction Corporation.
- B. Project Name: School Bus Barn
- C. Project Location: Imperial, Nebraska
- D. Owner: Chase County Schools
- E. Engineer: Engineering International, 402 Norris Ave, Suite 203, McCook, NE 69001

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Engineering International, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

**Option 1:** A 70' X 96' pre-engineered metal building, unsprinkled, with 2-hour fire wall, 90 minute doors, rolling-coil door on storage room. Outdoor electrical hook-ups for route buses, outdoor wash pad, 2 bays for activity buses, one maintenance bay, break room, restrooms, mech room and enclosed mezzanine storage. By-pass girts, 1.5:12 ~~standing seam roof~~, 18' eave. See plans for details. *screw down roof*

Option 1 Base Bid: *six hundred fifty one thousand two hundred fifteen* Dollars (\$ 651,215<sup>00</sup>).

**Option 2:** A 70' X 110' pre-engineered metal building, similar to Option 1 with the following notable differences: 3 bays for activity buses, full coverage fire sprinkler, no fire wall, unenclosed mezzanine, no rolling coil door on the storage area. See plans for details.

Option 2 Base Bid: *seven hundred twenty six thousand, two hundred fourteen* Dollars (\$ 726,214<sup>00</sup>).

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. Thirty six thousand, three hundred eleven Dollars (\$ 36,311<sup>00</sup>).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 TIME OF COMPLETION AND LIQUIDATED DAMAGES

- A. Notice of Intent to Award shall be issued within 45 days of receipt of bids. Notice to Proceed shall be issued within 10 days after Bonds, Insurance, and all Contract documents have been received from the Successful Bidder. Said Bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work on or before January 1, 2018. Work is subject to liquidated damages of \$50 per work day for work not completed within the Contract Time.

1.5 SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
  1. Flooring: Concrete: BTE Concrete Construction
  2. Carpentry: Rockwell Construction
  3. Electrical Work: Potts Electric LLC
  4. Painting and Finishes: Rockwell Construction
  5. Plumbing: Morland Enterprises LLC
  6. Sprinkler Installation (Option 2 only): NE Fire Sprinkler Corporation
  7. Other Work: \_\_\_\_\_

1.6 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
  1. Addendum No. 1, dated 5/2/2017
  2. Addendum No. 2, dated 5/4/2017
  3. Addendum No. 3, dated 5/4/2017

1.7 CONTRACTOR'S LICENSE

- A. The undersigned further states that it, or the appropriate subcontractor is a duly licensed contractor, for the type of work proposed, in Chase County, NE. All fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

- A. Respectfully submitted this 8th day of May, 2017.
- B. Submitted By: Rockwell Construction Corp.  
(Name of Bidding Firm or Corporation.)
- C. Authorized Signature: Randy Rockwell  
(Handwritten signature).

D. Signed By: Randy Rockwell  
(Type or print name).

E. Title: President  
(Owner/Partner/President/Vice President).

F. Attest: Lynette Rockwell  
(Handwritten signature).

G. By: Lynette Rockwell  
(Type or print name).

H. Title: Corp Sec./Treas.  
(Corporate Secretary or Assistant Secretary).

I. Street Address: 323 Main Street.

J. City, State, Zip: Wray, Co. 80758.

K. Phone: 970-332-4797.

L. Federal ID No.: 45-0517047

(Affix Corporate Seal Here).

END OF DOCUMENT 00 41 13

# **ROCKWELL CONSTRUCTION**

**323 MAIN ST. ~ WRAY, CO. 80758**

**Phone 970-332-4797 ~ Fax 970-332-4771**

May 7, 2017

To: Chase County Schools  
Attention: Joey Lefdal, Jeff Tidyman  
Re: School Bus Barn

## Items for Your Consideration and Clarification

- Payment and Performance Bond: The issued Bid Bond is verification of our ability to provide the payment and performance bond with CHS Surety.
- Upon the award of the contract in our favor we will present insurances in the amounts listed.
- Builder's Risk was not requested for this project but a policy would cost between \$2,150.00 and \$2,400.00 if you would like to add this protection.
- We have enlisted the services of Twin Rivers Testing & Environmental, Inc. to do soils analysis for this project.
- The foundation insulation will be 2" rigid foundation rated insulation placed in a 2' width around the perimeter of the building.
- The floor trusses for the mezzanine will be bottom chord bearing on both ends of the truss. The west end remains as drawn. The east end will be on a 2"x 4" wall on the inside of the girt line to carry the load. The studs would be on 16" centers with a 1"x 4" let in at the mid-point. The wall would have the same liner paneling attached at top, bottom and middle points. The use of the stud wall over the beams would amount to a savings of \$1,980.00.
- The kitchen cabinets will be Merillat Seneca Ridge Square Oak. These solidly constructed cabinets are made in America unlike the Chinese made cabinets from some larger box outlets.
- Two coats of CCI Super Seal 2000 will be applied to the concrete floors. The first coat will be applied right after the concrete is finished to provide a moisture retention seal. The second coat will be applied when the building is nearing completion, for a final finish.

Thanks for the opportunity to bid your project.

Respectfully,



Randy Rockwell  
Rockwell Construction Corporation  
323 Main St.  
Wray, CO 80758



POWER OF ATTORNEY

III-

Ironshore Indemnity Inc.

KNOW ALL MEN BY THESE PRESENTS, that IRONSHORE INDEMNITY INC., a Minnesota Corporation, with its principal office in New York, NY does hereby constitute and appoint: Scott D. Chapman, Misty Witt, Rosalyn Hassell, Elaine Lewis, Keith M. Illa, Timothy James Maley, Cheryl R. Colson its true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

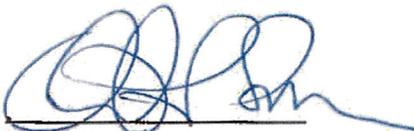
This authority is made under and by the authority of a resolution which was passed by the Board of Directors of IRONSHORE INDEMNITY INC. on the 22nd day of April, 2013 as follows:

Resolved, that the Director of the Company is hereby authorized to appoint and empower any representative of the company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed \$2,500,000 dollars, which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed for good cause and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the Director and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, IRONSHORE INDEMNITY INC. has caused this instrument to be signed by its Director, and its Corporate Seal to be affixed this 7th day of August, 2013

IRONSHORE INDEMNITY INC.

By:   
Daniel L. Sussman  
Director

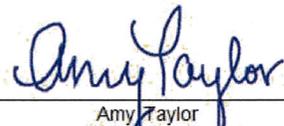


ACKNOWLEDGEMENT

On this 7th Day of August, 2013, before me, personally came Daniel L. Sussman to me known, who being duly sworn, did depose and say that he is the Director of Ironshore Indemnity, Inc. , the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



AMY TAYLOR  
Notary Public- State of Tennessee  
Davidson County  
My Commission Expires 07-08-19

BY   
Amy Taylor  
Notary Public

CERTIFICATE

I, the undersigned, Secretary of IRONSHORE INDEMNITY INC., a Minnesota Corporation, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at this 3rd Day of May, 20 17



  
Paul S. Giordano  
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties."

DOCUMENT 00 41 13 - BID FORM

1.1 BID INFORMATION

- A. Bidder: Eric Reichert Insulation & Construction, Inc.
- B. Project Name: School Bus Barn
- C. Project Location: Imperial, Nebraska
- D. Owner: Chase County Schools
- E. Engineer: Engineering International, 402 Norris Ave, Suite 203, McCook, NE 69001

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Engineering International, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

**Option 1:** A 70' X 96' pre-engineered metal building, unsprinkled, with 2-hour fire wall, 90 minute doors, rolling-coil door on storage room. Outdoor electrical hook-ups for route buses, outdoor wash pad, 2 bays for activity buses, one maintenance bay, break room, restrooms, mech room and enclosed mezzanine storage. By-pass girts, 1.5:12 standing seam room, 18' eave. See plans for details.

Option 1 Base Bid: eight thousand seven hundred twenty Dollars (\$ 8722 83 ).  
two dollars eighty three cents

**Option 2:** A 70' X 110' pre-engineered metal building, similar to Option 1 with the following notable differences: 3 bays for activity buses, full coverage fire sprinkler, no fire wall, unenclosed mezzanine, no rolling coil door on the storage area. See plans for details.

Option 2 Base Bid: nine hundred thirty three thousand Dollars (\$ 933,401.00 ).  
four hundred one dollars

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. Bid Bond Dollars (\$ 46,670.00 ).

School Bus Barn / Chase County Schools / Imperial, NE

D. Signed By: Eric Reichert  
(Type or print name).

E. Title: Eric Reichert  
(Owner/Partner/President/Vice President).

F. Attest: Katie Pierce  
(Handwritten signature).

G. By: Katie Pierce  
(Type or print name).

H. Title: Secretary  
(Corporate Secretary or Assistant Secretary).

I. Street Address: 1502 19<sup>th</sup> Ave

J. City, State, Zip: Scottsbluff, NE 69361

K. Phone: (308) 633-3595

L. Federal ID No.: 45-4068881

(Affix Corporate Seal Here).



END OF DOCUMENT 00 41 13

Bond No. Bid Bond

**BID BOND**

The American Institute of Architects,  
AIA Document No. A310 (February, 1970 Edition)

KNOW ALL MEN BY THESE PRESENTS, that we Eric Reichert Insulation & Construction, Inc.  
1502 19th Avenue, Scottsbluff, NE 69361

as Principal hereinafter called the Principal, and Old Republic Surety Company  
a corporation duly organized under the laws of the state of Wisconsin as Surety, hereinafter called the Surety,  
are held and firmly bound unto Chase County School, 520 East 9th St, Imperial, NE 69033

as Obligee, hereinafter called the Obligee, in the sum of 5% of the Bid

Dollars (\$ 5% of Bid ), for the payment of which sum well and truly to be made, the said Principal and the  
said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly  
by these presents.

WHEREAS, the Principal has submitted a bid for New bus barn building

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract  
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the  
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for  
the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the  
Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference  
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the  
Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation  
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 4th day of May, 2017

Kate [Signature]  
Witness

[Signature]  
Witness

Eric Reichert Insulation & Construction, Inc.  
Principal (Seal)  
By: Eric Reichert President  
Name/Title

Old Republic Surety Company  
Surety  
By: Brennan J. Malm Attorney-in-Fact  




POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

JOHN D. MASSEY, KIM D. HURST, JANET A. FREDERICK, ELIASAR M. KANNO, DEDRA R. WICK, BRENNAN JAY MALM, THOMAS J HORNE, OF SCOTTSBLUFF, NE

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED FIVE MILLION DOLLARS(\$5,000,000)----- FOR ANY SINGLE OBLIGATION.

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 8TH day of NOVEMBER, 2016.

OLD REPUBLIC SURETY COMPANY

Jane E. Cherney Assistant Secretary



Alan Pavlic President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 8TH day of NOVEMBER, 2016, personally came before me, Alan Pavlic and Jane E Cherney, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson Notary Public My commission expires: 9/28/2018

(Expiration of notary commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

40-6220

Signed and sealed at the City of Brookfield, WI this 26th day of April, 2017



Jane E. Cherney Assistant Secretary

J. G. ELLIOTT COMPANY

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTI-COLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS VOID.

DOCUMENT 00 41 13 - BID FORM

1.1 BID INFORMATION

- A. Bidder: Cand S Construction
- B. Project Name: School Bus Barn
- C. Project Location: Imperial, Nebraska
- D. Owner: Chase County Schools
- E. Engineer: Engineering International, 402 Norris Ave, Suite 203, McCook, NE 69001

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Engineering International, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

**Option 1:** A 70' X 96' pre-engineered metal building, unsprinkled, with 2-hour fire wall, 90 minute doors, rolling-coil door on storage room. Outdoor electrical hook-ups for route buses, outdoor wash pad, 2 bays for activity buses, one maintenance bay, break room, restrooms, mech room and enclosed mezzanine storage. By-pass girts, 1.5:12 standing seam roof, 18' eave. See plans for details.

Option 1 Base Bid: Five hundred sixty five thousand eight hundred fifty Dollars (\$ 565,850.00)

**Option 2:** A 70' X 110' pre-engineered metal building, similar to Option 1 with the following notable differences: 3 bays for activity buses, full coverage fire sprinkler, no fire wall, unenclosed mezzanine, no rolling coil door on the storage area. See plans for details.

Option 2 Base Bid: Five hundred sixteen thousand six hundred Dollars (\$ 516,600.00)

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. Twenty eight thousand two hundred ninety two and 50 cents Dollars (\$ 28,292.50)

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 TIME OF COMPLETION AND LIQUIDATED DAMAGES

- A. Notice of Intent to Award shall be issued within 45 days of receipt of bids. Notice to Proceed shall be issued within 10 days after Bonds, Insurance, and all Contract documents have been received from the Successful Bidder. Said Bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work on or before January 1, 2018. Work is subject to liquidated damages of \$50 per work day for work not completed within the Contract Time.

1.5 SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
  1. Flooring: Home Decor
  2. Carpentry: C and S Construction
  3. Electrical Work: TBD
  4. Painting and Finishes: C and S Construction
  5. Plumbing: Apperle Plumbing
  6. Sprinkler Installation (Option 2 only): Bamford
  7. Other Work: Site prep - Greg Koelner HVAC - Troxels

1.6 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
  1. Addendum No. 1, dated May 2
  2. Addendum No. 2, dated May 4
  3. Addendum No. 3, dated May 4

1.7 CONTRACTOR'S LICENSE

- A. The undersigned further states that it, or the appropriate subcontractor is a duly licensed contractor, for the type of work proposed, in Chase County, NE. All fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

- A. Respectfully submitted this 8 day of May, 2017.
- B. Submitted By: C and S Construction  
(Name of Bidding Firm or Corporation.)
- C. Authorized Signature: Clayton S. [Signature]  
(Handwritten signature).

School Bus Barn / Chase County Schools / Imperial, NE

D. Signed By: Clayton Giesbrecht  
(Type or print name).

E. Title: Partner  
(Owner/Partner/President/Vice President).

F. Attest: \_\_\_\_\_  
(Handwritten signature).

G. By: \_\_\_\_\_  
(Type or print name).

H. Title: \_\_\_\_\_  
(Corporate Secretary or Assistant Secretary).

I. Street Address: 120 Hancock Ave

J. City, State, Zip: Grant NE 69140

K. Phone: 308-352-8103

L. Federal ID No.: 47-0736111

(Affix Corporate Seal Here).

END OF DOCUMENT 00 41 13

**BID BOND**

**AMCO Insurance Company**  
**Nationwide Mutual Insurance Company**  
**Allied Property & Casualty Insurance Company**  
1100 Locust St., Dept 2006 Des Moines, IA 50391-2006  
(866) 387-0457

**CONTRACTOR:**  
C & S Construction  
76640 Road 336  
Madrid, NE 69150

**SURETY:**  
Nationwide Mutual Insurance Company  
1100 Locust Street  
Des Moines, Iowa 50391

**OWNER:**  
Chase County Schools  
520 East 9th St.  
Imperial, NE 69033

**BOND AMOUNT:** 5% of Bid Amount (FIVE PERCENT OF BID AMOUNT)

**PROJECT:**  
School Bus Barn

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be a Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 5th day of May, 2017

(Witness)

(Witness)

C & S Construction  
(Principal) \_\_\_\_\_ (Seal)

*Clayton Smith*  
\_\_\_\_\_  
(Title)

Nationwide Mutual Insurance Company  
(Surety) \_\_\_\_\_ (Seal)

*Heidi Suarez*  
\_\_\_\_\_  
(Title) Heidi Juarez, Attorney-in-Fact



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation  
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation  
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Heidi Juarez

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

Six Hundred Thousand Dollars and No/100

\$ 600,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of May, 2017

*Antonio C. Albanese*

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company



ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 1st day of May, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS  
Notary Public, State of New York  
No. 02BA4656400  
Qualified in New York County  
Commission Expires April 30, 2019

*Barry T. Bassis*

Notary Public  
My Commission Expires  
April 30, 2019

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 5th day of May, 2017

This power of attorney expires: April 30, 2019

*Laura Guy*

Assistant Secretary

Pre-bid inspection 10:00 AM, May 8th

Bid #1-

C and S Construction- Smaller building \$516,600

Larger building \$565,850

All addendums and bid bond attached.

Bid #2

Rockwell Construction-Wray, CO

Small building \$651,215

Larger building \$726,214

All addendums and bid bond attached

Bid #3

Reichert Construction-

Smaller building \$872,283

Larger building \$933,401

All addendums but only scanned bond

**Fixed Price RFP and Contract  
Revised 12/2016**

7. Payment Terms/Method – Fixed Price per Meal Fee Bid:
- a. The FSMC must bid and will be paid a fixed fee per meal. The offer amount should be based on assumption that no donated USDA Foods will be available for use and includes all expected rebates, discounts and other applicable credits. The method by which the FSMC will use and account for USDA Foods shall be in accordance with section F of the Standard Terms and Conditions herein above.

<b>TO BE COMPLETED BY THE FSMC:</b>	
<b>Meal Type</b>	<b>Fee Per Meal</b>
<b>NSLP Fixed Price Per Meal Fee</b>	Breakfast: \$ 1.40
	Lunch: \$ 2.79
	Afterschool Snack: \$ 1.50
<b>SFSP Fixed Price Per Meal Fee</b>	Breakfast: \$ 2.00
	Lunch: \$ 3.50
	Snack: \$ 1.50
<b>CACFP Fixed Price Per Meal Fee</b>	Breakfast: \$ N/A
	Lunch: \$ N/A
	Supper: \$ N/A
	Snack: \$ N/A
<b>Special Milk Program/Milk Break</b>	Price per Carton: \$ 0.45
<b>FFVP Meal Equivalent Fee (used for the conversion of monthly FFVP costs; includes food and operational costs only)</b>	\$ N/A
<b>Meal Equivalent Fee for Non-Reimbursable Sales: ala carte, ineligible student meals, extra milk at meal time, paid adult meals, gratis adult meals.</b>	\$ MEF/\$3.47
<b>Meal Equivalent Factor</b>	<b><u>\$3.47 for SY 2017-18</u></b>



# EXECUTIVE SUMMARY

## *Food Service Proposal 2017-2018 Chase County Schools*

### **Program Innovations, Features, and Options:** *(all of the details inside!)*

- Local area management and leadership team
- Unmatched and **UNLIMITED** Fruit and Veggie SUPERBAR: 8-10 options every day at every location (See grant for refrigerated fruit and veggie bar)
- Local growers and school grown food to a new level
- Utilizing Nebraska companies as suppliers for your program in Chase County
- Community involvement to a new level
- Unmatched reputation for customer service in Nebraska – *check our references*
- Featured Entrée program
- Chef Demonstration Cooking - *for middle school and/or high school*
- A variety of home style, hot and cold meals to meet every student's needs
- High protein after-school snacks for students in activities
- Meals to Go: Stop & Go Breakfast, Cruisin' Café Lunch and Sports Meals
- Plan to generate positive PR stories for the program, district, and the food service staff
- Farm to Fork Education
- School Yard Garden
- Stop and Go Concept for Open Campus Students

### **Guaranteed Financial Outcome-Plan One**

- **Guarantee a surplus of \$0.00** Break Even- before other district expense- *see the Financial Guarantee and the Proposed Operating Statement in the Financial tab of the proposal*

### **Recommended Student Meal Prices - Plan One- Student Prices Below**

- Breakfast: \$1.45-
- EL/MS Lunch: \$2.55 - \$ .10
- HS Lunch: \$2.80 – \$.15

### **Guaranteed Financial Outcome-Plan Two –Student Prices Below**

- **Guarantee a surplus of \$2,200.00**- before other district expense- *see the Financial Guarantee and the Proposed Operating Statement in the Financial tab of the proposal*

### **Recommended Student Meal Prices - Plan Two- Student Prices Below**

- Breakfast: \$1.45-
- EL/MS Lunch: \$2.60 - \$ .15
- HS Lunch: \$2.80 – \$.15

### **Fixed Price per Meal to the District**

Breakfast: \$1.870  
Lunch: \$3.3450

7. Payment Terms/Method – Fixed Price per Meal Fee Bid:
- a. The FSMC must bid and will be paid a fixed fee per meal. The offer amount should be based on assumption that no donated USDA Foods will be available for use and includes all expected rebates, discounts and other applicable credits. The method by which the FSMC will use and account for USDA Foods shall be in accordance with section F of the Standard Terms and Conditions herein above.

<b>TO BE COMPLETED BY THE FSMC:</b>	
<b>Meal Type</b>	<b>Fee Per Meal</b>
<b>NSLP Fixed Price Per Meal Fee</b>	Breakfast: \$ 1.80
	Lunch: \$ 3.365
	Afterschool Snack: \$
<b>SFSP Fixed Price Per Meal Fee</b>	Breakfast: \$
	Lunch: \$
	Snack: \$
<b>CACFP Fixed Price Per Meal Fee</b>	Breakfast: \$
	Lunch: \$
	Supper: \$
	Snack: \$
<b>Special Milk Program/Milk Break</b>	Price per Carton: \$ 0.32
<b>FFVP Meal Equivalent Fee</b> (used for the conversion of monthly FFVP costs; includes food and operational costs only)	\$
<b>Meal Equivalent Fee for Non-Reimbursable Sales:</b> ala carte, ineligible student meals, extra milk at meal time, paid adult meals, gratis adult meals.	\$ 3.365
<b>Meal Equivalent Factor</b>	<b><u>\$3.47 for SY 2017-18</u></b>

### **Article 3**

#### **Section 4 Lockers**

Each student will be assigned a locker in grades 5-12. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

#### **Section 6 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. Video cameras may be used in locations as deemed appropriate by the Superintendent and the camera system will only be viewed by administration and law enforcement officials.

#### **Section 9 Student Valuables**

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

### **Article 5 - Scholastic Achievement**

#### **Section 1 Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used in grades 4-12 to assign letter grades and a grade point average from a percent:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	84-85	C	79-83	C-	77-78
D+	75-76	D	72-74	D-	70-71
F	0-69				

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	0
Developing Skills	-

Not Assessed at this time	x
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### **Section 3 Graduation Requirements**

10 hours per year of community service **should must** be documented.

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence **in grades 5-12**. Honor rolls will be determined by semester. Students will be recognized accordingly:

## **Article 6**

### **Section 4 Health Services**

#### School Health Screening

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

## **Article 4 Attendance**

### **Section 2**

#### Tardy to Class

The teachers and administration have developed the following steps when dealing with classroom tardy.

1. First offense: conference with teacher.
2. Second offense: conference with teacher and call parents/guardians.
3. Third offense: Call parents/guardians; student serves 15 minutes in after school detention.
4. Fourth offense: Behavior referral to administration.

#### Leaving School or Class

When students wish to leave the room, a signed pass must accompany the trip. Students are not allowed to leave the room during the first 10 minutes or last 10 minutes of class. If students are "checking in" before attending an assembly,

meeting, etc., students must be seated in their scheduled classroom until attendance has been taken.

## **Article 8**

### **Section 3**      **Student Conduct Expectations**

- (5)            **B Specific Rule Items:** The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, pop, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Possession and Use of electronic devices
- (1)      Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

All teachers will be required to define and submit to administration a classroom cellphone procedure for their classroom that requires students to turn in their devices for collection or addresses student misuse. Teachers are discouraged from allowing students to participate in non-educational uses.

## **Article 9**

Remove "Future Farmers" from FFA Pg. 79

Pg. 77 All students will be given the first set of PE uniforms. Students will need to purchase any replacement/lost uniforms. \$20 replacement uniform.

## **Article 2**

Update all bell schedules

## Article 1 - Philosophy, Goals, Objectives

### Article 1 – Mission and Goals

#### Section 1 School Mission Statement

Welcome to Chase County Schools. The Board of Education, administration and staff are committed to meet the challenge, exceed expectations, and continue our legacy of excellence.

#### Section 2 Goals and Objectives

The goals and objectives of the Chase County Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

## Article 1 – Mission and Goals

6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

#### 1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

## Article 1 – Mission and Goals

- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

### 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

## Article 10 - State and Federal Programs

### Section 1 Notice of Nondiscrimination

The Chase County Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: 520 E. 9<sup>th</sup> Street, Imperial, Nebraska 69033, (308) [882-4304].

### Section 3 Anti-discrimination & Harassment Policy

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

#### Preventing Harassment and Discrimination of Students.

Purpose: Chase County Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Chase County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other

## Article 10 - State and Federal Programs

protected status, 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, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

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

### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

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

### **Section 4      Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.

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7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

### **Section 6 Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support

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staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex

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offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

### Notice Concerning Designation of Law Enforcement Unit:

The District designates the City of Imperial Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

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

### **Section 8 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the

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- grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
  3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 9 Student Privacy Protection Policy**

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

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

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

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a

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question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with

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reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program, which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Section 10 Parental Involvement Policies**

#### **A. General - Parental/Community Involvement in Schools:**

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

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request

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when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

### B. Title I Parental Involvement Policy:

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

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

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

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.

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2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

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

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

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will

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build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

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

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wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

### **Section 11 Homeless Students Policy**

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

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

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

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

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“school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either: (1) the child’s school of origin for the duration of the child’s homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child’s parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child’s parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

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

## Article 10 - State and Federal Programs

costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 12 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room;

## Article 10 - State and Federal Programs

go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

## Article 10 - State and Federal Programs

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

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

**Article 2 - School Day**

**MIDDLE SCHOOL (5-8)**

<b>1<sup>ST</sup> PERIOD</b>	<b>8:00 – 8:50</b>
<b>2<sup>ND</sup> PERIOD</b>	<b>8:53 – 9:43</b>
<b>3<sup>RD</sup> PERIOD</b>	<b>9:46 – 10:36</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>10:39 – 11:39</b>
<b>MS LUNCH</b>	<b>11:40 – 12:07</b>
<b>5<sup>TH</sup> PERIOD</b>	<b>12:07 – 12:57</b>
<b>ROTATIONAL</b>	<b>1:01 – 1:52</b>
<b>6<sup>TH</sup> PERIOD</b>	<b>1:55 – 2:45</b>
<b>READING/RTI/PBIS</b>	<b>2:48 – 3:30</b>

**HIGH SCHOOL (9-12)**

<b>1<sup>ST</sup> PERIOD</b>	<b>8:00 – 8:51</b>
<b>2<sup>ND</sup> PERIOD</b>	<b>8:54 – 9:45</b>
<b>3<sup>RD</sup> PERIOD</b>	<b>9:48 – 10:39</b>
<b>4<sup>TH</sup> PERIOD</b>	<b>10:42 – 11:33</b>
<b>5<sup>TH</sup> PERIOD</b>	<b>11:36 – 12:27</b>
<b>LUCNH</b>	<b>12:27 – 12:58</b>
<b>6<sup>TH</sup> PERIOD</b>	<b>1:01 – 1:52</b>
<b>7<sup>TH</sup> PERIOD</b>	<b>1:55 – 2:46</b>
<b>8<sup>TH</sup> PERIOD/MIC</b>	<b>2:49 – 3:30</b>

**2:30 - Friday Dismissal**

Elem.	MS	HS
K - 10:40-11:10 Recess - 11:10-11:50	<b>1st</b> 8:00-8:42	<b>1st</b> - 8:00 - 8:42
1st - 10:50-11:15 Recess - 11:15-11:50	<b>2nd</b> 8:45-9:27	<b>2nd</b> - 8:45 - 9:27
2nd - 10:55-11:20 Recess - 11:20-11:50	<b>3rd</b> 9:30-10:12	<b>3rd</b> - 9:30 - 10:12
3rd - 11:00-11:25 Recess - 11:25-11:50	<b>4th</b> 10:15-10:58	<b>4th</b> - 10:15-10:58
4th - 11:05-11:30 Recess - 11:30-11:50	<b>Rotational</b> – 11:01-11:43	<b>6th</b> 11:01-11:43
	<b>Lunch</b> - 11:45-12:15	<b>5th</b> - 11:45-12:27
	<b>Rotational</b> 12:18-1:00	<b>Lunch</b> - 12:30:1:00
	<b>6th</b> - 1:03-1:45	<b>7th</b> - 1:03 -1:45
	<b>Reading/RTI/PBIS</b> 1:48-2:30	<b>8<sup>th</sup>/MIC</b> - 1:48 - 2:30

10:00 start

Elem.--same as reg. day	MS	HS
K - 11:00-11:30 Recess - 11:30-12:10	1 - 10:00-10:37	1 - 10:00 - 10:37
1st - 11:10-11:35 Recess - 11:35-12:10	2- 10:40-11:14	2 - 10:40 - 11:14
2nd - 11:15-11:40 Recess - 11:40-12:10	3 - 11:17-11:51	3 - 11:17-11:51

3rd - 11:20-11:45 Recess - 11:45-12:10	Lunch - 11:54-12:25	4 - 11:54 - 12:25
4th - 11:25-11:50 Recess - 11:50-12:10	4 - 12:28 - 12:55	Lunch - 12:28-12:55
	5 - 12:58-1:32	5 - 12:58-1:32
	Rotational - 1:35-2:09	6 - 1:35-2:09
	6 - 2:12-2:46	7 - 2:12 - 2:46
	Reading/RTI/PBIS - 2:49-3:30	8/MIC- 2:49-3:30

### Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and an instant message will be sent over Infinite Campus. **Parents should have a plan in place to accommodate these circumstances.**

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

#### **Section 4 Open-Closed Campus**

All students are required to remain on campus during the school day, except grades 9-12 who are allowed to leave campus during lunch.

#### **Section 5 Supervision Responsibility Before/After School**

##### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 15 minutes prior to the first class unless eating breakfast. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

##### Signing a Child In and Out of School

Parents or guardians are required to notify the school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

##### Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

#### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

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

### **1. Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **1. Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **1. Section 3 Care of School Property**

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

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$3.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	1.00 per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

### **Section 4 Lockers**

Each student will be assigned a locker grades 5-12. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school.

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

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

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

#### **Section 6 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. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

#### **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL.

#### **Section 8 Bicycles**

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

#### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school

### **Section 10 Lost and Found**

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

### **Section 11 Accidents**

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

### **Section 12 Laboratory Safety Glasses**

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

### **Section 13 Insurance**

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

### **Section 14 Bulletins and Announcements**

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

### **Section 15 Copyright and Fair Use Policy**

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

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

determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

## Article 4 – Attendance

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

### Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness, which causes a student to be absent from school.
  - c. Doctor or dental appointment, which require student to be absent from school.
  - d. Court appearances that are required by a court order.
  - e. School sponsored activities, which require students to be absent from school.
  - f. Family trips in which student accompanies parent(s)/legal guardian(s).
  - g. Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: If a student's absence is unexcused the student may be required to make-up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. The teachers and administration have developed the following steps when dealing with classroom tardy.

1. First offense: conference with teacher.
2. Second offense: conference with teacher and call parents/guardians.

3. Third offense: Call parents/guardians; student serves 15 minutes in after school detention.
4. Fourth offense: Behavior referral to administration.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

When students wish to leave the room, a signed pass must accompany the trip. Students are not allowed to leave the room during the first 10 minutes or last 10 minutes of class. If students are "checking in" before attending an assembly, meeting, etc., students must be seated in their scheduled classroom until attendance has been taken.

### **Section 3      Absence Procedures**

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

### **Section 4      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Parents are encouraged to contact the teacher with concerns.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If parents or students request homework the school should be contacted by no later than 10:00 a.m.

### **Section 5      Attendance is Required to Participate in Activities**

Students must attend school half of the day (5<sup>th</sup> period through 8<sup>th</sup> period) of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6      Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

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

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used in grades 4-12 to assign letter grades and a grade point average from a percent:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	84-85	C	79-83	C-	77-78
D+	75-76	D	72-74	D-	70-71
F	0-69				

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	o
Developing Skills	-
Not Assessed at this time	x

Each teacher will define the grading procedures to be used in their classes.

### Section 2 High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

All students are required to successfully complete six (6) semesters of exploratory courses. Students also have the option of taking band or a vocal music/study hall combination.

### Section 3 Graduation Requirements

To participate in commencement exercises or receive a Chase County Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Chase County High School, a student must have earned a minimum of 220 credit hours in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	32 semester hours
Social Sciences	24 semester hours
Science	24 semester hours
Math	24 semester hours
P.E.	8 semester hours

Fine Arts	8 semester hours
Speech	Incorporated into English 2/3
Vocational	16 Semester hours 4 from Personal Finance

10 hours per year of community service must be documented. Community service opportunities during the school day will be offered to the students as well. Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

**Section 4 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

**Section 5 Schedule Changes**

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student’s parent. Final approval of all schedule changes will be made by the Principal only.

**Section 6 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student’s performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

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

**Section 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student’s progress. A grade of “F” (failing) carries no credit. A grade of “I” (incomplete) received at the end of a grading period must be made up. No incompletes will be given at the end of the fourth quarter, as all course work must be completed.

**Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the 1st quarter and 3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

## Article 5 - Scholastic Achievement

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence in grades 5-12. Honor rolls will be determined by semester. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as high honor roll.
2. Students receiving no lower than a "B" will be classified as regular honor roll.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

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

The National Honor Society chapter of Chase County School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

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

## Article 5 - Scholastic Achievement

### Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

### **Section 11 Academic Integrity**

#### A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

#### B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests

## Article 5 - Scholastic Achievement

or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on

## Article 5 - Scholastic Achievement

the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering

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assigned grades or contributing to academic integrity violations.

**Section 12 Class Rank and GPA**

**CLASS RANK and GPA**

A grade point average and class rank will be computed at the end of each semester for every student. This information along with a student’s grades and attendance records is considered confidential and will be released only to those persons authorized to use these materials by law. The school can release such information to other people only at the request of a student and/or his legal guardians.

Numerical points will be given for all regular classes in computing grade point averages. The grade points for classes entitled “Basic” will be computed on a different scale.

**Grading Scale and Weighted Courses**

Examples of weighted courses are all dual credit courses (whether taken for credit or not), trigonometry, senior math, chemistry, and physics and any other courses that the administration deems appropriate. For the purpose of selecting Valedictorian and Salutatorian, weighted classes will figure into the grade point average using the following scale:

<u>Regular</u>	<u>Weighted</u>
A--4 points	A--5 points
B--3 points	B--4 points
C--2 points	C--3 point
D--1 point	D--1 point

**SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

The Chase County School Board feels it is important to recognize outstanding academic achievement by designating a valedictorian and a salutatorian annually. Starting with students entering grade 10 in the fall of 2015, the class of 2018, the following guidelines will be used to determine a valedictorian, the student who has the highest weighted grade point average at the end of their senior year and the salutatorian, the student with the second highest weighted grade point average.

For students to receive valedictorian or salutatorian recognition, the following will apply:

1. The students must have attended Chase County High School for a minimum of two complete consecutive semesters prior to graduation, which must be completed as a full time student enrolled at Chase County High School. Students who choose to graduate early will not be considered for valedictorian or salutatorian.
2. The highest grade point average will be determined by all semester grades in all courses taken

## Article 5 - Scholastic Achievement

during grades 9-12 that are accepted for credit by Chase County Schools. All grades will be calculated using the Chase County Schools weighted grade point system. The grade point average is calculated to the thousandths place.

3. If two or more students have the same grade point average, the following criteria in rank order will be used to determine the eligible student:
  - a. The highest score from the 11<sup>th</sup> grade Nebraska State Accountability (NeSA) Reading, Math, Science and Writing when averaged together.
  - b. The highest composite American College Test (ACT) score available as of 10 days before graduation.

In the event of a tie through step 3(b), all students who tie will qualify for valedictorian/salutatorian. In the event that there are two valedictorians, there will be no salutatorian.

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

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

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

## Article 6 - Support Services

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.

## Article 6 - Support Services

8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3     Guidance Services**

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

### **Section 4     Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at

## Article 6 - Support Services

school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

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

### School Health Screening

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

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Article 6 - Support Services

**Summary of the School Immunization Rules and Regulations  
For 2016-2017 School Year**

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

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

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

**Updated 5/2015**

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

## Article 6 - Support Services

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### Guidelines for Head Lice

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

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

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

### **Section 5      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

#### **Behavior on School Buses**

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

**II. Special Conduct Rules for Riding School Buses.**

## Article 6 - Support Services

### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

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

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

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any

## Article 7 - Drugs, Alcohol and Tobacco

of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

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

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Chase County Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school

## Article 8 - Student Conduct Rules

grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

### C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full

## Article 8 - Student Conduct Rules

semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

D. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

- A. **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

## Article 8 - Student Conduct Rules

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;

## Article 8 - Student Conduct Rules

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Chase County Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

## Article 8 - Student Conduct Rules

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

### **B. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Chase County Schools are expected to dress in a way that is appropriate for the 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 in our school. Following is a list of examples of

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attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### (2) Electronic Devices

## Article 8 - Student Conduct Rules

a. Philosophy and Purpose. Chase County Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) All teachers will be required to define and submit to administration a classroom cellphone procedure for their classroom that requires students to turn in their devices for collection or addresses student misuse. Teachers are discouraged from allowing students to participate in non-educational uses.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices

## Article 8 - Student Conduct Rules

on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the

## Article 8 - Student Conduct Rules

school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

### e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

### f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child

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Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Chase County Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of

## Article 8 - Student Conduct Rules

affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, pop, etc. are not allowed in the school building or classrooms.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - k. Snow handling is prohibited.
- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
    - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental

## Article 8 - Student Conduct Rules

permission is required for student use. Access for all staff and students is a privilege and not a right.

- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
  - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.

## Article 8 - Student Conduct Rules

- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the

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authorities. Messages which violate the rules will result in disciplinary action.

- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of Twitter, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Twitter, Facebook, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Twitter may affect you years later.

What you say now on Twitter may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be

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filed against you based on information posted on Twitter.

Many social networking sites have published guides for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using Twitter and the Internet in general:

- Don't forget that your profile and Twitter forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, profiles may be deleted.

We urge all students to following these common sense guidelines.

### **Section 4 Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Chase County Schools to notify the proper legal authorities when a student

## Article 8 - Student Conduct Rules

engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

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

### **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

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

#### Safety

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

#### Warning for Participants and Parents

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

### **Section 2 Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

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

### **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

**Grounds for Extracurricular Activity Discipline.** Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or

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

abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Chase County School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

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- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol.**

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One (1) calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which

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the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Thirty (30) consecutive days.
2. Second or Any Subsequent Offense: One (1) calendar year.

**When Suspensions Begin.** All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

**Letters and Post-Season Honors.** A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

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**Self-Reporting.** A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student’s parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student’s conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

**Procedures for Extracurricular Discipline.** The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an

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

opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.

- a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
- b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

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6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance periods 5 through 8. A student who is not in attendance periods 5 through 8 is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 4 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. Grades will be checked at the start of the week. A student who is not passing one (1) or more classes at this time will be assigned to progress monitoring lunch. If the grade remains below passing on Thursday at 1:00, Friday study hall will be assigned where the student can work. If by the end of the day, the student is still failing, the student will be ineligible for activities for the following week.
3. Academic requirements do not apply to:

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

- (A) Instructional field trips which are a part of the scheduled course learning experience; or
- (B) Activities or events which are considered in determining the student's grade.

### **Section 5 “Team Selection” and “Playing Time”**

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

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

### **Section 6 School Dances**

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

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

1. Who Can Attend: Only students of Chase County Schools and their guests may attend.
  - a. Students currently attending Chase County High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Chase County High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Chase County Schools. For any dances at the middle school level, only students attending Chase County Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.

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

- e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

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

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.

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

- d. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
  - b. Prom King and Queen:
    - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
    - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
    - The three queen and three king nominees will be selected by faculty with the secret vote of the junior and senior class to determine king and queen.

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

### **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

##### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

##### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured

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

- Discipline that results in the denial of your child’s participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach’s philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child’s behavior
  
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child’s participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

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

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

### **Section 9 Student Fees Policy**

The Board of Education of Chase County Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. The District will provide attire for all Physical Education courses grades 5-12. This will include the first set of items including shirt and shorts. If the student loses the shirt or shorts, they can be purchased at a cost of \$10 per item. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

### (2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

### (b) Courses

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

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(vi) Computer use and replacement. A one time, nonrefundable \$30 per year use fee will be charged for using a school computer. These dollars will be used toward any repairs needed up to \$30. Any costs above and beyond will need to be covered by the student and their family.

(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and

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outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

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

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

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

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

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

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**Appendix“1” to 2016-2017 Student Fees Policy of Chase County Schools—  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	All students will be given the first set of PE uniforms. Students will need to purchase any replacement/lost uniforms.	Tennis shoes and socks. Replacement uniform \$20.00
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$1.40 (K-12) \$.30 (Red.) Lunch—\$2.45 (K-8) \$2.65 (9-12) .40 (Red.) Adults—\$3.55 (Lunch) \$2.10 (Break) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.

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Computer Use		\$30 per year use fee. This is a nonrefundable fee. Damages up to \$30 will be covered by the district. Costs that exceed \$30 will be covered by student and/or family.																												
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>																												
<b>Athletic Programs</b>																														
Admission	Spectator fees for admission to events	There is no charge for CCS students to enter activities.																												
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																												
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross Country</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top &amp; skirt; jacket), poms and other accessories</td> </tr> <tr> <td>Show Choir</td> <td>Dress attire</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Basketball	No additional	Cross Country	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	Show Choir	Dress attire						
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Show Choir	Dress attire																													
Travel meals	Meals	Students are responsible for their own meals while traveling																												
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																												
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program.																												

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

		Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.
<b>Clubs/Organizations</b>		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
(FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
1. Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
2. Social & Recognition Activities	Admission to event	There is no charge for CCS students to enter activities.
3. School plays, musicals and social activities	Admission to events	There is no charge for CCS students to enter activities.
4. School dances	Admission to prom, homecoming, etc.	Nominal charge may be assessed.
5. Senior recognition assessment	Optional graduation activities	There is no charge for CCS graduates.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity.

## Students

### School Wellness Policy

A mission of [Name] Public Schools (“District”) is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

#### **1. District Wellness Committee**

##### **Committee Role and Membership**

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least **four times per year** to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

##### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

#### **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

##### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **3. Nutrition**

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

### ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. **The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.** Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

### ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants

- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

#### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)

- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Family Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or

sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

### ***Glossary***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: [Insert Date]

### Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

### Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

### Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

### Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751);  
U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: [Insert Date]

### Business Operations

[Name] Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent is designated as and shall serve as the primary liaison between emergency personnel and the District in the event of an incident. The Superintendent shall designate individuals within each building to serve as a liaison between emergency personnel and the District in the event of an incident. The Superintendent shall inform emergency personnel of the persons designated as liaisons.

The Superintendent shall ensure that emergency drills are conducted at least as often as required by law, including fire drills conducted at least once a month with one additional drill being conducted during the first 30 days of school, tornado drills conducted at least once during the first two weeks of school and at least once during the month of March, and bus evacuation drills conducted at least two times during the school year involving all students and appropriate staff.

The Superintendent shall ensure that, in the event of an emergency, the District has methods of communication to reach all internal and external stakeholders and that the District has a plan for public communication to gather, verify, coordinate, and disseminate information during an incident.

The Superintendent shall ensure that multi-hazard training is provided for specified employees in required areas to comply with local, state, and federal regulations, as well as non-required areas to improve safety within the District.

### Safety Committee

A Safety Committee is hereby created. The Superintendent shall coordinate and maintain the Safety Committee. The Safety Committee will be made up of community stakeholders willing to serve on the Committee. The Board hopes that the following members of the community are willing to serve on the Safety Committee: parents, law enforcement and local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

The Safety Committee shall meet at least annually to review safety standards and protocols. The Safety Committee may designate subcommittees to report to the Safety Committee.

The Safety Committee shall:

- Prepare and communicate with local authorities (e.g., fire, police, rescue, emergency management personnel) at least annually. Such communications shall include collaborations with local authorities to identify and address safety and security issues.
- Consider, develop and implement guidelines for event and incident management. Such guidelines shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually.
- Consider, develop and implement standard response and practice procedures for emergency situations, such as lock downs, lock outs, evacuations and shelter. Such procedures shall be reviewed and practiced by all employees, students and relevant stakeholders at least annually. Such procedures shall include a plan to identify and document crisis communication procedures with the following stakeholder groups: emergency responders, employees, students, parents/guardians, media, and others as needed. Such procedures shall also provide information to staff to empower staff to initiate protection actions, when appropriate.
- Take any reasonably necessary steps to ensure that the District is in compliance with all applicable fire and life safety codes.
- Take any reasonably necessary steps to ensure that the District has standardized and visible interior and exterior signage for emergency responders.
- Consider, develop and implement strategies and processes to assess observable, positive relationships between students and employees and students and other students.
- Consider, develop and implement strategies and processes to create a respectful, positive, and safe environment conducive to learning.
- Consider, develop and implement procedures to monitor school safety and security protocols for off-campus school sponsored events.
- Consider, develop and implement a student assistance process where problem solving can occur and intervention strategies are recommended and implemented.
- Consider, develop and implement a plan for behavioral threat assessments and conducting threat assessment protocols using trained staff.
- Consider, develop and implement safety and security procedures to monitor before and after-school activities, including other facility users.
- Identify mental health resources and use such resources when appropriate.
- Ensure that procedures are in place that require all District employees to participate annually in at least one hour of suicide prevention training.
- Ensure that all school buildings have designated multiple evacuation assembly locations for each building, and that staff and students within each building are aware of said locations.
- Review the District's bullying policy and student dating violence policy at least annually and recommend to the Board any proposed changes to the District's bullying policy and/or student dating violence policy.

- Consider, develop and implement a protocol for an annual inventory of all chemicals (e.g., classrooms, custodial, buildings, grounds), proper storage, and disposal of unused or outdated chemicals.
- Ensure that the District maintains immunization records for all students and uses the data for health and safety of students, when appropriate.
- Conduct a District-wide safety and security self-assessment for each building.
- Conduct a safety audit on an annual basis.
- Review at least annually the District's policies and protocols on active supervision throughout school buildings and campus, and recommend any changes in policies or protocols to the Board.
- Review at least annually the District's policies and protocols on security and visitors (including visitors in specialized areas, such as prekindergarten areas, playgrounds, science labs, and so forth) in school buildings, and compare the District's policies and protocols with guidance issued by the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA), and recommend any changes in policies or protocols to the Board.
- Conduct a performance review of emergency drills and suggest any changes, when appropriate.
- For any safety and security procedures or protocols, review said procedures and protocols to ensure that such procedures and protocols accommodate individuals with special needs.
- Consider, develop and implement procedures supporting academic, physical, operational and psychological/emotional aspects of an incident, after an incident occurs. Such procedures shall ensure that students and employees are supported and given an opportunity to address psychological and emotional health needs after an incident. Such procedures shall also ensure that resource requests and management of the incident be conducted in a way that supports the psychological and emotional needs of students and staff after an incident. The Committee shall explore mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas, and make any recommendations to the Board.
- Adopt and maintain an effective written Injury Prevention Program for the District.

The Safety Committee shall maintain documentation of its compliance with this policy.

Legal Reference: Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 10, Rule 10 Accreditation of Schools, 011.01b, c, d, e, f, g (Seclusion and Restraints, Bullying, Dating Violence); 79-2,137 (Bullying); 79-2,138 to 79-2,142 (Dating Violence); 79-2,146 (Suicide Awareness, 2015-2016); Criminal Code Sec. 28-318 (Sexual Harassment); Nebraska Department of Education Title 92 Nebraska Administrative Code, Chapter 11, Rule 11 Accreditation of Schools, 004.11g (Pre-K CPR and First Aid) Neb. Rev. Stat. §§ 48-443 to 48-445

Cross-Referenced: Policy 6115 (Fire Drills)

Date of Adoption: [Insert Date]



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           QR Code - Section 1            Do Not Write In This Space         </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		<div style="border: 1px solid black; padding: 5px;">           Additional Information         </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;">           QR Code - Sections 2 &amp; 3            Do Not Write In This Space         </div>
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ *(See instructions for exemptions)*

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**



# Instructions for Form I-9, Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No. 1615-0047  
Expires 08/31/2019

**Anti-Discrimination Notice.** It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) the employee may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Documents, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TTY), or visit [www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc).

## What is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011.

## General Instructions

Both employers and employees are responsible for completing their respective sections of Form I-9. For the purpose of completing this form, the term “employer” means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors, as defined in section 3 of the Migrant and Seasonal Agricultural Worker Protection Act, Public Law 97-470 (29 U.S.C. 1802). An “employee” is a person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term “Employee” does not include those who do not receive any form of remuneration (volunteers), independent contractors or those engaged in certain casual domestic employment. Form I-9 has three sections. Employees complete Section 1. Employers complete Section 2 and, when applicable, Section 3. Employers may be fined if the form is not properly completed. See 8 USC § 1324a and 8 CFR § 274a.10. Individuals may be prosecuted for knowingly and willfully entering false information on the form. Employers are responsible for retaining completed forms. **Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).**

These instructions will assist you in properly completing Form I-9. The employer must ensure that all pages of the instructions and Lists of Acceptable Documents are available, either in print or electronically, to all employees completing this form. When completing the form on a computer, the English version of the form includes specific instructions for each field and drop-down lists for universally used abbreviations and acceptable documents. To access these instructions, move the cursor over each field or click on the question mark symbol ( ? ) within the field. Employers and employees can also access this full set of instructions at any time by clicking the Instructions button at the top of each page when completing the form on a computer that is connected to the Internet.

Employers and employees may choose to complete any or all sections of the form on paper or using a computer, or a combination of both. Forms I-9 obtained from the USCIS website are not considered electronic Forms I-9 under DHS regulations and, therefore, cannot be electronically signed. Therefore, regardless of the method you used to enter information into each field, you must print a hard copy of the form, then sign and date the hard copy by hand where required.

Employers can obtain a blank copy of Form I-9 from the USCIS website at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. This form is in portable document format (.pdf) that is fillable and savable. That means that you may download it, or simply print out a blank copy to enter information by hand. You may also request paper Forms I-9 from USCIS.

Certain features of Form I-9 that allow for data entry on personal computers may make the form appear to be more than two pages. When using a computer, Form I-9 has been designed to print as two pages. Using more than one preparer and/or translator will add an additional page to the form, regardless of your method of completion. You are not required to print, retain or store the page containing the Lists of Acceptable Documents.

The form will also populate certain fields with N/A when certain user choices ensure that particular fields will not be completed. The Print button located at the top of each page that will print any number of pages the user selects. Also, the Start Over button located at the top of each page will clear all the fields on the form.

The Spanish version of Form I-9 does not include the additional instructions and drop-down lists described above. Employers in Puerto Rico may use either the Spanish or English version of the form. Employers outside of Puerto Rico must retain the English version of the form for their records, but may use the Spanish form as a translation tool. Additional guidance to complete the form may be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) and on USCIS' Form I-9 website, [I-9 Central](#).

## Completing Section I: Employee Information and Attestation

You, the employee, must complete each field in Section 1 as described below. Newly hired employees must complete and sign Section 1 no later than the first day of employment. Section 1 should never be completed before you have accepted a job offer.

### Entering Your Employee Information

**Last Name (Family Name):** Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the Last Name field. *Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.* If you only have one name, enter it in this field, then enter "Unknown" in the First Name field. You may not enter "Unknown" in both the Last Name field and the First Name field.

**First Name (Given Name):** Enter your full legal first name. Your first name is your given name. *Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.* If you only have one name, enter it in the Last Name field, then enter "Unknown" in this field. You may not enter "Unknown" in both the First Name field and the Last Name field.

**Middle Initial:** Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any. If you have more than one middle name, enter the first letter of your first middle name. If you do not have a middle name, enter N/A in this field.

**Other Last Names Used:** Provide all other last names used, if any (e.g., maiden name). Enter N/A if you have not used other last names. For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.

**Address (Street Name and Number):** Enter the street name and number of the current address of your residence. If you are a border commuter from Canada or Mexico, you may enter your Canada or Mexico address in this field. If your residence does not have a physical address, enter a description of the location of your residence, such as "3 miles southwest of Anytown post office near water tower."

**Apartment:** Enter the number(s) or letter(s) that identify(ies) your apartment. If you do not live in an apartment, enter N/A.

**City or Town:** Enter your city, town or village in this field. If your residence is not located in a city, town or village, enter your county, township, reservation, etc., in this field. If you are a border commuter from Canada, enter your city and province in this field. If you are a border commuter from Mexico, enter your city and state in this field.

**State:** Enter the abbreviation of your state or territory in this field. If you are a border commuter from Canada or Mexico, enter your country abbreviation in this field.

**ZIP Code:** Enter your 5-digit ZIP code. If you are a border commuter from Canada or Mexico, enter your 5- or 6-digit postal code in this field.

**Date of Birth:** Enter your date of birth as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 1980 as 01/08/1980.

**U.S. Social Security Number:** Providing your 9-digit Social Security number is voluntary on Form I-9 unless your employer participates in E-Verify. If your employer participates in E-Verify and:

1. You have been issued a Social Security number, you must provide it in this field; or
2. You have applied for, but have not yet received a Social Security number, leave this field blank until you receive a Social Security number.

**Employee's E-mail Address (Optional):** Providing your e-mail address is optional on Form I-9, but the field cannot be left blank. To enter your e-mail address, use this format: name@site .domain. One reason Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS learns of a potential mismatch between the information provided and the information in government records. This e-mail would contain information on how to begin to resolve the potential mismatch. You may use either your personal or work e-mail address in this field. Enter N/A if you do not enter your e-mail address.

**Employee's Telephone Number (Optional):** Providing your telephone number is optional on Form I-9, but the field cannot be left blank. If you enter your area code and telephone number, use this format: 000-000-0000. Enter N/A if you do not enter your telephone number.

### ***Attesting to Your Citizenship or Immigration Status***

You must select one box to attest to your citizenship or immigration status.

- 1. A citizen of the United States.**
- 2. A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- 3. A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status, but should instead select "An Alien authorized to work" below.

If you select "lawful permanent resident," enter your 7- to 9-digit Alien Registration Number (A-Number), including the "A," or USCIS Number in the space provided. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.

- 4. An alien authorized to work:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States.

If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the document(s) evidencing your employment authorization. Refugees, asylees and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens whose employment authorization does not have an expiration date should enter N/A in the Expiration Date field. In some cases, such as if you have Temporary Protected Status, your employment authorization may have been automatically extended; in these cases, you should enter the expiration date of the automatic extension in this space.

Aliens authorized to work must enter one of the following to complete Section I:

1. Alien Registration Number (A-Number)/USCIS Number; or
2. Form I-94 Admission Number; or
3. Foreign Passport Number and the Country of Issuance

Your employer may not ask you to present the document from which you supplied this information.

**Alien Registration Number/USCIS Number:** Enter your 7- to 9-digit Alien Registration Number (A-Number), including the "A," or your USCIS Number in this field. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. When completing this field using a computer, use the dropdown provided to indicate whether you have entered an Alien Number or a USCIS Number. If you do not provide an A-Number or USCIS Number, enter N/A in this field then enter either a Form I-94 Admission Number, or a Foreign Passport and Country of Issuance in the fields provided.

**Form I-94 Admission Number:** Enter your 11-digit I-94 Admission Number in this field. If you do not provide an I-94 Admission Number, enter N/A in this field, then enter either an Alien Registration Number/USCIS Number or a Foreign Passport Number and Country of Issuance in the fields provided.

**Foreign Passport Number:** Enter your Foreign Passport Number in this field. If you do not provide a Foreign Passport Number, enter N/A in this field, then enter either an Alien Number/USCIS Number or a I-94 Admission Number in the fields provided.

**Country of Issuance:** If you entered your Foreign Passport Number, enter your Foreign Passport's Country of Issuance. If you did not enter your Foreign Passport Number, enter N/A.

**Signature of Employee:** After completing Section 1, sign your name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing this form, you attest under penalty of perjury (28 U.S.C. § 1746) that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties, removal proceedings and may adversely affect an employee's ability to seek future immigration benefits. If you cannot sign your name, you may place a mark in this field to indicate your signature. Employees who use a preparer or translator to help them complete the form must still sign or place a mark in the Signature of Employee field on the printed form.

If you used a preparer, translator, and other individual to assist you in completing Form I-9:

- Both you and your preparer(s) and/or translator(s) must complete the appropriate areas of Section 1, and then sign Section 1. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to sign these fields. You and your preparer(s) and/or translator(s) also should review the instructions for **Completing the Preparer and/or Translator Certification** below.
- If the employee is a minor (individual under 18) who cannot present an identity document, the employee's parent or legal guardian can complete Section 1 for the employee and enter "minor under age 18" in the signature field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The minor's parent or legal guardian should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) for more guidance on completion of Form I-9 for minors. If the minor's employer participates in E-Verify, the employee must present a list B identity document with a photograph to complete Form I-9
- If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee's parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and enter "Special Placement" in this field. If Section 1 was completed on a form obtained from the USCIS website, the form must be printed to enter this information. The parent, legal guardian or representative of the nonprofit organization, association or rehabilitation program completing Section 1 for the employee should review the instructions for Completing the Preparer and/or Translator Certification below. Refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) for more guidance on completion of Form I-9 for certain employees with disabilities.

**Today's Date:** Enter the date you signed Section 1 in this field. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014. A preparer or translator who assists the employee in completing Section 1 may enter the date the employee signed or made a mark to sign Section 1 in this field. Parents or legal guardians assisting minors (individuals under age 18) and parents, legal guardians or representatives of a nonprofit organization, association or rehabilitation program assisting certain employees with disabilities must enter the date they completed Section 1 for the employee.

### ***Completing the Preparer and/or Translator Certification***

If you did not use a preparer or translator to assist you in completing Section 1, you, the employee, must check the box marked **I did not use a Preparer or Translator**. If you check this box, leave the rest of the fields in this area blank.

If one or more preparers and/or translators assist the employee in completing the form using a computer, the preparer and/or translator must check the box marked "**A preparer(s) and/or translator(s) assisted the employee in completing Section 1**", then select the number of Certification areas needed from the dropdown provided. Any additional Certification areas generated will result in an additional page. [Form I-9 Supplement](#), Section 1 Preparer and/or Translator Certification can be separately downloaded from the USCIS Form I-9 webpage, which provides additional Certification areas for those completing Form I-9 using a computer who need more Certification areas than the 5 provided or those who are completing Form I-9 on paper. The first preparer and/or translator must complete all the fields in the Certification area on the same page the employee has signed. There is no limit to the number of preparers and/or translators an employee can use, but each additional preparer and/or translator must complete and sign a separate Certification area. Ensure the employee's last name, first name and middle initial are entered at the top of any additional pages. The employer must ensure that any additional pages are retained with the employee's completed Form I-9.

**Signature of Preparer or Translator:** Any person who helped to prepare or translate Section 1 of Form I-9 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. The Preparer and/or Translator Certification must also be completed if “Individual under Age 18” or “Special Placement” is entered in lieu of the employee’s signature in Section 1.

**Today's Date:** The person who signs the Preparer and/or Translator Certification must enter the date he or she signs in this field on the printed form. Do not backdate this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

**Last Name (*Family Name*):** Enter the full legal last name of the person who helped the employee in preparing or translating Section 1 in this field. The last name is also the family name or surname. If the preparer or translator has two last names or a hyphenated last name, include both names in this field.

**First Name (*Given Name*):** Enter the full legal first name of the person who helped the employee in preparing or translating Section 1 in this field. The first name is also the given name.

**Address (*Street Name and Number*):** Enter the street name and number of the current address of the residence of the person who helped the employee in preparing or translating Section 1 in this field. Addresses for residences in Canada or Mexico may be entered in this field. If the residence does not have a physical address, enter a description of the location of the residence, such as “3 miles southwest of Anytown post office near water tower.” If the residence is an apartment, enter the apartment number in this field.

**City or Town:** Enter the city, town or village of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the residence is not located in a city, town or village, enter the name of the county, township, reservation, etc., in this field. If the residence is in Canada, enter the city and province in this field. If the residence is in Mexico, enter the city and state in this field.

**State:** Enter the abbreviation of the state, territory or country of the preparer or translator’s residence in this field.

**ZIP Code:** Enter the 5-digit ZIP code of the residence of the person who helped the employee in preparing or translating Section 1 in this field. If the preparer or translator's residence is in Canada or Mexico, enter the 5- or 6-digit postal code.

***Presenting Form I-9 Documents***

Within 3 business days of starting work for pay, you must present to your employer documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before Thursday of that week. However, if you were hired to work for less than 3 business days, you must present documentation no later than the end of the first day of employment.

Choose which unexpired document(s) to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which document(s) you may present from the Lists of Acceptable Documents. You may present either one selection from List A or a combination of one selection from List B and one selection from List C. Some List A documents, which show both identity and employment authorization, are combination documents that must be presented together to be considered a List A document: for example, the foreign passport together with a Form I-94 containing an endorsement of the alien’s nonimmigrant status and employment authorization with a specific employer incident to such status. List B documents show identity only and List C documents show employment authorization only. If your employer participates in E-Verify and you present a List B document, the document must contain a photograph. If you present acceptable List A documentation, you should not be asked to present, nor should you provide, List B and List C documentation. If you present acceptable List B and List C documentation, you should not be asked to present, nor should you provide, List A documentation. If you are unable to present a document(s) from these lists, you may be able to present an acceptable receipt. Refer to the Receipts section below.

Your employer must review the document(s) you present to complete Form I-9. If your document(s) reasonably appears to be genuine and to relate to you, your employer must accept the documents. If your document(s) does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documents from the Lists of Acceptable Documents. Your employer may choose to make copies of your document(s), but must return the original(s) to you. Your employer must review your documents in your physical presence.

Your employer will complete the other parts of this form, as well as review your entries in Section 1. Your employer may ask you to correct any errors found. Your employer is responsible for ensuring all parts of Form I-9 are properly completed and is subject to penalties under federal law if the form is not completed correctly.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) for more guidance on minors and certain individuals with disabilities.

### ***Receipts***

If you do not have unexpired documentation from the Lists of Acceptable Documents, you may be able to present a receipt(s) in lieu of an acceptable document(s). New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. If your employer is reverifying your employment authorization, and you choose to present a receipt for reverification, you must present the receipt by the date your employment authorization expires. Receipts are not acceptable if employment lasts fewer than three business days.

There are three types of acceptable receipts:

1. A receipt showing that you have applied to replace a document that was lost, stolen or damaged. You must present the actual document within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.
2. The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual. You must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of admission.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. You must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security Card within 90 days from the date of hire or, in the case of reverification, within 90 days from the date your original employment authorization expires.

Receipts showing that you have applied for an initial grant of employment authorization, or for renewal of your expiring or expired employment authorization, are not acceptable.

## **Completing Section 2: Employer or Authorized Representative Review and Verification**

You, the employer, must ensure that all parts of Form I-9 are properly completed and may be subject to penalties under federal law if the form is not completed correctly. Section 1 must be completed no later than the end of the employee's first day of employment. You may not ask an individual to complete Section 1 before he or she has accepted a job offer. Before completing Section 2, you should review Section 1 to ensure the employee completed it properly. If you find any errors in Section 1, have the employee make corrections, as necessary and initial and date any corrections made.

You or your authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, you must review the employee's documentation and complete Section 2 on or before Thursday of that week. However, if you hire an individual for less than 3 business days, Section 2 must be completed no later than the end of the first day of employment.

## **Entering Employee Information from Section 1**

This area, titled, "Employee Info from Section 1" contains fields to enter the employee's last name, first name, middle initial exactly as he or she entered them in Section 1. This area also includes a Citizenship/Immigration Status field to enter the number of the citizenship or immigration status checkbox the employee selected in Section 1. These fields help to ensure that the two pages of an employee's Form I-9 remain together. When completing Section 2 using a computer, the number entered in the Citizenship/Immigration Status field provides drop-downs that directly relate to the employee's selected citizenship or immigration status.

## ***Entering Documents the Employee Presents***

You, the employer or authorized representative, must physically examine, in the employee's physical presence, the unexpired document(s) the employee presents from the Lists of Acceptable Documents to complete the Document fields in Section 2.

You cannot specify which document(s) an employee may present from these lists. If you discriminate in the Form I-9 process based on an individual's citizenship status, immigration status, or national origin, you may be in violation of the law and subject to sanctions such as civil penalties and be required to pay back pay to discrimination victims. A document is acceptable as long as it reasonably appears to be genuine and to relate to the person presenting it. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A documents show both identity and employment authorization. Some List A documents are combination documents that must be presented together to be considered a List A document, such as a foreign passport together with a Form I-94 containing an endorsement of the alien's nonimmigrant status.

List B documents show identity only, and List C documents show employment authorization only. If an employee presents a List A document, do not ask or require the employee to present List B and List C documents, and vice versa. If an employer participates in E-Verify and the employee presents a List B document, the List B document must include a photograph.

If an employee presents a receipt for the application to replace a lost, stolen or damaged document, the employee must present the replacement document to you within 90 days of the first day of work for pay, or in the case of reverification, within 90 days of the date the employee's employment authorization expired. Enter the word "Receipt" followed by the title of the receipt in Section 2 under the list that relates to the receipt.

When your employee presents the replacement document, draw a line through the receipt, then enter the information from the new document into Section 2. Other receipts may be valid for longer or shorter periods, such as the arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and a photograph of the individual, which is valid until the expiration date of the temporary I-551 stamp or, if there is no expiration date, valid for one year from the date of admission.

Ensure that each document is an unexpired, original (no photocopies, except for certified copies of birth certificates) document. Certain employees may present an expired employment authorization document, which may be considered unexpired, if the employee's employment authorization has been extended by regulation or a Federal Register Notice. Refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) or I-9 Central for more guidance on these special situations.

Refer to the M-274 for guidance on how to handle special situations, such as students (who may present additional documents not specified on the Lists) and H-1B and H-2A nonimmigrants changing employers.

Minors (individuals under age 18) and certain employees with disabilities whose parent, legal guardian or representative completed Section 1 for the employee are only required to present an employment authorization document from List C. Refer to the M-274 for more guidance on minors and certain persons with disabilities. If the minor's employer participates in E-Verify, the minor employee also must present a List B identity document with a photograph to complete Form I-9.

You must return original document(s) to the employee, but may make photocopies of the document(s) reviewed. Photocopying documents is voluntary unless you participate in E-Verify. E-Verify employers are only required to photocopy certain documents. If you are an E-Verify employer who chooses to photocopy documents other than those you are required to photocopy, you should apply this policy consistently with respect to Form I-9 completion for all employees. For more information on the types of documents that an employer must photocopy if the employer uses E-Verify, visit E-Verify's website at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). For non-E-Verify employers, if photocopies are made, they should be made consistently for ALL new hires and reverified employees.

Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or another federal government agency. You must always complete Section 2 by reviewing original documentation, even if you photocopy an employee's document(s) after reviewing the documentation. Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. You are still responsible for completing and retaining Form I-9.

**List A - Identity and Employment Authorization:** If the employee presented an acceptable document(s) from List A or an acceptable receipt for a List A document, enter the document(s) information in this column. If the employee presented a List A document that consists of a combination of documents, enter information from each document in that combination in a separate area under List A as described below. All documents must be unexpired. If you enter document information in the List A column, you should not enter document information in the List B or List C columns. If you complete Section 2 using a computer, a selection in List A will fill all the fields in the Lists B and C columns with N/A.

**Document Title:** If the employee presented a document from List A, enter the title of the List A document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviation to enter the document title or issuing authority. If the employee presented a combination of documents, use the second and third Document Title fields as necessary.

Full name of List A Document	Abbreviations
U.S. Passport	U.S. Passport
U.S. Passport Card	U.S. Passport Card
Permanent Resident Card (Form I-551)	Perm. Resident Card (Form I-551)
Alien Registration Receipt Card (Form I-551)	Alien Reg.Receipt Card (Form I-551)
Foreign passport containing a temporary I-551 stamp	1. Foreign Passport 2. Temporary I-551 Stamp
Foreign passport containing a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	1. Foreign Passport 2. Machine-readable immigrant visa (MRIV)
Employment Authorization Document (Form I-766)	Employment Auth. Document (Form I-766)
For a nonimmigrant alien authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status	1. Foreign Passport, work-authorized non-immigrant 2. Form I-94/I94A 3. "Form I-20" or "Form DS-2019"  Note: In limited circumstances, certain J-1 students may be required to present a letter from their Responsible Officer in order to work. Enter the document title, issuing authority, document number and expiration date from this document in the Additional Information field.
Passport from the Federated States of Micronesia (FSM) with Form I-94/I-94A	1. FSM Passport with Form I-94 2. Form I-94/I94A
Passport from the Republic of the Marshall Islands (RMI) with Form I-94/I94A	1. RMI Passport with Form I-94 2. Form I-94/I94A
Receipt: The arrival portion of Form I-94/I-94A containing a temporary I-551 stamp and photograph	Receipt: Form I-94/I-94A w/I-551 stamp, photo
Receipt: The departure portion of Form I-94/I-94A with an unexpired refugee admission stamp	Receipt: Form I-94/I-94A w/refugee stamp
Receipt for an application to replace a lost, stolen or damaged Permanent Resident Card (Form I-551)	Receipt replacement Perm. Res. Card (Form I-551)
Receipt for an application to replace a lost, stolen or damaged Employment Authorization Document (Form I-766)	Receipt replacement EAD (Form I-766)
Receipt for an application to replace a lost, stolen or damaged foreign passport with Form I-94/I-94A that contains an endorsement of the alien's nonimmigrant status	1. Receipt: Replacement Foreign Passport, work-authorized nonimmigrant 2. Receipt: Replacement Form I-94/I-94A 3. Form I-20 or Form DS-2019, if presented
Receipt for an application to replace a lost, stolen or damaged passport from the Federated States of Micronesia with Form I-94/I-94A	1. Receipt: Replacement FSM Passport with Form I-94 2. Receipt: Replacement Form I-94/I-94A
Receipt for an application to replace a lost, stolen or damaged passport from the Republic of the Marshall Islands with Form I-94/I-94A	1. Receipt: Replacement RMI Passport with Form I-94 2. Receipt: Replacement Form I-94/I-94A

**Issuing Authority:** Enter the issuing authority of the List A document or receipt. The issuing authority is the specific entity that issued the document. If the employee presented a combination of documents, use the second and third Issuing Authority fields as necessary.

**Document Number:** Enter the document number, if any, of the List A document or receipt presented. If the document does not contain a number, enter N/A in this field. If the employee presented a combination of documents, use the second and third Document Number fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the Student and Exchange Visitor Information System (SEVIS) number in the third Document Number field exactly as it appears on the Form I-20 or the DS-2019.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the List A document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. If the document uses text rather than a date to indicate when it expires, enter the text as shown on the document, such as “D/S”(which means, “duration of status”). For a receipt, enter the expiration date of the receipt validity period as described above. If the employee presented a combination of documents, use the second and third Expiration Date fields as necessary. If the document presented was a Form I-20 or DS-2019, enter the program end date here.

**List B - Identity:** If the employee presented an acceptable document from List B or an acceptable receipt for the application to replace a lost, stolen, or destroyed List B document, enter the document information in this column. If a parent or legal guardian attested to the identity of an employee who is an [individual under age 18](#) or certain [employees with disabilities](#) in Section 1, enter either "Individual under age 18" or "Special Placement" in this field. Refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) for more guidance on individuals under age 18 and certain person with disabilities.

If you enter document information in the List B column, you must also enter document information in the List C column. If an employee presents acceptable List B and List C documents, do not ask the employees to present a List A document. No entries should be made in the List A column. If you complete Section 2 using a computer, a selection in List B will fill all the fields in the List A column with N/A.

**Document Title:** If the employee presented a document from List B, enter the title of the List B document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority.

Full name of List B Document	Abbreviations
Driver's license issued by a State or outlying possession of the United States	Driver's license issued by state/territory
ID card issued by a State or outlying possession of the United States	ID card issued by state/territory
ID card issued by federal, state, or local government agencies or entities	Government ID
School ID card with photograph	School ID
Voter's registration card	Voter registration card
U.S. Military card	U.S. Military card
U.S. Military draft record	U.S. Military draft record
Military dependent's ID card	Military dependent's ID card
U.S. Coast Guard Merchant Mariner Card	USCG Merchant Mariner card
Native American tribal document	Native American tribal document
Driver's license issued by a Canadian government authority	Canadian driver's license
School record (for persons under age 18 who are unable to present a document listed above)	School record (under age 18)
Report card (for persons under age 18 who are unable to present a document listed above)	Report Card (under age 18)
Clinic record (for persons under age 18 who are unable to present a document listed above)	Clinic record (under age 18)
Doctor record (for persons under age 18 who are unable to present a document listed above)	Doctor record (under age 18)
Hospital record (for persons under age 18 who are unable to present a document listed above)	Hospital record (under age 18)
Day-care record (for persons under age 18 who are unable to present a document listed above)	Day-care record (under age 18)
Nursery school record (for persons under age 18 who are unable to present a document listed above)	Nursery school record (under age 18)

Full name of List B Document	Abbreviations
Individual under age 18 endorsement by parent or guardian	Individual under Age 18
Special placement endorsement for persons with disabilities	Special Placement
Receipt for the application to replace a lost, stolen or damaged Driver's License issued by a State or outlying possession of the United States	Receipt: Replacement driver's license
Receipt for the application to replace a lost, stolen or damaged ID card issued by a State or outlying possession of the United States	Receipt: Replacement ID card
Receipt for the application to replace a lost, stolen or damaged ID card issued by federal, state, or local government agencies or entities	Receipt: Replacement Gov't ID
Receipt for the application to replace a lost, stolen or damaged School ID card with photograph	Receipt: Replacement School ID
Receipt for the application to replace a lost, stolen or damaged Voter's registration card	Receipt: Replacement Voter reg. card
Receipt for the application to replace a lost, stolen or damaged U.S. Military card	Receipt: Replacement U.S. Military card
Receipt for the application to replace a lost, stolen or damaged Military dependent's ID card	Receipt: Replacement U.S. Military dep. card
Receipt for the application to replace a lost, stolen or damaged U.S. Military draft record	Receipt: Replacement Military draft record
Receipt for the application to replace a lost, stolen or damaged U.S. Coast Guard Merchant Mariner Card	Receipt: Replacement Merchant Mariner card
Receipt for the application to replace a lost, stolen or damaged Driver's license issued by a Canadian government authority	Receipt: Replacement Canadian DL
Receipt for the application to replace a lost, stolen or damaged Native American tribal document	Receipt: Replacement Native American tribal doc
Receipt for the application to replace a lost, stolen or damaged School record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement School record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Report card (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Report card (under age 18)
Receipt for the application to replace a lost, stolen or damaged Clinic record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Clinic record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Doctor record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Doctor record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Hospital record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Hospital record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Day-care record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Day-care record (under age 18)
Receipt for the application to replace a lost, stolen or damaged Nursery school record (for persons under age 18 who are unable to present a document listed above)	Receipt: Replacement Nursery school record (under age 18)

**Issuing Authority:** Enter the issuing authority of the List B document or receipt. The issuing authority is the entity that issued the document. If the employee presented a document that is issued by a state agency, include the state as part of the issuing authority.

**Document Number:** Enter the document number, if any, of the List B document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the List B document. The document is not acceptable if it has already expired. If the document does not contain an expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.

**List C - Employment Authorization:** If the employee presented an acceptable document from List C, or an acceptable receipt for the application to replace a lost, stolen, or destroyed List C document, enter the document information in this column. If you enter document information in the List C column, you must also enter document information in the List B column. If an employee presents acceptable List B and List C documents, do not ask the employee to present a list A document. No entries should be made in the List A column.

**Document Title:** If the employee presented a document from List C, enter the title of the List C document or receipt in this field. The abbreviations provided are available in the dropdown when the form is completed on a computer. When completing the form on paper, you may choose to use these abbreviations or any other common abbreviations to document the document title or issuing authority. If you are completing the form on a computer, and you select an Employment authorization document issued by DHS, the field will populate with List C#8 and provide a space for you to enter a description of the documentation the employee presented. Refer to the M-274 for guidance on entering List C #8 documentation.

Full name of List C Document	Abbreviations
Social Security Account Number card without restrictions	(Unrestricted) Social Security Card
Certification of Birth Abroad (Form FS-545)	Form FS-545
Certification of Report of Birth (Form DS-1350)	Form DS-1350
Original or certified copy of a U.S. birth certificate bearing an official seal	Birth Certificate
Native American tribal document	Native American tribal document
U.S. Citizen ID Card (Form I-197)	Form I-197
Identification Card for use of Resident Citizen in the United States (Form I-179)	Form I-179
<a href="#">Employment authorization document issued by DHS (List C #8)</a>	Employment Auth. document (DHS) List C #8
Receipt for the application to replace a lost, stolen or damaged Social Security Account Number Card without restrictions	Receipt: Replacement Unrestricted SS Card
Receipt for the application to replace a lost, stolen or damaged Original or certified copy of a U.S. birth certificate bearing an official seal	Receipt: Replacement Birth Certificate
Receipt for the application to replace a lost, stolen or damaged Native American Tribal Document	Receipt: Replacement Native American Tribal Doc.
Receipt for the application to replace a lost, stolen or damaged Employment Authorization Document issued by DHS	Receipt: Replacement Employment Auth. Doc. (DHS)

**Issuing Authority:** Enter the issuing authority of the List C document or receipt. The issuing authority is the entity that issued the document.

**Document Number:** Enter the document number, if any, of the List C document or receipt exactly as it appears on the document. If the document does not contain a number, enter N/A in this field.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the List C document. The document is not acceptable if it has already expired, unless USCIS has extended the expiration date on the document. For instance, if a conditional resident presents a Form I-797 extending his or her conditional resident status with the employee's expired Form I-551, enter the future expiration date as indicated on the Form I-797. If the document has no expiration date, enter N/A in this field. For a receipt, enter the expiration date of the receipt validity period as described in the Receipt section above.

**Additional Information:** Use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extensions for Temporary Protected Status beneficiaries, F-1 OPT STEM students, CAP-GAP, H-1B and H-2A employees continuing employment with the same employer or changing employers, and other nonimmigrant categories that may receive extensions of stay
- Additional document(s) that certain nonimmigrant employees may present
- Discrepancies that E-Verify employers must notate when participating in the IMAGE program
- Employee termination dates and form retention dates
- E-Verify case number, which may also be entered in the margin or attached as a separate sheet per E-Verify requirements and your chosen business process.
- Any other comments or notations necessary for the employer's business process

You may leave this field blank if the employee's circumstances do not require additional notations.

## Entering Information in the Employer Certification

**Employee's First Day of Employment:** Enter the employee's first day of employment as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy).

**Signature of Employer or Authorized Representative:** Review the form for accuracy and completeness. The person who physically examines the employee's original document(s) and completes Section 2 must sign his or her name in this field. If you used a form obtained from the USCIS website, you must print the form to sign your name in this field. By signing Section 2, you attest under penalty of perjury (28 U.S.C. § 1746) that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 2 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

**Today's Date:** The person who signs Section 2 must enter the date he or she signed Section 2 in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print the form to write the date in this field. Enter the date as a 2-digit month, 2-digit day and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

**Title of Employer or Authorized Representative:** Enter the title, position or role of the person who physically examines the employee's original document(s), completes and signs Section 2.

**Last Name of the Employer or Authorized Representative:** Enter the full legal last name of the person who physically examines the employee's original documents, completes and signs Section 2. Last name refers to family name or surname. If the person has two last names or a hyphenated last name, include both names in this field.

**First Name of the Employer or Authorized Representative:** Enter the full legal first name of the person who physically examines the employee's original documents, completes, and signs Section 2. First name refers to the given name.

**Employer's Business or Organization Name:** Enter the name of the employer's business or organization in this field.

**Employer's Business or Organization Address (Street Name and Number):** Enter an actual, physical address of the employer. If your company has multiple locations, use the most appropriate address that identifies the location of the employer. Do not provide a P.O. Box address.

**City or Town:** Enter the city or town for the employer's business or organization address. If the location is not a city or town, you may enter the name of the village, county, township, reservation, etc. that applies.

**State:** Enter the two-character abbreviation of the state for the employer's business or organization address.

**ZIP Code:** Enter the 5-digit ZIP code for the employer's business or organization address.

## Completing Section 3: Reverification and Rehires

Section 3 applies to both reverification and rehires. When completing this section, you must also complete the Last Name, First Name and Middle Initial fields in the Employee Info from Section 1 area at the top of Section 2, leaving the Citizenship/Immigration Status field blank. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the new name in Block A.

### Reverification

Reverification in Section 3 must be completed prior to the earlier of:

- The expiration date, if any, of the employment authorization stated in Section 1, or
- The expiration date, if any, of the List A or List C employment authorization document recorded in Section 2 (with some exceptions listed below).

Some employees may have entered "N/A" in the expiration date field in Section 1 if they are aliens whose employment authorization does not expire, e.g. asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau. Reverification does not apply for such employees unless they choose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

You should not reverify U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551). Reverification does not apply to List B documents.

For reverification, an employee must present an unexpired document(s) (or a receipt) from either List A or List C showing he or she is still authorized to work. You CANNOT require the employee to present a particular document from List A or List C. The employee is also not required to show the same type of document that he or she presented previously. See specific instructions on how to complete Section 3 below.

## Rehires

If you rehire an employee within three years from the date that the Form I-9 was previously executed, you may either rely on the employee's previously executed Form I-9 or complete a new Form I-9.

If you choose to rely on a previously completed Form I-9, follow these guidelines.

- If the employee remains employment authorized as indicated on the previously executed Form I-9, the employee does not need to provide any additional documentation. Provide in Section 3 the employee's rehire date, any name changes if applicable, and sign and date the form.
- If the previously executed Form I-9 indicates that the employee's employment authorization from Section 1 or employment authorization documentation from Section 2 that is subject to reverification has expired, then reverification of employment authorization is required in Section 3 in addition to providing the rehire date. If the previously executed Form I-9 is not the current version of the form, you must complete Section 3 on the current version of the form.
- If you already used Section 3 of the employee's previously executed Form I-9, but are rehiring the employee within three years of the original execution of Form I-9, you may complete Section 3 on a new Form I-9 and attach it to the previously executed form.

Employees rehired after three years of original execution of the Form I-9 must complete a new Form I-9.

Complete each block in Section 3 as follows:

**Block A - New Name:** If an employee who is being reverified or rehired has also changed his or her name since originally completing Section 1 of this form, complete this block with the employee's new name. Enter only the part of the name that has changed, for example: if the employee changed only his or her last name, enter the last name in the Last Name field in this Block, then enter N/A in the First Name and Middle Initial fields. If the employee has not changed his or her name, enter N/A in each field of Block A.

**Block B - Date of Rehire:** Complete this block if you are rehiring an employee within three years of the date Form I-9 was originally executed. Enter the date of rehire in this field. Enter N/A in this field if the employee is not being rehired.

**Block C -** Complete this block if you are reverifying expiring or expired employment authorization or employment authorization documentation of a current or rehired employee. Enter the information from the List A or List C document(s) (or receipt) that the employee presented to reverify his or her employment authorization. All documents must be unexpired.

**Document Title:** Enter the title of the List A or C document (or receipt) the employee has presented to show continuing employment authorization in this field.

**Document Number:** Enter the document number, if any, of the document you entered in the Document Title field exactly as it appears on the document. Enter N/A if the document does not have a number.

**Expiration Date (if any) (mm/dd/yyyy):** Enter the expiration date, if any, of the document you entered in the Document Title field as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). If the document does not contain an expiration date, enter N/A in this field.

**Signature of Employer or Authorized Representative:** The person who completes Section 3 must sign in this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to sign your name in this field. By signing Section 3, you attest under penalty of perjury (28 U.S.C. §1746) that you have examined the documents presented by the employee, that the document(s) reasonably appear to be genuine and to relate to the employee named, that to the best of your knowledge the employee is authorized to work in the United States, that the information you entered in Section 3 is complete, true and correct to the best of your knowledge, and that you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

**Today's Date:** The person who completes Section 3 must enter the date Section 3 was completed and signed in this field. Do not backdate this field. If you used a form obtained from the USCIS website, you must print Section 3 of the form to enter the date in this field. Enter the date as a 2-digit month, 2-digit day, and 4-digit year (mm/dd/yyyy). For example, enter January 8, 2014 as 01/08/2014.

**Name of Employer or Authorized Representative:** The person who completed, signed and dated Section 3 must enter his or her name in this field.

### **What is the Filing Fee?**

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the "USCIS Privacy Act Statement" below.

### **USCIS Forms and Information**

For additional guidance about Form I-9, employers and employees should refer to the *Handbook for Employers: Guidance for Completing Form I-9 (M-274)* or USCIS' Form I-9 website at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central).

You can also obtain information about Form I-9 by e-mailing USCIS at [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov), or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

You may download and obtain the English and Spanish versions of Form I-9, the *Handbook for Employers*, or the instructions to Form I-9 from the USCIS website at <https://www.uscis.gov/i-9>. To complete Form I-9 on a computer, you will need the latest version of Adobe Reader, which can be downloaded for free at <http://get.adobe.com/reader/>. You may order USCIS forms by calling our toll-free number at 1-800-870-3676. You may also obtain forms and information by contacting the USCIS National Customer Service Center at 1-800-375-5283 or 1-800-767-1833 (TTY).

Information about E-Verify, a fast, free, internet-based system that allows businesses to determine the eligibility of their employees to work in the United States, can be obtained from the USCIS website at <http://www.uscis.gov/e-verify>, by e-mailing USCIS at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or by calling 1-888-464-4218 or 1-877-875-6028 (TTY).

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling 1-888-897-7781 or 1-877-875-6028 (TTY).

### **Photocopying Blank and Completed Forms I-9 and Retaining Completed Forms I-9**

Employers may photocopy or print blank Forms I-9 for future use. All pages of the instructions and Lists of Acceptable Documents must be available, either in print or electronically, to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer and for a specified period after employment has ended. Employers are required to retain the pages of the form on which the employee and employer entered data. If copies of documentation presented by the employee are made, those copies must also be retained. Once the individual's employment ends, the employer must retain this form and attachments for either 3 years after the date of hire (i.e., first day of work for pay) or 1 year after the date employment ended, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is 3 years after the date of hire (i.e., first day of work for pay).

Forms I-9 obtained from the USCIS website that are not printed and signed manually (by hand) are not considered complete. In the event of an inspection, retaining incomplete forms may make you subject to fines and penalties associated with incomplete forms.

Employers should ensure that information employees provide on Form I-9 is used only for Form I-9 purposes. Completed Forms I-9 and all accompanying documents should be stored in a safe, secure location.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

## USCIS Privacy Act Statement

**AUTHORITIES:** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC § 1324a).

**PURPOSE:** This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

**DISCLOSURE:** Providing the information collected by this form is voluntary. However an employer should not continue to employ an individual without a completed form. Failure of the employer to prepare and/or ensure proper completion of this form for each employee hired in the United States after November 6, 1986 or in the Commonwealth of the Mariana Islands after November 27, 2011, may subject the employer to civil and/or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

**ROUTINE USES:** This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer must retain this form for the required period and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, when completing the form manually, and 26 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## Perry Law Firm Annual Policy Update Service

**To:** Paul Calvert, Administrator, ESU 15  
**From:** Gregory H. Perry and Justin J. Knight  
**Date:** January 11, 2017  
**Re:** Annual Policy Update – First Installment

Although we usually provide our Annual Policy Update during the early summer months, several legal updates require attention prior to the end of the school year. As a result, we provide this first installment to you so that you may begin planning for these legal updates. For instance, the USDA's Final Wellness Regulations (adopted on July 29, 2016) require that public school districts take measures to adopt a "Final Wellness Policy" not later than **June 30, 2017**. These requirements apply to districts that receive federal monies for breakfast and lunch programs. The USDA also requires a "local meal charge policy" in place not later than **July 1, 2017**. The Nebraska Department of Education updated its Safety and Security Standards' Self-Assessment guidelines in June 2016 and require that an assessment be completed by **August 31, 2017**. Although these deadlines may seem far away, the prerequisites to finalizing and adopting these policies require that you begin preparing in the near future.

After the 2017 Nebraska legislative session ends, we will provide you with a second installment of our Annual Policy Update.

### 1. Final Wellness Regulations

The Final Wellness Regulations require that each district have a wellness policy. Within the policy, the following content must be included:

- i. **Wellness Goals:** Specific goals for activities that promote wellness
- ii. **Foods Provided:** Standards for foods/beverages provided, but not sold, to students during the school day (e.g. class party)
- iii. **Sold Foods:** Standards for food/beverages sold to students (includes school meals and competitive foods)
- iv. **Leadership:** School official(s) responsible for implementation
- v. **Public Involvement:** Manner in which people are provided an opportunity to participate
- vi. **Measurement:** Plan for measuring and public notice

**A. Model Policy (Policy No. 5417)**

Under the Final Wellness Regulations, every three years, NDE will audit every district's breakfast and lunch programs. As part of this triennial audit, NDE must compare the district's Wellness policy against the Alliance for a Healthier Generation's "Model Wellness Policy." As such, we have based our Policy No. 5417 off of the Alliance for a Healthier Generation's "Model Wellness Policy."

Policy No. 5417 includes three different "concepts": (1) required provisions (provisions that you cannot modify or remove from your policy); (2) required "concepts" that you may create or modify; and (3) "concepts" that are optional (that your district may modify or remove). To help you understand the different "concepts," we have color-coded different provisions of the policy.

**i. Mandatory Policy Provisions**

Provisions in **red** are mandatory. These provisions must be included in your policy and cannot be modified or deleted.

Note that, under these required provisions, you must:

- Convene a meeting with district stakeholders to discuss and consider the terms of your Wellness Policy;
- Maintain records of your compliance with your Wellness Policy;
- Annually notify the public of your compliance with your Wellness Policy (we recommend that districts create a section on its website devoted to its Wellness Policy compliance);
- Assess the district's progress with its Wellness Policy at least every three years.

**ii. Mandatory Policy Concepts**

Headings that are **highlighted in yellow** indicate that you are required to keep the headings, but you may modify the content within said heading as you wish. For example, you are required to have a provision in your Final Wellness Policy on foods provided to students. In turn, under the **Celebration and Rewards** heading, you may keep the language currently within the model policy, or you can remove the current language and replace the language (such as "The District will encourage all staff to ensure that all foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, subject to appropriate exceptions made by the Superintendent.")

iii. **Optional Policy Concepts**

Provisions in **blue** are optional. Your district may or may not want to include some or all of these provisions in your policy.

B. **Moving Forward**

From this point on, your district will need to begin considering your Wellness Policy. You will need to convene a meeting with stakeholders to consider the “mandatory policy concepts” and “optional policy concepts” provisions, so that your final Wellness Policy can be adopted by June 30, 2017.

2. **Local Meal Charge Policy**

By July 1, 2017, you are required to establish a “local meal charge policy.” The policy, as drafted, meets the minimum requirements set forth by the USDA. However, districts may want to add items to their local meal charge policy, such as a statement that the district intends to counsel and work closely with families with delinquent accounts. Each district should carefully review this policy with staff members who work with free and reduced meal students, including food service professionals and business services personnel, to ensure that the district will make any necessary changes and be in compliance by July 1, 2017.

3. **Safety Plan**

The revised Safety Plan Policy reflects NDE’s new Safety and Security Standards, adopted June 3, 2016. Each district is required to conduct an assessment of the security at each public school building by **August 31, 2017**. A key focus within NDE’s assessment is a district’s policy on safety and security standards. As such, the Safety Plan Policy is lengthy due to the importance of policies under NDE’s Safety and Security Standards. We suspect that this Safety Plan Policy may require revisions on a district-by-district basis. This could be problematic, given the deadline to comply. Thus, we are offering a **free webinar at 10:00 a.m. on January 31, 2017** through the Nebraska Council of School Administrators to walk through NDE’s new Safety and Security Standards assessment and our Safety Plan Policy. All administrators and school board members are encouraged to attend this free event. Please look for communication from the NCSA to sign up for this webinar.

4. **Employment Eligibility Verification**

In November 2016, the U.S. Citizenship and Immigration Services published its new I-9 form. Employers may immediately begin using the new form for new hires and reverifications,

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First Installment

January 11, 2017

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and **must stop using the old form** (identified as version “03/08/13” in the lower left corner) **by January 21, 2017**.

All employers—public and private—must complete a Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986 to work in the United States. Employers are not required to complete new forms for existing employees or prepare new forms to replace existing forms.

Copies of the Employment Eligibility Verification Form I-9 and Instructions are attached. They can also be accessed on-line at <https://www.uscis.gov/i-9>.

Should you have any questions about any of these policies or the underlying legal regulations and requirements, please do not hesitate to contact us.