

Board of Education Regular Meeting
Tuesday, June 12, 2018 6:00 PM

Conference Room
520 East 9th Street
Imperial, NE 69033

Agenda

- I. Call to Order
- II. Open Meetings Notification
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Approval of Financial Report
- VII. Public Comment
- VIII. Reports
 1. Activity Director
 2. Principals
 3. Superintendent
- IX. Action Items
 1. Take all necessary action to approve all resignations and appointments
 2. Take all necessary action to accept the bid from Moul's Modern Builders for exterior doors for \$65,470 and for exterior doors for \$84,268 from Larry's Glass in North Platte for a total of \$149,738.
 3. Take all necessary action to approve the purchase of an International bus for \$77,890 plus \$600 upgrade to a 240hp engine.
- X. Discussion Items
 1. Annual Review of Policy JIA - Violence Free/Anti-Bullying Policy
 2. 2018-19 Student/Parent Handbooks.
 3. Replacement flooring for walking track and hallways
 4. First reading 2018-19 policy updates
- XI. Adjourn

Board of Education Regular Meeting Tuesday, May 8, 2018 6:00 PM Conference Room
520 East 9th Street Imperial, NE 69033 Attendance Taken at 6:00 PM. Josh Fries: Present Karl Meeske: Present Jeff Olsen: Present Willy O'Neil: Present Dan Reeves: Absent Penny Strand: Present Sheila Stromberger: Present Carrie Terryberry: Absent Steve Wallin: Absent updated to Present at 6:05 pm.

1. Call to Order
2. Open Meetings Notification
3. Pledge of Allegiance
4. Approval of Agenda Motion to approve the agenda as presented Passed with a motion by Karl Meeske and a second by Penny Strand. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Absent
5. Approval of Minutes Motion to approve the minutes as presented Passed with a motion by Sheila Stromberger and a second by Penny Strand. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Absent
6. Approval of Financial Report Motion to approve the financial report as presented in the amount of \$630,434.72 Passed with a motion by Karl Meeske and a second by Penny Strand. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Yea
7. Public Comment President Olsen wanted to say thank you to all staff in appreciation of Educator's week.
8. Reports
 - 8.1. Activity Director AD Hauxwell noted vocal concert 7th-12th was Monday, HS academic awards to celebrate 9-12 achievements will be Wednesday, May 9th at 2:45 PM in the auditorium. Show Choir Concert (End of the Year Concert) Friday May 11th, District track at Sutherland will require 2 buses Thursday May 10th. Hauxwell noted camps are lining up for summer. He mentioned Randy Ross from Specialty Installation will be coming out to review bleachers. They will be working in Bridgeport and can swing on down here to save us mileage. Lastly, Unitech from North Platte will be here over the 4th of July to finish the shorthorn and longhorn gym floors.
 - 8.2. Principals Prin. Odens noted Farm Safety Day was offered this year for our K-6 students. It was held on Monday, May 7th at the Fairgrounds. Wauneta-Palisade and some home-schooled students attended as well. There were 489 students in attendance. This morning, May 8th Katy Miller- Meister in association with Farm Safety Day spoke to the 7-12 graders at Chase County as well as Wauneta-Palisade. She talked to them about internet safety and protecting themselves while on-line. We will be having our end of the year assembly, May 15th at 2:30 in the Longhorn gym to celebrate Jump Rope for Heart and Hoops for Heart. The PTO will be handing out medals, t- shirts, and certificates for the students that participated in the running club this spring. The students will also receive recognition for Accelerated Reader. Kindergarten Round-Up was held Friday, May 4th. We are anticipating 45 kindergarteners next year. Kindergarten Graduation will be held in the Longhorn Gym on Friday, May 11th at 1:30. We will be using the "big" stage and the set up for the High School graduation. We will be having our Middle School end of the year assembly to hand out awards based on the Habitudes on the last day of school at 8:15 in the auditorium. We will be sending a team of ten to the initial PBIS training in North Platte on May 29th and 30th. The students and teachers continue to be busy finishing up the school year. We have several classes going on field trips and planning fun end of the year activities. Prin. Scheel added last day for seniors will be Thursday with graduation rehearsal happening Friday morning. We wish them the best in their futures! Lastly, Scheel has met and will continue to meet with members of the Marzano and RTI teams to set goals and priorities for those groups so that the transition to next year will be as smooth as possible.

8.3. Student Board Member – No member present.

8.4 Superintendentt 1. 17th NDE Lunch audit 2. CDC Reporting 3. Working on bids for flooring and bus purchase. 4. Still waiting on door bids, but we are getting closer. 5. Dallas, Doug and I poured a pad of concrete for the bus barn. 6. Working on document disposal and records retention

9. Action Items

9.1. Take all necessary action to approve the 2018 proposed list of graduates. Motion to approve 2018 list of proposed graduates Passed with a motion by Willy O'Neil and a second by Karl Meeske. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Yea

9.2. Take all necessary action to approve all resignations and appointments Motion to approve resignations as proposed Passed with a motion by Karl Meeske and a second by Penny Strand. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Yea Discussion: Resignations from Taren Hendricks-Elementary and Mercedes Hauxwell-Spanish Member O'Neil mentioned he had a student in Ms. Hendricks class and how much he appreciated what she has done at CCS.

9.3. Take all necessary action to approve the LSI contract renewal. Motion to approve LSI contract renewal Passed with a motion by Sheila Stromberger and a second by Willy O'Neil. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Yea Discussion: Supt. Lefdal did a brief summary of the highlights of the contract including equipment concerns, pricing, and projections.

9.4. Take all necessary action to approve the 2018-19 school lunch prices. Motion to approve increases as recommended to \$.10 k-8 and \$.05 9-12 and \$.10 for adult Passed with a motion by Steve Wallin and a second by Josh Fries. Josh Fries: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Penny Strand: Yea, Sheila Stromberger: Yea, Steve Wallin: Yea Discussion: Supt. Lefdal noted he ran numbers through the recommended state's pricing tool. Note original motion of \$.15 k-8 and \$.05 9-12 and \$.10 for adult increases was subsequently amended through member discussion.

10. Discussion Items

10.1. Student/parent handbooks Discussion: Administration with Board will continue full reviews considering elementary, MS & HS.

11. Adjourn - Meeting adjourned at 6:39 pm.

Board President

Board Secretary

June 2018 Activity Report

| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
|-------------|------------|----------------------------|-------------------------------------|---|----------------|----------------|--------------|
| 09 | 09-9001 | CCHS Athletics | \$1,279.82 | \$244.09 | \$0.00 | \$1,035.73 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: rSchoolToday | Expenditure For Invoice=38279; Type=Direct; Vendor=rSchoolToday | \$236.40 | \$0.00 | \$1,516.22 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Employee: Dinnel, Bradley | Expenditure For Invoice=PEV05152018; Type=Employee; Vendor=Dinnel, Bradley | \$7.69 | \$0.00 | \$1,287.51 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9004 | CCHS Volleyball | (\$1,746.72) | \$183.00 | \$0.00 | (\$1,929.72) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Country Inn and Suites | Expenditure For Invoice=3402; Type=Direct; Vendor=Country Inn and Suites | \$93.00 | \$0.00 | (\$1,653.72) |
| 5/24/2018 | 00015630 | AP Voucher: ACT05242018 | Vendor: Hastings College Volleyball | Expenditure For Invoice=BroncoVBCoachesWrkshp; Type=Direct; Vendor=Hastings College Volleyball | \$90.00 | \$0.00 | (\$1,656.72) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9006 | CCHS Basketball- | (\$859.49) | \$30.19 | \$0.00 | (\$889.68) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Employee: Dinnel, Bradley | Expenditure For Invoice=PEV05152018; Type=Employee; Vendor=Dinnel, Bradley | \$7.69 | \$0.00 | (\$851.80) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Evelyn Mitchell | Expenditure For Invoice=BBGATE2017-18; Type=Direct; Vendor=Evelyn Mitchell | \$7.50 | \$0.00 | (\$851.99) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Carol Kunneman | Expenditure For Invoice=GateHelp2017-18; Type=Direct; Vendor=Carol Kunneman | \$15.00 | \$0.00 | (\$844.49) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9007 | CCHS Basketball- | (\$577.56) | \$22.50 | \$0.00 | (\$600.06) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Carol Kunneman | Expenditure For Invoice=GateHelp2017-18; Type=Direct; Vendor=Carol Kunneman | \$15.00 | \$0.00 | (\$562.56) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Evelyn Mitchell | Expenditure For Invoice=BBGATE2017-18; Type=Direct; Vendor=Evelyn Mitchell | \$7.50 | \$0.00 | (\$570.06) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9008 | CCHS Wrestling | (\$2,080.00) | \$30.00 | \$0.00 | (\$2,110.00) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Carol Kunneman | Expenditure For Invoice=GateHelp2017-18; Type=Direct; Vendor=Carol Kunneman | \$30.00 | \$0.00 | (\$2,050.00) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9009 | CCHS Track-Girls | (\$1,731.76) | \$209.71 | \$0.00 | (\$1,941.47) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: SHS | Expenditure For Invoice=TRACK05102048; Type=Direct; Vendor=Sutherland High School | \$20.00 | \$0.00 | (\$1,711.76) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Chase County PTO | Expenditure For Invoice=TRACKmeals; Type=Direct; Vendor=Chase County PTO | \$89.00 | \$0.00 | (\$1,642.76) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$28.54 | \$0.00 | (\$1,703.22) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Employee: Dinnel, Bradley | Expenditure For Invoice=PEV05152018; Type=Employee; Vendor=Dinnel, Bradley | \$7.17 | \$0.00 | (\$1,724.59) |

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| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Dundy County Stratton School | Expenditure For Invoice=05042018; Type=Direct Vendor=Dundy County Stratton | \$65.00 | \$0.00 | (\$1,666.76) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-901 | Cash Account | \$307,596.02 | \$20,183.80 | \$26,601.44 | \$301,178.38 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015597 | AP Voucher: ACT05162018 | | Disbursement for Voucher: ACT05162018; Fund=09 | \$0.00 | \$6,888.51 | \$300,707.51 |
| 5/23/2018 | 00015631 | AP Voucher: ACT05232018 | | Disbursement for Voucher: ACT05232018; Fund=09 | \$0.00 | \$9,359.86 | \$298,236.16 |
| 5/24/2018 | 00015632 | AP Voucher: ACT05242018 | | Disbursement for Voucher: ACT05242018; Fund=09 | \$0.00 | \$90.00 | \$307,506.02 |
| 5/29/2018 | 00015637 | Batch: 1525 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1525:Receipt No : 00001 | \$1,610.00 | \$0.00 | \$309,206.02 |
| 5/29/2018 | 00015638 | Batch: 1526 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1526:Receipt No : 00001 | \$108.65 | \$0.00 | \$307,704.67 |
| 5/29/2018 | 00015639 | Batch: 1527 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1527:Receipt No : 00001 | \$2,773.65 | \$0.00 | \$310,369.67 |
| 5/29/2018 | 00015640 | Batch: 1528 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1528:Receipt No : 00001 | \$2,235.00 | \$0.00 | \$309,831.02 |
| 5/29/2018 | 00015641 | Batch: 1529 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1529:Receipt No : 00001 | \$130.00 | \$0.00 | \$307,726.02 |
| 5/29/2018 | 00015642 | Batch: 1530 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1530:Receipt No : 00001 | \$50.00 | \$0.00 | \$307,646.02 |
| 5/29/2018 | 00015642 | Batch: 1530 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1530:Receipt No : 00002 | \$19.00 | \$0.00 | \$307,615.02 |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00001 | \$50.00 | \$0.00 | \$307,646.02 |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00002 | \$95.00 | \$0.00 | \$307,691.02 |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00003 | \$108.00 | \$0.00 | \$307,704.02 |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00004 | \$1,000.00 | \$0.00 | \$308,596.02 |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00001 | \$58.00 | \$0.00 | \$307,654.02 |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00002 | \$40.00 | \$0.00 | \$307,636.02 |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00003 | \$15.00 | \$0.00 | \$307,611.02 |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00004 | \$25.00 | \$0.00 | \$307,621.02 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00004 | \$2,312.93 | \$0.00 | \$309,908.95 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00005 | \$42.00 | \$0.00 | \$307,638.02 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00006 | \$250.00 | \$0.00 | \$307,846.02 |
| 5/10/2018 | 00015578 | Batch: 1510 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1510:Receipt No : 00001 | \$1,560.00 | \$0.00 | \$309,156.02 |
| 5/10/2018 | 00015579 | Batch: 1511 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1511:Receipt No : 00001 | \$210.00 | \$0.00 | \$307,806.02 |
| 5/10/2018 | 00015580 | Batch: 1512 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1512:Receipt No : 00001 | \$31.50 | \$0.00 | \$307,627.52 |
| 5/10/2018 | 00015580 | Batch: 1512 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1512:Receipt No : 00002 | \$2,792.25 | \$0.00 | \$310,388.27 |
| 5/10/2018 | 00015581 | Batch: 01513 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 01513:Receipt No : 00001 | \$48.71 | \$0.00 | \$307,644.73 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00001 | \$6.25 | \$0.00 | \$307,602.27 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00002 | \$236.56 | \$0.00 | \$307,832.58 |

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|--------------------|-------------------|-------------------------|--|--|-----------------------|-----------------------|----------------|
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514-Receipt No.: 00003 | \$30.00 | \$0.00 | \$307,626.02 |
| 5/8/2018 | 00015571 | AP Voucher: | | Disbursement for Voucher: ACT5082018; | \$0.00 | \$10,263.07 | \$297,332.95 |
| 5/10/2018 | 00015576 | Batch: 1508 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1508-Receipt No.: 00001 | \$2,823.75 | \$0.00 | \$310,419.77 |
| 5/10/2018 | 00015577 | Batch: 1509 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1509-Receipt No.: 00001 | \$1,522.55 | \$0.00 | \$309,118.57 |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9010 | CCHS Track-Boys | (\$1,763.76) | \$209.72 | \$0.00 | (\$1,973.48) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Chase County PTO | Expenditure For Invoice=TRACKmeals; Type=Direct; Vendor=Chase County PTO | \$89.00 | \$0.00 | (\$1,674.76) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: SHS | Expenditure For Invoice=TRACK05102048; Type=Direct; Vendor=Sutherland High School | \$20.00 | \$0.00 | (\$1,743.76) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$28.54 | \$0.00 | (\$1,735.22) |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Dundy County Stratton School | Expenditure For Invoice=05042018; Type=Direct; Vendor=Dundy County Stratton | \$65.00 | \$0.00 | (\$1,698.76) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Employee: Dinnel, Bradley | Expenditure For Invoice=PEV05152018; Type=Employee; Vendor=Dinnel Bradley | \$7.18 | \$0.00 | (\$1,756.58) |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9011 | CCHS Golf | (\$699.72) | \$179.34 | \$50.00 | (\$829.06) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Employee: Gleisberg, Jeffrey | Expenditure For Invoice=05162018; Type=Employee; Vendor=Gleisberg, Jeffrey | \$15.45 | \$0.00 | (\$684.27) |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531-Receipt No.: 00001 | \$0.00 | \$50.00 | (\$749.72) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$23.89 | \$0.00 | (\$675.83) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Ogallala HS | Expenditure For Invoice=GOLF05102018; Type=Direct; Vendor=Ogallala High School | \$60.00 | \$0.00 | (\$639.72) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: North Platte St. Pat's High School | Expenditure For Invoice=Golf05032018; Type=Direct; Vendor=North Platte St. Pat's High School | \$40.00 | \$0.00 | (\$659.72) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Bayard Public Schools | Expenditure For Invoice=GOLF05082018; Type=Direct; Vendor=Bayard Public Schools | \$40.00 | \$0.00 | (\$659.72) |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9018 | JH Track-Girls | (\$676.03) | \$149.00 | \$0.00 | (\$825.03) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Chase County PTO | Expenditure For Invoice=TRACKmeals; Type=Direct; Vendor=Chase County PTO | \$128.00 | \$0.00 | (\$548.03) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$21.00 | \$0.00 | (\$655.03) |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9019 | JH Track-Boys | (\$676.03) | \$149.00 | \$0.00 | (\$825.03) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$21.00 | \$0.00 | (\$655.03) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Chase County PTO | Expenditure For Invoice=TRACKmeals; Type=Direct; Vendor=Chase County PTO | \$128.00 | \$0.00 | (\$548.03) |
| | | | | | | | |

| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
|-------------|------------|-------------------------|--------------------------------|---|----------------|----------------|--------------|
| 09 | 09-9100 | Cheerleaders | \$144.87 | \$1,715.00 | \$1,610.00 | \$39.87 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015637 | Batch: 1525 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1525:Receipt No : 00001 | \$0.00 | \$1,610.00 | (\$1,465.13) |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: UCA Summer Camp | Expenditure For Invoice=0010366492; Type=Regular; Vendor=UCA Summer Camp; PO=7026 | \$1,715.00 | \$0.00 | \$1,859.87 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9101 | CCHS Annual | (\$330.14) | \$0.00 | \$40.00 | (\$290.14) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00002 | \$0.00 | \$40.00 | (\$370.14) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9102 | CCES Yearbook | \$0.00 | \$0.00 | \$5,788.00 | \$5,788.00 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00001 | \$0.00 | \$58.00 | (\$58.00) |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00002 | \$0.00 | \$95.00 | (\$95.00) |
| 5/29/2018 | 00015642 | Batch: 1530 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1530:Receipt No : 00002 | \$0.00 | \$19.00 | (\$19.00) |
| 5/10/2018 | 00015576 | Batch: 1508 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1508:Receipt No : 00001 | \$0.00 | \$2,823.75 | (\$2,823.75) |
| 5/10/2018 | 00015580 | Batch: 1512 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1512:Receipt No : 00002 | \$0.00 | \$2,792.25 | (\$2,792.25) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9103 | Thespians | (\$1,159.13) | \$159.30 | \$2,312.93 | \$994.50 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00004 | \$0.00 | \$2,312.93 | (\$3,472.06) |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Arrow Hotel-Broken Row | Expenditure For Invoice=4072; Type=Direct; Vendor=Arrow Hotel-Broken Row | \$159.30 | \$0.00 | (\$999.83) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9104 | Student Council | \$1,558.22 | \$256.01 | \$0.00 | \$1,302.21 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Superfoods-General | Expenditure For Invoice=5212018; Type=Direct; Vendor=Superfoods | \$8.34 | \$0.00 | \$1,566.56 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Hills Family Foods | Expenditure For Invoice=05032018; Type=Direct; Vendor=Hills Family Foods | \$46.37 | \$0.00 | \$1,604.59 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Pepsi-Cola | Expenditure For Invoice=9655474; Type=Direct; Vendor=Pensi-Cola | \$201.30 | \$0.00 | \$1,759.52 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9107 | Technology | \$1,247.00 | \$0.00 | \$3,795.00 | \$5,042.00 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/10/2018 | 00015578 | Batch: 1510 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1510:Receipt No : 00001 | \$0.00 | \$1,560.00 | (\$313.00) |
| 5/29/2018 | 00015640 | Batch: 1528 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1528:Receipt No : 00001 | \$0.00 | \$2,235.00 | (\$988.00) |

| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
|-------------|------------|----------------------------|---|--|----------------|----------------|--------------|
| 09 | 09-9108 | Electric Car | (\$321.88) | \$58.35 | \$0.00 | (\$380.23) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Bomgaars | Expenditure For Invoice=000360035/000551045/000825330; Type=Direct; Vendor=Bomgaars | \$28.91 | \$0.00 | (\$292.97) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Owens True Value | Expenditure For Invoice=A112331/A112363; Type=Direct; Vendor=Owens True Value | \$29.44 | \$0.00 | (\$292.44) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9200 | FBLA | \$1,437.25 | \$1,181.50 | \$0.00 | \$255.75 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: FBLA-PBL NLC Registrations | Expenditure For Invoice=NLCReg; Type=Regular; Vendor=FBI A-PBL NLC | \$230.00 | \$0.00 | \$1,667.25 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Nebraska FBLA- Grafton & Associates, P.C. | Expenditure For Invoice=NEFBLANLC2018; Type=Regular; Vendor=Nebraska FBLA-Grafton & Associates, P.C.; PO=7006 | \$951.50 | \$0.00 | \$2,388.75 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9201 | FBLA-Sponsor | (\$131.00) | \$1,264.50 | \$0.00 | (\$1,395.50) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Nebraska FBLA- Grafton & Associates, P.C. | Expenditure For Invoice=NEFBLANLC2018; Type=Regular; Vendor=Nebraska FBLA-Grafton & Associates, P.C.; PO=7006 | \$1,149.50 | \$0.00 | \$1,018.50 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: FBLA-PBL NLC Registrations | Expenditure For Invoice=NLCReg; Type=Regular; Vendor=FBI A-PBL NLC | \$115.00 | \$0.00 | (\$16.00) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9202- | FBLA Bank | (\$3,944.75) | \$43.90 | \$0.00 | (\$3,900.85) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Superfoods-General | Expenditure For Invoice=5212018; Type=Direct; Vendor=Superfoods | \$43.90 | \$0.00 | (\$3,900.85) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9205 | FCCLA | \$9.53 | \$2,884.13 | \$150.65 | (\$2,723.95) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Nebraska FCCLA- Grafton & Associates | Expenditure For Invoice=CCSFCCLA; Type=Direct; Vendor=Grafton & Associates- Nebraska FCCLA | \$32.13 | \$0.00 | \$41.66 |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Nebraska FCCLA- Grafton & Associates | Expenditure For Invoice=2018NationalsFCCLA; Type=Regular; Vendor=Grafton & Associates- Nebraska FCCLA; PO=7024 | \$1,106.00 | \$0.00 | \$1,115.53 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Family, Career & Community Leaders of America | Expenditure For Invoice=61216; Type=Regular; Vendor=Family, Career & Community Leaders of America; PO=7026 | \$1,095.00 | \$0.00 | \$1,104.53 |
| 5/29/2018 | 00015638 | Batch: 1526 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1526; Receipt No.: 00001 | \$0.00 | \$108.65 | (\$99.12) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Country Inn and Suites | Expenditure For Invoice=3412/3415/3416/3417; Type=Direct; Vendor=Country Inn and Suites | \$651.00 | \$0.00 | \$660.53 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514; Receipt No.: 00005 | \$0.00 | \$42.00 | (\$32.47) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |

| 09 | 09-9206 | FCCLA-Sponsor | (\$33.00) | \$1,377.71 | \$0.00 | (\$1,410.71) | |
|-------------|------------|-------------------------|--|---|----------------|----------------|--------------|
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Family, Career & Community Leaders of American | Expenditure For Invoice=61216; Type=Regular; Vendor=Family, Career & Community Leaders of American; PO=7026 | \$320.00 | \$0.00 | \$287.00 |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Nebraska FCCLA-Grafton & Associates | Expenditure For Invoice=2018NationalsFCCLA; Type=Regular; Vendor=Grafton & Associates-Nebraska FCCLA; PO=7024 | \$1,047.00 | \$0.00 | \$1,014.00 |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Nebraska FCCLA-Grafton & Associates | Expenditure For Invoice=CCSFCCLA; Type=Direct; Vendor=Grafton & Associates-Nebraska FCCLA | \$10.71 | \$0.00 | (\$22.29) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9210 | FFA | \$13,055.36 | \$9,259.86 | \$250.00 | \$4,045.50 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: NCTA Food Service Dent | Expenditure For Invoice=1055; Type=Regular; Vendor=NCTA Food Service Dent; PO=7937 | \$308.00 | \$0.00 | \$13,363.36 |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Superfoods-General | Expenditure For Invoice=5212018; Type=Direct; Vendor=Superfoods | \$42.22 | \$0.00 | \$13,097.58 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Johnson Publications Newspaper | Expenditure For Invoice=6404/6427/6463/7424/8537/8623; Type=Direct; Vendor=Johnson Publication | \$577.80 | \$0.00 | \$13,633.16 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Platinum T-Shirt and Embroidery | Expenditure For Invoice=3598; Type=Regular; Vendor=Platinum T-Shirt and Embroidery; PO=7027 | \$544.33 | \$0.00 | \$13,599.69 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: KC's Cookin | Expenditure For Invoice=611; Type=Regular; Vendor=KC's Cookin; PO=7931 | \$1,450.00 | \$0.00 | \$15,049.69 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=FFA Groceries; Type=Regular; Vendor=Superfoods; PO=7897 | \$169.51 | \$0.00 | \$15,219.20 |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514; Receipt No.: 00006 | \$0.00 | \$250.00 | \$12,805.36 |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: The Leadership Center | Expenditure For Invoice=2018-B324; Type=Regular; Vendor=The Leadership Center; PO=7022 | \$234.00 | \$0.00 | \$13,289.36 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: E-470 Public Highway Authority | Expenditure For Invoice=2038027980; Type=Direct; Vendor=E-470 Public Highway Authority | \$4.50 | \$0.00 | \$13,059.86 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: MainStay Suites (NE145) | Expenditure For Invoice=3309418; Type=Direct; Vendor=MainStay Suites (NE145) | \$4,361.00 | \$0.00 | \$17,416.36 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: NE FFA | Expenditure For Invoice=COLTReg2018; Type=Direct; Vendor=Nebraska FFA Association | \$650.00 | \$0.00 | \$13,705.36 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: National FFA Organization | Expenditure For Invoice=MDS-127601; Type=Regular; Vendor=National FFA Organization; PO=7886 | \$918.50 | \$0.00 | \$14,623.86 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9211 | FFA-Sponsors | (\$1,249.60) | \$94.00 | \$0.00 | (\$1,343.60) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: MainStay Suites (NE145) | Expenditure For Invoice=3309418; Type=Direct; Vendor=MainStay Suites (NE145) | \$94.00 | \$0.00 | (\$1,155.60) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9214 | I.A. Resale | (\$2,845.06) | \$0.00 | \$2,773.65 | (\$71.41) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015639 | Batch: 1527 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1527; Receipt No.: 00001 | \$0.00 | \$2,773.65 | (\$5,618.71) |

| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
|-------------|------------|-------------------------|----------------------------|---|----------------|----------------|---------------|
| 09 | 09-9215 | Building | \$0.00 | \$138.42 | \$50.00 | (\$88.42) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015642 | Batch: 1530 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1530:Receipt No.: 00001 | \$0.00 | \$50.00 | (\$50.00) |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Bomgaars | Expenditure For Invoice=000360035/000551045/000825330; Type=Direct; Vendor=Bomgaars | \$138.42 | \$0.00 | \$138.42 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9300 | Show Choir | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No.: 00004 | \$0.00 | \$1,000.00 | (\$1,000.00) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9301 | Show Choir Outfits | (\$200.00) | \$35.00 | \$0.00 | (\$235.00) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Employee: Cupp, Arlys Y | Expenditure For Invoice=SHOWCHOIR; Type=Employee; Vendor=Cupp, Arlys Y | \$35.00 | \$0.00 | (\$165.00) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9302 | Musical | \$0.00 | \$0.00 | \$236.56 | \$236.56 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No.: 00002 | \$0.00 | \$236.56 | (\$236.56) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9305 | Band | \$2,803.58 | \$4,597.10 | \$30.00 | (\$1,763.52) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No.: 00003 | \$0.00 | \$30.00 | \$2,773.58 |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Club's Choice | Expenditure For Invoice=007337; Type=Direct; Vendor=Club's Choice | \$4,597.10 | \$0.00 | \$7,400.68 |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9307 | District XI Music | (\$82.50) | \$27.12 | \$0.00 | (\$109.62) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$27.12 | \$0.00 | (\$55.38) |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-931 | Payable Account | \$0.00 | \$26,601.44 | \$26,601.44 | \$0.00 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/8/2018 | 00015569 | AP Voucher: | | AP Liability For Approve Voucher = ACT5082018 | \$0.00 | \$10,263.07 | (\$10,263.07) |
| 5/16/2018 | 00015595 | AP Voucher: | | AP Liability For Approve Voucher = | \$0.00 | \$6,888.51 | (\$6,888.51) |
| 5/8/2018 | 00015571 | AP Voucher: | | Disbursement for Voucher: ACT5082018; | \$10,263.07 | \$0.00 | \$10,263.07 |
| 5/16/2018 | 00015597 | AP Voucher: ACT05162018 | | Disbursement for Voucher: ACT05162018; Fund=09 | \$6,888.51 | \$0.00 | \$6,888.51 |

| | | | | | | | |
|--------------------|-------------------|----------------------------|---|---|-----------------------|-----------------------|----------------|
| 5/23/2018 | 00015628 | AP Voucher: | | AP Liability For Approve Voucher = | \$0.00 | \$9,359.86 | (\$2,471.35) |
| 5/24/2018 | 00015630 | AP Voucher: | | AP Liability For Approve Voucher = | \$0.00 | \$90.00 | (\$90.00) |
| 5/23/2018 | 00015631 | AP Voucher: ACT05232018 | | Disbursement for Voucher: ACT05232018; Fund=09 | \$9,359.86 | \$0.00 | \$9,359.86 |
| 5/24/2018 | 00015632 | AP Voucher: ACT05242018 | | Disbursement for Voucher: ACT05242018; Fund=09 | \$90.00 | \$0.00 | \$90.00 |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9402 | Elementary Activity | (\$188.32) | \$1,651.52 | \$1,668.30 | (\$171.54) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015643 | Batch: 1531 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1531:Receipt No : 00003 | \$0.00 | \$108.00 | (\$296.32) |
| 5/23/2018 | 00015628 | AP Voucher: ACT05232018 | Vendor: Superfoods-General | Expenditure For Invoice=5212018; Type=Direct; Vendor=Superfoods | \$125.16 | \$0.00 | (\$63.16) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Platinum T-Shirt and Embroidery | Expenditure For Invoice=3603; Type=Direct; Vendor=Platinum T-Shirt and Embroidery | \$1,449.50 | \$0.00 | \$1,261.18 |
| 5/8/2018 | 00015569 | AP Voucher: ACT5082018 | Vendor: Nebraska Game & Parks Commission | Expenditure For Invoice=CCS4thGrade; Type=Direct; Vendor=Nebraska Game & Parks Commission | \$51.00 | \$0.00 | (\$137.32) |
| 5/10/2018 | 00015577 | Batch: 1509 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1509:Receipt No : 00001 | \$0.00 | \$1,522.55 | (\$1,710.87) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct; Vendor=Superfoods | \$25.86 | \$0.00 | (\$162.46) |
| 5/10/2018 | 00015582 | Batch: 1514 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1514:Receipt No : 00001 | \$0.00 | \$6.25 | (\$194.57) |
| 5/10/2018 | 00015580 | Batch: 1512 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1512:Receipt No : 00001 | \$0.00 | \$31.50 | (\$219.82) |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9408 | Library Sales | \$15.50 | \$0.00 | \$15.00 | \$30.50 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00003 | \$0.00 | \$15.00 | \$0.50 |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9507 | Class of 2018 | (\$3,201.31) | \$258.40 | \$258.71 | (\$3,201.00) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: DWF Wholesale Florists | Expenditure For Invoice=450424-00; Type=Direct; Vendor=DWF Wholesale Florists | \$258.40 | \$0.00 | (\$2,942.91) |
| 5/10/2018 | 00015579 | Batch: 1511 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1511:Receipt No : 00001 | \$0.00 | \$210.00 | (\$3,411.31) |
| 5/10/2018 | 00015581 | Batch: 01513 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 01513:Receipt No : 00001 | \$0.00 | \$48.71 | (\$3,250.02) |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9508 | Class of 2019 | \$3,002.43 | \$0.00 | \$25.00 | \$3,027.43 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/29/2018 | 00015644 | Batch: 1532 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1532:Receipt No : 00004 | \$0.00 | \$25.00 | \$2,977.43 |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9509 | Class of 2020 | \$6,796.48 | \$0.00 | \$130.00 | \$6,926.48 | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |

| | | | | | | | |
|--------------------|-------------------|----------------------------|----------------------------|---|-----------------------|-----------------------|----------------|
| 5/29/2018 | 00015641 | Batch: 1529 | Customer: CCS Activity | Approve Cash Receipts Batch; Batch No.: 1529:Receipt No : 00001 | \$0.00 | \$130.00 | \$6,666.48 |
| | | | | | | | |
| Fund | Account | Account Name | Beginning Balance | Activity DR | Activity CR | Ending Balance | |
| 09 | 09-9510- | Class of 2021 | (\$760.50) | \$193.07 | \$0.00 | (\$567.43) | |
| Transaction | Transactio | Source | Source Entity | Comment | Transaction DR | Transaction CR | Running |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Hills Family Foods | Expenditure For Invoice=05032018; Type=Direct: Vendor=Hills Family Foods | \$103.75 | \$0.00 | (\$656.75) |
| 5/16/2018 | 00015595 | AP Voucher: ACT05162018 | Vendor: Superfoods-General | Expenditure For Invoice=05022018ACT; Type=Direct: Vendor=Superfoods | \$89.32 | \$0.00 | (\$671.18) |

June 2018 General Fund Board Bills

| Invoice(s) | Invoice | Submit | Payment Vendor | Comment | Invoice |
|-----------------------------------|----------|------------|--|---|-------------|
| 05-25-2018 | Direct | 06/04/2018 | US Bank | | \$16,662.85 |
| 05122018 | Direct | 05/29/2018 | A T & T | Long distance billing from 4/16-5/12 | \$290.16 |
| K02559/02735/02760/02761412 | Direct | 05/29/2018 | Adams Lumber Co | Instruction materials, bus barn supplies/property materials | \$2,718.93 |
| 05102018 | Direct | 05/29/2018 | Anderson Fencing & Seamless Gutters, LLC | 04/14 snow removal | \$300.00 |
| 19573 | Direct | 05/29/2018 | Black Hills Energy | gas usage from 4/09-5/09 | \$1,700.83 |
| 0034479 | Direct | 05/30/2018 | Brico Pest Control | regular service | \$50.00 |
| 450813- | Direct | 05/30/2018 | DataShield | shredding service | \$122.00 |
| 4842 | Regular | 05/31/2018 | DWF Wholesale Florists | flowers for 7th grade exploratory | \$197.60 |
| R.O#97040 | Direct | 05/31/2018 | ESU #16 | HS Social skills workshop | \$20.00 |
| 35231627 | Direct | 05/31/2018 | Harchelroad Motors - Imperial | Body side window replacement payment due after insurance | \$500.00 |
| June102018 | Regular | 05/31/2018 | Music Express Magazine | 1 Year subscription to Music Express Magazine | \$195.00 |
| 662195/6627 | Direct | 05/31/2018 | Hometown Leasing | Copier Lease for June 2018 | \$962.11 |
| 5212018-1 | Direct | 06/01/2018 | Imperial NAPA | supplies/parts for transportation | \$31.84 |
| S326525 | Direct | 06/01/2018 | Superfoods | groceries for foods class | \$23.77 |
| 23751752/21 | Regular | 06/01/2018 | IXL Learning | 1 year IXL Site License | \$5,400.00 |
| 03564881 | Direct | 06/01/2018 | Jostens Inc | diplomas | \$28.34 |
| 2258 | Direct | 06/01/2018 | J W Pepper | band music | \$22.99 |
| PEV0522201 | Direct | 06/01/2018 | L & L Ready Mix | gravel | \$110.00 |
| 37025/37004 | Employee | 06/01/2018 | | reimbursements for driver's Ed Class | \$140.68 |
| PEV05162018 | Regular | 06/01/2018 | McCook Lettering | Plaque and plate engraving for band and vocal | \$45.50 |
| 2018Composi | Employee | 06/01/2018 | | Reimbursement for EL Achieve conference/materials/meals | \$117.10 |
| 90463 | Direct | 06/01/2018 | Jeanette Munger | 2018 Class Composite | \$100.00 |
| 499 | Regular | 06/01/2018 | Music Play Theme & Variations | Online subscription to musicplay curriculum | \$149.95 |
| 5162018 | Direct | 06/01/2018 | Myrtle Health, LLC | CDL Exam for bus driver | \$35.00 |
| 2018-19Membershi | Regular | 06/01/2018 | Nebraska Ag Ed Association | Profession Fees Ag | \$470.00 |
| 18-039859 | Direct | 06/01/2018 | NE Council School Administrators | 2018-19 Membership form for Superintendent | \$335.00 |
| 3602 | Regular | 06/01/2018 | Plank Road Publishing | music k-8 Vol 29 subscription magazines with CDs | \$112.45 |
| PEV52318 | Direct | 06/01/2018 | Platinum T-Shirt and Embroidery | AR shirts | \$117.00 |
| #1879249 | Employee | 06/01/2018 | | Reimbursement for clamps on stage in auditorium | \$12.30 |
| 085328 | Direct | 06/01/2018 | Renaissance | #Quote1879249 Accelerated Reader Subscription renewal 2018-19 | \$2,553.00 |
| 04302018 | Regular | 06/01/2018 | Rowley Welding | welding supplies | \$953.28 |
| 2040512/204 | Direct | 06/01/2018 | Stelling Brass | Instrument repairs from 3/2-4/18 | \$950.00 |
| 05082018 | Direct | 06/01/2018 | US Foods DBA The Thompson Co- | Janitorial supplies | \$1,206.79 |
| 349434 | Direct | 06/01/2018 | Wren's Well Service | Windmill installation/supplies on school grounds | \$1,148.95 |
| 8082204237 | Direct | 06/01/2018 | Yanda Music & Pro Audio | instruments/repair | \$74.42 |
| 902328897 | Direct | 06/01/2018 | Ward's Science | starfish for science | \$140.65 |
| 2293 | Regular | 06/05/2018 | BSN Sports | Game boundary !8" cone | \$44.72 |
| 1193/623/521 | Direct | 06/05/2018 | L & L Ready Mix | gravel at bus barn | \$489.20 |
| 06012018 | Direct | 06/05/2018 | Parts City Auto Parts | repair parts for vehicles | \$277.60 |
| 6/1/2018 | Direct | 06/05/2018 | Great Plains Communication | telephone usage from 6/01-6/30 | \$751.97 |
| AnnualFee | Direct | 06/05/2018 | Glenda Bierfreund | Vision services for JD 5/8 | \$349.15 |
| 10269/10416/10304/10300/4/26-5/25 | Direct | 06/06/2018 | U.S. Postmaster | 2018 Post Office Box 577 annual fee | \$208.00 |
| 12280967 | Direct | 06/06/2018 | Johnson Publication Newspaper | Sped, Legal, Help wanted, Thank You Ads | \$459.45 |
| 6736659745 | Direct | 06/06/2018 | Owens True Value | property maintenance supplies/transportation supplies | \$638.35 |
| 117891 | Regular | 06/06/2018 | Accucut | Cut and Crease Mat, Jumbo Raindrops die cut | \$65.00 |
| | Direct | 06/06/2018 | Apple Incorporated | ADMN computer | \$2,718.00 |
| | Regular | 06/06/2018 | Imperial Country Ford | Screws to hold lower shield on vehicle | \$5.20 |

| | | | | | |
|--------------------------|----------|------------|--|--|---------------------|
| 53501485/53501486/5350 | Direct | 06/06/2018 | Scholastic Reading Club | Inchworm newsletter | \$28.00 |
| 06152018 | Direct | 06/06/2018 | City Of Imperial | Electric/water/sewer usage from 4/30-5/31 | \$12,755.01 |
| 36038 | Direct | 06/06/2018 | Hegwood Trenching Inc | parts for football field drainage | \$53.92 |
| 4302018 | Direct | 06/06/2018 | St. Joseph Institute For The Deaf | I Hear Therapy 4/9,11,16,18,23,25,30 for CK | \$420.00 |
| 10004762-1 | Direct | 06/06/2018 | Chase County Hospital | Invoices from 2014-2015-2016 that showed unpaid in system. (No paper records or system records found these invoices paid). | \$746.00 |
| 9807598379 | Direct | 06/06/2018 | Verizon Wireless | cellphone usage from 4/21-5/20 | \$96.34 |
| RO#96948 | Direct | 06/06/2018 | Harchelroad Motors - Imperial | replace broken out side door handle | \$84.48 |
| 0802152/0799385/080471 | Regular | 06/06/2018 | Ideal Linen Supply Inc | uniforms and shop towels | \$86.95 |
| 0158706/0158770/015875 | Regular | 06/06/2018 | Nebraska Central Equipment | windshield, right and left on activity bus, windshield seal, hood latch | \$925.89 |
| 3323306 | Regular | 06/06/2018 | Cornhusker Internationl Trucks, Inc. | window parts | \$67.14 |
| 5202018 | Direct | 06/07/2018 | Frenchman Valley Co-op | fuel usage from 4/20-5/21 | \$6,029.40 |
| 575696 | Regular | 06/07/2018 | Frenchman Valley Co-op | Tires for Driver's Ed car | \$262.80 |
| 2018- | Direct | 06/07/2018 | Student Assurance Services | 2018-19 Castrophic Insurance premium | \$822.50 |
| PEV52518 | Employee | 06/07/2018 | | reimbursement for traveling expenses to pick up shelving for new bus barn. | \$36.63 |
| 9445888 | Regular | 06/07/2018 | Gopher Performance | Elementary P.E supplies | \$429.27 |
| 243 | Direct | 06/07/2018 | Perry Guthery Haase Gessford | Legal fees | \$1,620.00 |
| 39536 | Direct | 06/07/2018 | Brophy Electric | inside wire work at new bus barn | \$1,057.95 |
| 113 | Direct | 06/07/2018 | Imperial Lanes | A/R end of the year celebration | \$90.00 |
| 05042018 | Regular | 06/07/2018 | District XI | District Dues | \$200.00 |
| 5032018 | Direct | 06/07/2018 | Hills Family Foods | National Honor Society/ Foods class supplies | \$22.51 |
| 06082018 | Direct | 06/08/2018 | Petty Cash | replenish petty cash used for postage | \$127.00 |
| 06052018 | Direct | 06/08/2018 | Superfoods | supplies for foods class, elementary and middle school end of the year | \$148.93 |
| 2018SDBox | Direct | 06/08/2018 | Pinnacle Bank | Safe Deposit Box fee | \$20.00 |
| CSMA Workshop | Direct | 5/25/2018 | Colorado Student Media Association | CSMA Summer Advisor Workshop 6/6-6/8 | \$150.00 |
| RENT2018 | Direct | 5/25/2018 | CDW, LLC | Rent for 5 months Wellington location | \$1,250.00 |
| 3312018 | Direct | 5/17/2018 | St. Joseph Institute For The Deaf | I Hear Therapy services 3/5,7,15,9,21,26,29 | \$420.00 |
| Rent2017-18 | Direct | 5/17/2018 | CDW, LLC | Rent for 6 months (Wellington location) | \$250.00 |
| 7153 | Direct | 5/17/2018 | Team Graphics | Body Conditioning supplies | \$630.30 |
| 2018Confere nce | Direct | 5/17/2018 | Nebraska School Transportation Association | 2018 Summer Conference member fee | \$150.00 |
| 5/10/2018Qu ote | Regular | 5/22/2018 | The Big Rack Shack (Elf Enterprises, Inc.) | shelving for bus barn | \$1,950.00 |
| LeadershipCo nf2018 | Direct | 5/9/2018 | Region V | 5th grade leadership conference student registration | \$120.00 |
| T411796 | Direct | 5/9/2018 | O'Keefe Elevator Co | Annual state test on elevator | \$260.00 |
| 5012018 | Direct | 5/9/2018 | Glenda Bierfreund | Vision resource/mileage | \$349.15 |
| 92487252795 | Direct | 5/9/2018 | Johnson Publication Newspaper | Legal ads, Kindergarten round up ads,Sped Ad | \$608.73 |
| 15/9414-7492258 | Direct | 5/9/2018 | Eakes Office Solutions | supplies | \$160.00 |
| 2018ConfReg /MemRenewa l | Direct | 5/9/2018 | Nebraska School Transportation Association | 2018 summer Conference Registration/renewal membership | \$175.00 |
| QCPUFBON D2018 | Direct | 5/9/2018 | Adams Bank & Trust | services rendered for 2018 QCPUFBond series 2012 | \$500.00 |
| 108974 | Direct | 5/9/2018 | NE DOL/Boiler Inspection Program | Annual Boiler Certificates | \$96.00 |
| | | | | June General Bills Fund | \$77,205.03 |
| | | | | June General Payroll | \$521,671.09 |
| | | | | Total June General Fund Expenditures | \$598,876.12 |
| | | | | | |

Chase County Schools

Account Balance Report

Cycle: FY 17-18; Begin Date: 09/01/2017; End Date: 08/31/2018; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Fund) In ('01','10')) AND ((Function) Between '1000' AND '9999') AND ((Object) Between '000' AND '755') ; Created On: 6/8/2018 2:12:47 PM

| Primary Sort Element | Secondary Sort Element | | | | | | | |
|----------------------|--|----------------|----------------|--------------|--------------|-------------|--------------|---------------|
| 01 | Function:1100 - REGULAR INSTRUCTIONAL PROGRAMS | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-1100-110-000 | Salaries-teachers | \$0.00 | \$0.00 | \$162.50 | \$162.50 | \$0.00 | \$162.50 | (\$162.50) |
| 01-1100-110-100 | Salaries - Elementary | \$785,550.00 | \$785,550.00 | \$657,802.12 | \$657,802.12 | \$0.00 | \$657,802.12 | \$127,747.88 |
| 01-1100-110-200 | Salaries - High School | \$961,400.00 | \$961,400.00 | \$809,576.18 | \$809,576.18 | \$0.00 | \$809,576.18 | \$151,823.82 |
| 01-1100-110-300 | Salaries - Middle School | \$575,430.00 | \$575,430.00 | \$486,206.32 | \$486,206.32 | \$0.00 | \$486,206.32 | \$89,223.68 |
| 01-1100-111-000 | Salaries-ESU Stipends | \$7,200.00 | \$7,200.00 | \$1,970.40 | \$1,970.40 | \$0.00 | \$1,970.40 | \$5,229.60 |
| 01-1100-112-000 | Schedule B | \$0.00 | \$0.00 | \$2,100.00 | \$2,100.00 | \$0.00 | \$2,100.00 | (\$2,100.00) |
| 01-1100-112-100 | Schedule B - Elementary | \$1,150.00 | \$1,150.00 | \$1,496.20 | \$1,496.20 | \$0.00 | \$1,496.20 | (\$346.20) |
| 01-1100-112-200 | Schedule B - High School | \$107,160.00 | \$107,160.00 | \$95,506.59 | \$95,506.59 | \$0.00 | \$95,506.59 | \$11,653.41 |
| 01-1100-112-300 | Schedule B MS | \$26,235.00 | \$26,235.00 | \$23,987.70 | \$23,987.70 | \$0.00 | \$23,987.70 | \$2,247.30 |
| 01-1100-120-000 | Sal-sub | \$0.00 | \$0.00 | \$16.00 | \$16.00 | \$0.00 | \$16.00 | (\$16.00) |
| 01-1100-120-100 | Salaries - Subs - Elementary | \$26,000.00 | \$26,000.00 | \$23,196.89 | \$23,196.89 | \$0.00 | \$23,196.89 | \$2,803.11 |
| 01-1100-120-200 | Salaries - Subs - High School | \$27,000.00 | \$27,000.00 | \$37,065.48 | \$37,065.48 | \$0.00 | \$37,065.48 | (\$10,065.48) |
| 01-1100-120-300 | Salaries - Subs - Middle School | \$9,600.00 | \$9,600.00 | \$12,765.80 | \$12,765.80 | \$0.00 | \$12,765.80 | (\$3,165.80) |
| 01-1100-130-000 | Sal - Staff Development | \$20,000.00 | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 |
| 01-1100-150-000 | Benefit payout Unused Personal | \$20,000.00 | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 |
| 01-1100-210-000 | Social Security | \$2,085.00 | \$2,085.00 | \$331.90 | \$331.90 | \$0.00 | \$331.90 | \$1,753.10 |
| 01-1100-210-100 | Social Security - Elementary | \$62,170.00 | \$62,170.00 | \$49,682.31 | \$49,682.31 | \$0.00 | \$49,682.31 | \$12,487.69 |
| 01-1100-210-200 | Social Security - High School | \$83,810.00 | \$83,810.00 | \$69,654.57 | \$69,654.57 | \$0.00 | \$69,654.57 | \$14,155.43 |
| 01-1100-210-300 | Social Security - Middle School | \$46,765.00 | \$46,765.00 | \$38,668.53 | \$38,668.53 | \$0.00 | \$38,668.53 | \$8,096.47 |
| 01-1100-220-000 | Retirement | \$0.00 | \$0.00 | \$345.76 | \$345.76 | \$0.00 | \$345.76 | (\$345.76) |
| 01-1100-220-100 | Retirement - Elementary | \$77,730.00 | \$77,730.00 | \$65,048.10 | \$65,048.10 | \$0.00 | \$65,048.10 | \$12,681.90 |
| 01-1100-220-200 | Retirement - High School | \$103,150.00 | \$103,150.00 | \$87,991.53 | \$87,991.53 | \$0.00 | \$87,991.53 | \$15,158.47 |
| 01-1100-220-300 | Retirement - Middle School | \$58,666.00 | \$58,666.00 | \$49,864.04 | \$49,864.04 | \$0.00 | \$49,864.04 | \$8,801.96 |
| 01-1100-230-000 | Health Ins | \$0.00 | \$0.00 | (\$0.09) | (\$0.09) | \$0.00 | (\$0.09) | \$0.09 |
| 01-1100-230-100 | Health Ins - Elementary | \$232,547.00 | \$232,547.00 | \$175,625.89 | \$175,625.89 | \$0.00 | \$175,625.89 | \$56,921.11 |
| 01-1100-230-200 | Health Ins - High School | \$250,500.00 | \$250,500.00 | \$193,099.34 | \$193,099.34 | \$0.00 | \$193,099.34 | \$57,400.66 |
| 01-1100-230-300 | Health Ins - Middle School | \$132,910.00 | \$132,910.00 | \$108,970.23 | \$108,970.23 | \$0.00 | \$108,970.23 | \$23,939.77 |
| 01-1100-231-100 | Health Ins Deductible - Elementary | \$7,000.00 | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 |
| 01-1100-231-200 | Health Ins Deductible - High School | \$7,000.00 | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 |
| 01-1100-231-300 | Health Ins Deductible - Middle School | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| 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 | \$0.00 | \$0.00 | (\$316.10) | (\$316.10) | \$0.00 | (\$316.10) | \$316.10 |
| 01-1100-290-100 | Other Employee Benefits - Elementary | \$2,000.00 | \$2,000.00 | \$2,461.68 | \$2,461.68 | \$0.00 | \$2,461.68 | (\$461.68) |
| 01-1100-290-200 | Other Employee Benefits - High School | \$2,715.00 | \$2,715.00 | \$2,241.40 | \$2,241.40 | \$0.00 | \$2,241.40 | \$473.60 |
| 01-1100-290-300 | Other Employee Benefits - Middle School | \$1,530.00 | \$1,530.00 | \$1,261.08 | \$1,261.08 | \$0.00 | \$1,261.08 | \$268.92 |
| 01-1100-319-000 | Services | \$7,000.00 | \$7,000.00 | \$4,255.75 | \$4,255.75 | \$100.00 | \$4,355.75 | \$2,644.25 |
| 01-1100-319-200 | Services - High School | \$0.00 | \$0.00 | \$1,638.54 | \$1,638.54 | \$0.00 | \$1,638.54 | (\$1,638.54) |
| 01-1100-319-300 | Services - Middle School | \$0.00 | \$0.00 | \$1,715.25 | \$1,715.25 | \$0.00 | \$1,715.25 | (\$1,715.25) |
| 01-1100-410-000 | Supplies | \$5,000.00 | \$5,000.00 | \$9,033.43 | \$9,033.43 | \$95,374.51 | \$104,407.94 | (\$99,407.94) |
| 01-1100-410-100 | Supplies - Elementary | \$25,000.00 | \$25,000.00 | \$8,294.78 | \$8,294.78 | \$14,034.07 | \$22,328.85 | \$2,671.15 |
| 01-1100-410-200 | Supplies - High School | \$25,000.00 | \$25,000.00 | \$22,834.57 | \$22,834.57 | \$7,514.69 | \$30,349.26 | (\$5,349.26) |
| 01-1100-410-300 | Supplies - Middle School | \$10,000.00 | \$10,000.00 | \$5,225.98 | \$5,225.98 | \$1,628.37 | \$6,854.35 | \$3,145.65 |
| 01-1100-411-100 | Field Trips - Elementary | \$500.00 | \$500.00 | \$60.00 | \$60.00 | \$0.00 | \$60.00 | \$440.00 |
| 01-1100-411-200 | Field Trips-High School | \$750.00 | \$750.00 | \$528.00 | \$528.00 | \$0.00 | \$528.00 | \$222.00 |
| 01-1100-411-300 | Field Trips - Middle School | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-420-100 | Textbooks - Elementary | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-1100-420-200 | Textbooks - High School | \$1,500.00 | \$1,500.00 | \$762.61 | \$762.61 | \$48.00 | \$810.61 | \$689.39 |
| 01-1100-420-300 | Textbooks - Middle School | \$5,000.00 | \$5,000.00 | \$2,289.25 | \$2,289.25 | \$0.00 | \$2,289.25 | \$2,710.75 |
| 01-1100-425-100 | E-Books - Elementary | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-425-200 | E-Books - High School | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-1100-425-300 | MS-E-Books | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-1100-440-000 | Periodicals - ACupp | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11.98 | \$11.98 | (\$11.98) |
| 01-1100-440-100 | Periodicals - Elementary | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$511.75 | \$511.75 | (\$11.75) |
| 01-1100-440-200 | Periodicals - High School | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-440-300 | Periodicals - Middle School | \$500.00 | \$500.00 | \$35.00 | \$35.00 | \$1,146.15 | \$1,181.15 | (\$681.15) |
| 01-1100-450-100 | Audio Visual | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-450-200 | Audio Visual - High School | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-450-300 | Audio Visual - Middle School | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1100-460-000 | Hardware | \$0.00 | \$0.00 | \$18,286.06 | \$18,286.06 | \$0.00 | \$18,286.06 | (\$18,286.06) |
| 01-1100-460-100 | Hardware - Elementary (< \$5k) | \$19,000.00 | \$19,000.00 | \$524.97 | \$524.97 | \$0.00 | \$524.97 | \$18,475.03 |
| 01-1100-460-200 | Hardware - High School (< \$5k) | \$19,000.00 | \$19,000.00 | \$12,343.74 | \$12,343.74 | \$51.99 | \$12,395.73 | \$6,604.27 |
| 01-1100-460-300 | Hardware - Middle School (< \$5k) | \$19,000.00 | \$19,000.00 | \$1,432.77 | \$1,432.77 | \$0.00 | \$1,432.77 | \$17,567.23 |
| 01-1100-465-000 | Computer Software | \$1,500.00 | \$1,500.00 | \$6,499.00 | \$6,499.00 | \$0.00 | \$6,499.00 | (\$4,999.00) |
| 01-1100-465-100 | Computer Software Elementary | \$2,000.00 | \$2,000.00 | \$970.92 | \$970.92 | \$1,706.91 | \$2,677.83 | (\$677.83) |
| 01-1100-465-200 | Computer Software High School | \$2,000.00 | \$2,000.00 | \$1,474.99 | \$1,474.99 | \$0.00 | \$1,474.99 | \$525.01 |
| 01-1100-465-300 | Computer Software Middle School | \$2,000.00 | \$2,000.00 | \$249.00 | \$249.00 | \$0.00 | \$249.00 | \$1,751.00 |
| 01-1100-467-000 | Web/Cloud Based Software | \$500.00 | \$500.00 | \$2,475.00 | \$2,475.00 | \$0.00 | \$2,475.00 | (\$1,975.00) |
| 01-1100-467-100 | Web/Cloud Software - Elementary | \$500.00 | \$500.00 | \$19.95 | \$19.95 | \$0.00 | \$19.95 | \$480.05 |
| 01-1100-467-200 | Web/Cloud Software - High School | \$13,000.00 | \$13,000.00 | \$49.90 | \$49.90 | \$0.00 | \$49.90 | \$12,950.10 |
| 01-1100-467-300 | Web/Cloud Software - Middle School | \$1,500.00 | \$1,500.00 | \$199.00 | \$199.00 | \$0.00 | \$199.00 | \$1,301.00 |
| 01-1100-490-000 | Other Supplies & Materials (Testing) | \$0.00 | \$0.00 | \$2,647.50 | \$2,647.50 | \$0.00 | \$2,647.50 | (\$2,647.50) |
| 01-1100-490-100 | Other Supplies (Testing) - Elementary | \$3,000.00 | \$3,000.00 | \$2,951.00 | \$2,951.00 | \$0.00 | \$2,951.00 | \$49.00 |
| 01-1100-490-200 | Other Supplies (Testing) - High School | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| 01-1100-490-300 | Other Supplies (Testing) - Middle School | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| 01-1100-530-000 | Furniture/Equipment > \$5k ea | \$0.00 | \$0.00 | \$2,255.42 | \$2,255.42 | \$168.00 | \$2,423.42 | (\$2,423.42) |
| 01-1100-530-100 | Furniture/Equipment - Elem > \$5k ea | \$3,500.00 | \$3,500.00 | \$489.96 | \$489.96 | \$0.00 | \$489.96 | \$3,010.04 |
| 01-1100-530-200 | Furniture/Equipment > \$5k ea - HS | \$3,500.00 | \$3,500.00 | \$5,061.75 | \$5,061.75 | \$521.44 | \$5,583.19 | (\$2,083.19) |
| 01-1100-530-300 | Furniture/Equipment > \$5k ea - MS | \$3,500.00 | \$3,500.00 | \$3,080.41 | \$3,080.41 | \$0.00 | \$3,080.41 | \$419.59 |
| 01-1100-560-100 | Comp. Hardware - Elementary >\$5k | \$1,000.00 | \$1,000.00 | \$2,318.00 | \$2,318.00 | \$0.00 | \$2,318.00 | (\$1,318.00) |
| 01-1100-560-200 | Comp. Hardware - High School >\$5k | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-1100-560-300 | Comp. Hardware - Middle School >\$5k | \$1,000.00 | \$1,000.00 | \$923.70 | \$923.70 | \$0.00 | \$923.70 | \$76.30 |
| 01-1100-630-000 | Dues & Fees | \$500.00 | \$500.00 | \$1,200.44 | \$1,200.44 | \$2,605.00 | \$3,805.44 | (\$3,305.44) |
| 01-1100-630-100 | Dues & Fees - Elementary | \$500.00 | \$500.00 | \$954.35 | \$954.35 | \$0.00 | \$954.35 | (\$454.35) |
| 01-1100-630-200 | Dues & Fees - High School | \$2,500.00 | \$2,500.00 | \$2,796.00 | \$2,796.00 | \$200.00 | \$2,996.00 | (\$496.00) |
| 01-1100-630-300 | Dues & Fees - Middle School | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-1100-670-000 | Travel-trans-meals-lodging | \$500.00 | \$500.00 | \$775.70 | \$775.70 | \$419.80 | \$1,195.50 | (\$695.50) |
| 01-1100-670-100 | Travel-trans-meals-lodging - Elementary | \$1,000.00 | \$1,000.00 | \$1,949.40 | \$1,949.40 | \$0.00 | \$1,949.40 | (\$949.40) |
| 01-1100-670-200 | Travel-trans-meals-lodging - High School | \$2,500.00 | \$2,500.00 | \$4,071.96 | \$4,071.96 | \$0.00 | \$4,071.96 | (\$1,571.96) |
| 01-1100-670-300 | Travel-trans-meals-lodging - Middle School | \$500.00 | \$500.00 | \$846.50 | \$846.50 | \$0.00 | \$846.50 | (\$346.50) |

| | | | | | | | | |
|------------------|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|
| 01-1100-690-000 | All Other | \$500.00 | \$500.00 | \$1,308.50 | \$1,308.50 | \$0.00 | \$1,308.50 | (\$808.50) |
| 01-1100-690-100 | Other Misc Expense - Elementary | \$925.00 | \$925.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$925.00 |
| 01-1100-690-200 | Other Misc Expense - High School | \$1,000.00 | \$1,000.00 | \$846.97 | \$846.97 | \$0.00 | \$846.97 | \$153.03 |
| 01-1100-690-300 | Other Misc Expense - Middle School | \$1,000.00 | \$1,000.00 | \$91.00 | \$91.00 | \$0.00 | \$91.00 | \$909.00 |
| Sub Total | | \$3,850,978.00 | \$3,850,978.00 | \$3,133,549.37 | \$3,133,549.37 | \$126,042.66 | \$3,259,592.03 | \$591,385.97 |

| Primary Sort Element | | Secondary Sort Element | | | | | | |
|----------------------|--------------------------------------|--|---------------------|---------------------|---------------------|-------------------|---------------------|--------------------|
| 01 | | Function:1150 - LIMITED ENGLISH PROFICIENCY PROGRAMS | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-1150-110-100 | Salary - ELL Teacher Elem | \$30,185.00 | \$30,185.00 | \$25,151.30 | \$25,151.30 | \$0.00 | \$25,151.30 | \$5,033.70 |
| 01-1150-110-200 | Salary - ELL Teacher HS | \$31,725.00 | \$31,725.00 | \$26,433.80 | \$26,433.80 | \$0.00 | \$26,433.80 | \$5,291.20 |
| 01-1150-110-300 | Salary - ELL Teacher MS | \$61,905.00 | \$61,905.00 | \$51,584.90 | \$51,584.90 | \$0.00 | \$51,584.90 | \$10,320.10 |
| 01-1150-120-000 | E.L.L. Salaries - subs | \$4,025.00 | \$4,025.00 | \$3,944.64 | \$3,944.64 | \$0.00 | \$3,944.64 | \$80.36 |
| 01-1150-140-100 | ELL Sal aide - Elem | \$3,835.00 | \$3,835.00 | \$3,137.08 | \$3,137.08 | \$0.00 | \$3,137.08 | \$697.92 |
| 01-1150-140-200 | ELL Sal Aide - HS | \$3,835.00 | \$3,835.00 | \$3,137.08 | \$3,137.08 | \$0.00 | \$3,137.08 | \$697.92 |
| 01-1150-140-300 | ELL Sal aide - MS | \$3,835.00 | \$3,835.00 | \$3,137.97 | \$3,137.97 | \$0.00 | \$3,137.97 | \$697.03 |
| 01-1150-145-100 | ELL OT - Elem | \$250.00 | \$250.00 | \$179.30 | \$179.30 | \$0.00 | \$179.30 | \$70.70 |
| 01-1150-145-200 | ELL Sal Aide - HS | \$250.00 | \$250.00 | \$179.29 | \$179.29 | \$0.00 | \$179.29 | \$70.71 |
| 01-1150-145-300 | Ell Sal Aide - MS | \$250.00 | \$250.00 | \$179.36 | \$179.36 | \$0.00 | \$179.36 | \$70.64 |
| 01-1150-210-000 | E.L.L. Social Security | \$310.00 | \$310.00 | \$296.37 | \$296.37 | \$0.00 | \$296.37 | \$13.63 |
| 01-1150-210-100 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$2,615.00 | \$2,615.00 | \$2,084.95 | \$2,084.95 | \$0.00 | \$2,084.95 | \$530.05 |
| 01-1150-210-200 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$2,735.00 | \$2,735.00 | \$2,221.80 | \$2,221.80 | \$0.00 | \$2,221.80 | \$513.20 |
| 01-1150-210-300 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$5,045.00 | \$5,045.00 | \$4,066.23 | \$4,066.23 | \$0.00 | \$4,066.23 | \$978.77 |
| 01-1150-220-000 | E.L.L. Retirement | \$0.00 | \$0.00 | \$41.78 | \$41.78 | \$0.00 | \$41.78 | (\$41.78) |
| 01-1150-220-100 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$3,375.00 | \$3,375.00 | \$2,811.97 | \$2,811.97 | \$0.00 | \$2,811.97 | \$563.03 |
| 01-1150-220-200 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$3,525.00 | \$3,525.00 | \$2,938.73 | \$2,938.73 | \$0.00 | \$2,938.73 | \$586.27 |
| 01-1150-220-300 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$6,510.00 | \$6,510.00 | \$5,423.06 | \$5,423.06 | \$0.00 | \$5,423.06 | \$1,086.94 |
| 01-1150-230-000 | E.L.L. Health Ins | \$0.00 | \$0.00 | \$89.30 | \$89.30 | \$0.00 | \$89.30 | (\$89.30) |
| 01-1150-230-100 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$3,350.00 | \$3,350.00 | \$3,029.30 | \$3,029.30 | \$0.00 | \$3,029.30 | \$320.70 |
| 01-1150-230-200 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$7,035.00 | \$7,035.00 | \$6,098.50 | \$6,098.50 | \$0.00 | \$6,098.50 | \$936.50 |
| 01-1150-230-300 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$10,380.00 | \$10,380.00 | \$9,032.00 | \$9,032.00 | \$0.00 | \$9,032.00 | \$1,348.00 |
| 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 |
| 01-1150-290-100 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$90.00 | \$90.00 | \$71.86 | \$71.86 | \$0.00 | \$71.86 | \$18.14 |
| 01-1150-290-200 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$90.00 | \$90.00 | \$75.22 | \$75.22 | \$0.00 | \$75.22 | \$14.78 |
| 01-1150-290-300 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$170.00 | \$170.00 | \$138.96 | \$138.96 | \$0.00 | \$138.96 | \$31.04 |
| 01-1150-410-000 | E.L.L. Supplies | \$0.00 | \$0.00 | \$85.38 | \$85.38 | \$510.71 | \$596.09 | (\$596.09) |
| 01-1150-410-100 | LIMITED ENGLISH PROFICIENCY PROGRAMS | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 01-1150-410-200 | E.L.L. Supplies - High School | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 01-1150-410-300 | E.L.L. Supplies - Middle School | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 01-1150-420-000 | ELL Textbooks | \$250.00 | \$250.00 | \$22.44 | \$22.44 | \$3,474.99 | \$3,497.43 | (\$3,247.43) |
| 01-1150-450-000 | ELL Audio-visual | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 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 | \$500.00 | \$500.00 | \$480.17 | \$480.17 | \$6.80 | \$486.97 | \$13.03 |
| 01-1150-690-000 | E.L.L. All Others | \$500.00 | \$500.00 | \$240.56 | \$240.56 | \$0.00 | \$240.56 | \$259.44 |
| Sub Total | | \$188,825.00 | \$188,825.00 | \$156,313.30 | \$156,313.30 | \$3,992.50 | \$160,305.80 | \$28,519.20 |

| Primary Sort Element | | Secondary Sort Element | | | | | | |
|----------------------|-------------------------------------|----------------------------------|---------------------|---------------------|---------------------|---------------|---------------------|--------------------|
| 01 | | Function:1160 - POVERTY PROGRAMS | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-1160-110-100 | Salary - Counselor Elem | \$13,950.00 | \$13,950.00 | \$12,319.78 | \$12,319.78 | \$0.00 | \$12,319.78 | \$1,630.22 |
| 01-1160-110-200 | Salary - Counselor HS | \$15,490.00 | \$15,490.00 | \$12,907.20 | \$12,907.20 | \$0.00 | \$12,907.20 | \$2,582.80 |
| 01-1160-110-300 | Salary - Counselor MS | \$29,425.00 | \$29,425.00 | \$24,478.84 | \$24,478.84 | \$0.00 | \$24,478.84 | \$4,946.16 |
| 01-1160-120-000 | Poverty Program Salaries - subs | \$12,000.00 | \$12,000.00 | \$5,743.42 | \$5,743.42 | \$0.00 | \$5,743.42 | \$6,256.58 |
| 01-1160-140-100 | Poverty Salary - Aide Elem | \$97,950.00 | \$97,950.00 | \$88,293.42 | \$88,293.42 | \$0.00 | \$88,293.42 | \$9,656.58 |
| 01-1160-140-200 | Poverty - Sal Aide HS | \$8,230.00 | \$8,230.00 | \$6,810.67 | \$6,810.67 | \$0.00 | \$6,810.67 | \$1,419.33 |
| 01-1160-140-300 | Poverty - Sal Aide MS | \$19,735.00 | \$19,735.00 | \$16,320.09 | \$16,320.09 | \$0.00 | \$16,320.09 | \$3,414.91 |
| 01-1160-145-100 | Poverty OT - Elem | \$4,000.00 | \$4,000.00 | \$3,806.10 | \$3,806.10 | \$0.00 | \$3,806.10 | \$193.90 |
| 01-1160-145-200 | Poverty OT - HS | \$1,000.00 | \$1,000.00 | \$342.76 | \$342.76 | \$0.00 | \$342.76 | \$657.24 |
| 01-1160-145-300 | Poverty OT - MS | \$1,000.00 | \$1,000.00 | \$663.52 | \$663.52 | \$0.00 | \$663.52 | \$336.48 |
| 01-1160-210-000 | Poverty Program Social Security | \$900.00 | \$900.00 | \$434.12 | \$434.12 | \$0.00 | \$434.12 | \$465.88 |
| 01-1160-210-100 | POVERTY PROGRAMS | \$8,500.00 | \$8,500.00 | \$5,056.66 | \$5,056.66 | \$0.00 | \$5,056.66 | \$3,443.34 |
| 01-1160-210-200 | POVERTY PROGRAMS | \$1,815.00 | \$1,815.00 | \$1,457.14 | \$1,457.14 | \$0.00 | \$1,457.14 | \$357.86 |
| 01-1160-210-300 | POVERTY PROGRAMS | \$3,760.00 | \$3,760.00 | \$2,858.79 | \$2,858.79 | \$0.00 | \$2,858.79 | \$901.21 |
| 01-1160-220-000 | Poverty Program Retirement | \$0.00 | \$0.00 | \$94.11 | \$94.11 | \$0.00 | \$94.11 | (\$94.11) |
| 01-1160-220-100 | POVERTY PROGRAMS | \$11,055.00 | \$11,055.00 | \$10,304.26 | \$10,304.26 | \$0.00 | \$10,304.26 | \$750.74 |
| 01-1160-220-200 | POVERTY PROGRAMS | \$2,345.00 | \$2,345.00 | \$1,981.48 | \$1,981.48 | \$0.00 | \$1,981.48 | \$363.52 |
| 01-1160-220-300 | POVERTY PROGRAMS | \$4,860.00 | \$4,860.00 | \$4,095.68 | \$4,095.68 | \$0.00 | \$4,095.68 | \$764.32 |
| 01-1160-230-000 | Poverty Program Health Ins | \$0.00 | \$0.00 | \$7.29 | \$7.29 | \$0.00 | \$7.29 | (\$7.29) |
| 01-1160-230-100 | POVERTY PROGRAMS | \$71,845.00 | \$71,845.00 | \$57,694.95 | \$57,694.95 | \$0.00 | \$57,694.95 | \$14,150.05 |
| 01-1160-230-200 | POVERTY PROGRAMS | \$4,720.00 | \$4,720.00 | \$4,170.59 | \$4,170.59 | \$0.00 | \$4,170.59 | \$549.41 |
| 01-1160-230-300 | POVERTY PROGRAMS | \$12,140.00 | \$12,140.00 | \$10,599.38 | \$10,599.38 | \$0.00 | \$10,599.38 | \$1,540.62 |
| 01-1160-231-000 | Poverty Program Health Ins Deductib | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| 01-1160-290-000 | Poverty Program Other Emp Benefits | \$0.00 | \$0.00 | \$35.00 | \$35.00 | \$0.00 | \$35.00 | (\$35.00) |
| 01-1160-290-100 | POVERTY PROGRAMS | \$285.00 | \$285.00 | \$253.34 | \$253.34 | \$0.00 | \$253.34 | \$31.66 |
| 01-1160-290-200 | POVERTY PROGRAMS | \$60.00 | \$60.00 | \$50.08 | \$50.08 | \$0.00 | \$50.08 | \$9.92 |
| 01-1160-290-300 | POVERTY PROGRAMS | \$125.00 | \$125.00 | \$103.67 | \$103.67 | \$0.00 | \$103.67 | \$21.33 |
| Sub Total | | \$328,190.00 | \$328,190.00 | \$270,882.34 | \$270,882.34 | \$0.00 | \$270,882.34 | \$57,307.66 |

| Primary Sort Element | | Secondary Sort Element | | | | | | |
|----------------------|--|--|----------------|-------------|-------------|-------------|-------------|---------------|
| 01 | | Function:1200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-1200-110-100 | Salary - Teacher Elem | \$60,365.00 | \$60,365.00 | \$51,002.34 | \$51,002.34 | \$0.00 | \$51,002.34 | \$9,362.66 |
| 01-1200-110-200 | Salary - Teacher HS | \$52,670.00 | \$52,670.00 | \$43,890.00 | \$43,890.00 | \$0.00 | \$43,890.00 | \$8,780.00 |
| 01-1200-110-300 | Salary - Teacher MS | \$38,820.00 | \$38,820.00 | \$32,347.50 | \$32,347.50 | \$0.00 | \$32,347.50 | \$6,472.50 |
| 01-1200-120-000 | Sal-sub | \$8,975.00 | \$8,975.00 | \$7,850.92 | \$7,850.92 | \$0.00 | \$7,850.92 | \$1,124.08 |
| 01-1200-140-000 | Sal-aides | \$0.00 | \$0.00 | \$68.25 | \$68.25 | \$0.00 | \$68.25 | (\$68.25) |
| 01-1200-140-100 | Sal Aide - Elem | \$43,650.00 | \$43,650.00 | \$37,881.81 | \$37,881.81 | \$0.00 | \$37,881.81 | \$5,768.19 |
| 01-1200-140-200 | Sal Aide - HS | \$109,455.00 | \$109,455.00 | \$82,004.95 | \$82,004.95 | \$0.00 | \$82,004.95 | \$27,450.05 |
| 01-1200-140-300 | Sal Aide - MS | \$7,950.00 | \$7,950.00 | \$6,615.10 | \$6,615.10 | \$0.00 | \$6,615.10 | \$1,334.90 |
| 01-1200-145-000 | Overtime | \$0.00 | \$0.00 | \$1,012.64 | \$1,012.64 | \$0.00 | \$1,012.64 | (\$1,012.64) |
| 01-1200-145-100 | SPED OT- Elem | \$1,500.00 | \$1,500.00 | \$2,535.17 | \$2,535.17 | \$0.00 | \$2,535.17 | (\$1,035.17) |
| 01-1200-145-200 | SPED OT - HS | \$6,000.00 | \$6,000.00 | \$5,937.93 | \$5,937.93 | \$0.00 | \$5,937.93 | \$62.07 |
| 01-1200-145-300 | SPED OT- MS | \$1,500.00 | \$1,500.00 | \$498.16 | \$498.16 | \$0.00 | \$498.16 | \$1,001.84 |
| 01-1200-210-000 | Social Security | \$685.00 | \$685.00 | \$652.85 | \$652.85 | \$0.00 | \$652.85 | \$32.15 |
| 01-1200-210-100 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$8,190.00 | \$8,190.00 | \$6,375.99 | \$6,375.99 | \$0.00 | \$6,375.99 | \$1,814.01 |
| 01-1200-210-200 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$13,325.00 | \$13,325.00 | \$7,943.61 | \$7,943.61 | \$0.00 | \$7,943.61 | \$5,381.39 |
| 01-1200-210-300 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$835.00 | \$835.00 | \$2,942.46 | \$2,942.46 | \$0.00 | \$2,942.46 | (\$2,107.46) |

| | | | | | | | | |
|------------------|--|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| 01-1200-220-000 | Retirement | \$0.00 | \$0.00 | \$292.66 | \$292.66 | \$0.00 | \$292.66 | (\$292.66) |
| 01-1200-220-100 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$10,255.00 | \$10,255.00 | \$9,030.22 | \$9,030.22 | \$0.00 | \$9,030.22 | \$1,224.78 |
| 01-1200-220-200 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$16,025.00 | \$16,025.00 | \$13,022.28 | \$13,022.28 | \$0.00 | \$13,022.28 | \$3,002.72 |
| 01-1200-220-300 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$4,620.00 | \$4,620.00 | \$3,897.94 | \$3,897.94 | \$0.00 | \$3,897.94 | \$722.06 |
| 01-1200-230-000 | Health Ins | \$0.00 | \$0.00 | \$527.84 | \$527.84 | \$0.00 | \$527.84 | (\$527.84) |
| 01-1200-230-100 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$30,565.00 | \$30,565.00 | \$19,426.12 | \$19,426.12 | \$0.00 | \$19,426.12 | \$11,138.88 |
| 01-1200-230-200 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$57,550.00 | \$57,550.00 | \$45,156.10 | \$45,156.10 | \$0.00 | \$45,156.10 | \$12,393.90 |
| 01-1200-230-300 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$7,045.00 | \$7,045.00 | \$5,596.00 | \$5,596.00 | \$0.00 | \$5,596.00 | \$1,449.00 |
| 01-1200-231-000 | Health Ins Deductible | \$7,200.00 | \$7,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,200.00 |
| 01-1200-290-100 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$265.00 | \$265.00 | \$223.41 | \$223.41 | \$0.00 | \$223.41 | \$41.59 |
| 01-1200-290-200 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$425.00 | \$425.00 | \$319.88 | \$319.88 | \$0.00 | \$319.88 | \$105.12 |
| 01-1200-290-300 | SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS | \$100.00 | \$100.00 | \$98.90 | \$98.90 | \$0.00 | \$98.90 | \$1.10 |
| 01-1200-350-000 | Advertising & Printing | \$1,100.00 | \$1,100.00 | \$1,161.65 | \$1,161.65 | \$0.00 | \$1,161.65 | (\$61.65) |
| 01-1200-363-000 | SA-Tuition Other Agencies | \$227,080.00 | \$227,080.00 | \$187,349.20 | \$187,349.20 | \$0.00 | \$187,349.20 | \$39,730.80 |
| 01-1200-410-000 | Supplies | \$2,500.00 | \$2,500.00 | \$3,220.17 | \$3,220.17 | \$907.06 | \$4,127.23 | (\$1,627.23) |
| 01-1200-410-100 | Supplies | \$2,500.00 | \$2,500.00 | \$2,033.30 | \$2,033.30 | \$0.00 | \$2,033.30 | \$466.70 |
| 01-1200-410-200 | Supplies | \$500.00 | \$500.00 | \$24.99 | \$24.99 | \$912.13 | \$937.12 | (\$437.12) |
| 01-1200-420-100 | Textbooks | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 01-1200-450-100 | Audio Visual | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| 01-1200-460-000 | Hardware | \$0.00 | \$0.00 | \$178.59 | \$178.59 | \$0.00 | \$178.59 | (\$178.59) |
| 01-1200-460-100 | Hardware | \$750.00 | \$750.00 | \$26.99 | \$26.99 | \$0.00 | \$26.99 | \$723.01 |
| 01-1200-460-200 | Hardware | \$500.00 | \$500.00 | \$318.99 | \$318.99 | \$0.00 | \$318.99 | \$181.01 |
| 01-1200-530-100 | Furniture & Equipment | \$1,500.00 | \$1,500.00 | \$2,363.40 | \$2,363.40 | \$0.00 | \$2,363.40 | (\$863.40) |
| 01-1200-530-200 | Furniture & Equipment | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-1200-530-300 | Furniture & Equipment - Middle School | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1200-560-100 | Computer | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-1200-560-200 | Computer | \$500.00 | \$500.00 | \$497.00 | \$497.00 | \$0.00 | \$497.00 | \$3.00 |
| 01-1200-630-000 | Dues & Fees | \$0.00 | \$0.00 | \$1,799.13 | \$1,799.13 | \$0.00 | \$1,799.13 | (\$1,799.13) |
| 01-1200-630-100 | Dues & Fees | \$1,500.00 | \$1,500.00 | \$190.00 | \$190.00 | \$0.00 | \$190.00 | \$1,310.00 |
| 01-1200-630-200 | Dues & Fees | \$1,500.00 | \$1,500.00 | \$330.00 | \$330.00 | \$160.00 | \$490.00 | \$1,010.00 |
| 01-1200-670-100 | Travel | \$250.00 | \$250.00 | \$93.00 | \$93.00 | \$0.00 | \$93.00 | \$157.00 |
| 01-1200-670-200 | Travel | \$250.00 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| 01-1200-690-000 | All Other | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| Sub Total | | \$732,100.00 | \$732,100.00 | \$586,737.44 | \$586,737.44 | \$1,979.19 | \$588,716.63 | \$143,383.37 |

Primary Sort Element **Secondary Sort Element**
01 Function:2120 - GUIDANCE SERVICES

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|-------------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--------------------|--------------------|
| 01-2120-110-100 | Salary - elem | \$13,940.00 | \$13,940.00 | \$11,571.54 | \$11,571.54 | \$0.00 | \$11,571.54 | \$2,368.46 |
| 01-2120-110-200 | Salary - HS | \$15,490.00 | \$15,490.00 | \$12,907.30 | \$12,907.30 | \$0.00 | \$12,907.30 | \$2,582.70 |
| 01-2120-110-300 | Salaries-MS | \$29,425.00 | \$29,425.00 | \$24,478.94 | \$24,478.94 | \$0.00 | \$24,478.94 | \$4,946.06 |
| 01-2120-210-100 | GUIDANCE SERVICES | \$1,070.00 | \$1,070.00 | \$841.91 | \$841.91 | \$0.00 | \$841.91 | \$228.09 |
| 01-2120-210-200 | GUIDANCE SERVICES | \$1,185.00 | \$1,185.00 | \$926.97 | \$926.97 | \$0.00 | \$926.97 | \$258.03 |
| 01-2120-210-300 | GUIDANCE SERVICES | \$2,251.00 | \$2,251.00 | \$1,768.81 | \$1,768.81 | \$0.00 | \$1,768.81 | \$482.19 |
| 01-2120-220-100 | GUIDANCE SERVICES | \$1,380.00 | \$1,380.00 | \$1,142.96 | \$1,142.96 | \$0.00 | \$1,142.96 | \$237.04 |
| 01-2120-220-200 | GUIDANCE SERVICES | \$1,530.00 | \$1,530.00 | \$1,275.00 | \$1,275.00 | \$0.00 | \$1,275.00 | \$255.00 |
| 01-2120-220-300 | GUIDANCE SERVICES | \$2,910.00 | \$2,910.00 | \$2,417.93 | \$2,417.93 | \$0.00 | \$2,417.93 | \$492.07 |
| 01-2120-230-100 | GUIDANCE SERVICES | \$3,600.00 | \$3,600.00 | \$2,928.25 | \$2,928.25 | \$0.00 | \$2,928.25 | \$671.75 |
| 01-2120-230-200 | GUIDANCE SERVICES | \$4,805.00 | \$4,805.00 | \$3,883.50 | \$3,883.50 | \$0.00 | \$3,883.50 | \$921.50 |
| 01-2120-230-300 | GUIDANCE SERVICES | \$8,405.00 | \$8,405.00 | \$6,811.91 | \$6,811.91 | \$0.00 | \$6,811.91 | \$1,593.09 |
| 01-2120-231-000 | Health Ins - Deductible | \$900.00 | \$900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 |
| 01-2120-290-100 | GUIDANCE SERVICES | \$35.00 | \$35.00 | \$29.39 | \$29.39 | \$0.00 | \$29.39 | \$5.61 |
| 01-2120-290-200 | GUIDANCE SERVICES | \$40.00 | \$40.00 | \$32.80 | \$32.80 | \$0.00 | \$32.80 | \$7.20 |
| 01-2120-290-300 | GUIDANCE SERVICES | \$75.00 | \$75.00 | \$62.19 | \$62.19 | \$0.00 | \$62.19 | \$12.81 |
| 01-2120-410-000 | Supplies | \$0.00 | \$0.00 | \$19.99 | \$19.99 | \$0.00 | \$19.99 | (\$19.99) |
| 01-2120-410-100 | Guidance Supplies | \$575.00 | \$575.00 | \$266.96 | \$266.96 | \$0.00 | \$266.96 | \$308.04 |
| 01-2120-410-200 | Guidance Supplies | \$575.00 | \$575.00 | \$269.82 | \$269.82 | \$0.00 | \$269.82 | \$305.18 |
| 01-2120-460-200 | Guidance Hardware | \$1,275.00 | \$1,275.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,275.00 |
| 01-2120-630-000 | Dues & Fees | \$0.00 | \$0.00 | \$130.00 | \$130.00 | \$0.00 | \$130.00 | (\$130.00) |
| 01-2120-630-200 | Dues & Fees | \$1,500.00 | \$1,500.00 | \$2,297.50 | \$2,297.50 | \$0.00 | \$2,297.50 | (\$797.50) |
| 01-2120-670-000 | Guidance Travel | \$500.00 | \$500.00 | \$706.64 | \$706.64 | \$0.00 | \$706.64 | (\$206.64) |
| 01-2120-670-100 | Guidance Travel | \$100.00 | \$100.00 | \$188.00 | \$188.00 | \$368.00 | \$556.00 | (\$456.00) |
| 01-2120-670-200 | Guidance Travel | \$500.00 | \$500.00 | \$245.99 | \$245.99 | \$0.00 | \$245.99 | \$254.01 |
| 01-2120-690-000 | All Other | \$0.00 | \$0.00 | \$93.08 | \$93.08 | \$0.00 | \$93.08 | (\$93.08) |
| 01-2120-690-100 | All Other | \$350.00 | \$350.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$350.00 |
| 01-2120-690-200 | All Other | \$350.00 | \$350.00 | \$89.00 | \$89.00 | \$0.00 | \$89.00 | \$261.00 |
| Sub Total | | \$92,766.00 | \$92,766.00 | \$75,386.38 | \$75,386.38 | \$368.00 | \$75,754.38 | \$17,011.62 |

Primary Sort Element **Secondary Sort Element**
01 Function:2130 - HEALTH SERVICES

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|-----------------|---------------------------------|----------------|----------------|-------------|-------------|-------------|-------------|---------------|
| 01-2130-110-100 | Nurse Sal - Elem | \$14,800.00 | \$14,800.00 | \$12,332.10 | \$12,332.10 | \$0.00 | \$12,332.10 | \$2,467.90 |
| 01-2130-110-200 | Nurse Sal - HS | \$14,800.00 | \$14,800.00 | \$12,332.10 | \$12,332.10 | \$0.00 | \$12,332.10 | \$2,467.90 |
| 01-2130-110-300 | Nurse Sal - MS | \$14,800.00 | \$14,800.00 | \$12,335.80 | \$12,335.80 | \$0.00 | \$12,335.80 | \$2,464.20 |
| 01-2130-120-000 | Salaries of Substitutes | \$1,325.00 | \$1,325.00 | \$977.92 | \$977.92 | \$0.00 | \$977.92 | \$347.08 |
| 01-2130-210-000 | Social Security | \$100.00 | \$100.00 | \$74.80 | \$74.80 | \$0.00 | \$74.80 | \$25.20 |
| 01-2130-210-100 | HEALTH SERVICES | \$1,135.00 | \$1,135.00 | \$895.02 | \$895.02 | \$0.00 | \$895.02 | \$239.98 |
| 01-2130-210-200 | HEALTH SERVICES | \$1,135.00 | \$1,135.00 | \$895.09 | \$895.09 | \$0.00 | \$895.09 | \$239.91 |
| 01-2130-210-300 | HEALTH SERVICES | \$1,135.00 | \$1,135.00 | \$895.31 | \$895.31 | \$0.00 | \$895.31 | \$239.69 |
| 01-2130-220-100 | HEALTH SERVICES | \$1,465.00 | \$1,465.00 | \$1,218.11 | \$1,218.11 | \$0.00 | \$1,218.11 | \$246.89 |
| 01-2130-220-200 | HEALTH SERVICES | \$1,465.00 | \$1,465.00 | \$1,218.19 | \$1,218.19 | \$0.00 | \$1,218.19 | \$246.81 |
| 01-2130-220-300 | HEALTH SERVICES | \$1,465.00 | \$1,465.00 | \$1,218.50 | \$1,218.50 | \$0.00 | \$1,218.50 | \$246.50 |
| 01-2130-230-100 | HEALTH SERVICES | \$4,805.00 | \$4,805.00 | \$4,001.60 | \$4,001.60 | \$0.00 | \$4,001.60 | \$803.40 |
| 01-2130-230-200 | HEALTH SERVICES | \$4,805.00 | \$4,805.00 | \$4,001.50 | \$4,001.50 | \$0.00 | \$4,001.50 | \$803.50 |
| 01-2130-230-300 | HEALTH SERVICES | \$4,805.00 | \$4,805.00 | \$4,002.80 | \$4,002.80 | \$0.00 | \$4,002.80 | \$802.20 |
| 01-2130-231-000 | Health Ins - Deductible | \$900.00 | \$900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 |
| 01-2130-290-100 | HEALTH SERVICES | \$40.00 | \$40.00 | \$31.30 | \$31.30 | \$0.00 | \$31.30 | \$8.70 |
| 01-2130-290-200 | HEALTH SERVICES | \$40.00 | \$40.00 | \$31.40 | \$31.40 | \$0.00 | \$31.40 | \$8.60 |
| 01-2130-290-300 | HEALTH SERVICES | \$40.00 | \$40.00 | \$31.30 | \$31.30 | \$0.00 | \$31.30 | \$8.70 |
| 01-2130-410-000 | Supplies | \$0.00 | \$0.00 | \$213.36 | \$213.36 | \$92.50 | \$305.86 | (\$305.86) |
| 01-2130-410-100 | Health Supplies - Elementary | \$400.00 | \$400.00 | \$0.00 | \$0.00 | \$1,019.65 | \$1,019.65 | (\$619.65) |
| 01-2130-410-200 | Health Supplies - High School | \$400.00 | \$400.00 | \$0.00 | \$0.00 | \$130.38 | \$130.38 | \$269.62 |
| 01-2130-410-300 | Health Supplies - Middle School | \$400.00 | \$400.00 | \$0.00 | \$0.00 | \$8.60 | \$8.60 | \$391.40 |
| 01-2130-420-000 | Textbooks | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$18.50 | \$18.50 | (\$18.50) |
| 01-2130-530-000 | Fun And Equip | \$0.00 | \$0.00 | \$1,690.00 | \$1,690.00 | \$33.40 | \$1,723.40 | (\$1,723.40) |

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|------------------|--------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| 01-2130-530-100 | Furniture/Equipment - Elem > \$5k ea | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-2130-530-200 | Furniture/Equipment - HS > \$5k ea | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-2130-530-300 | Furniture/Equipment - MS > \$5k ea | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-2130-670-000 | Travel | \$250.00 | \$250.00 | \$175.00 | \$175.00 | \$0.00 | \$175.00 | \$75.00 |
| 01-2130-690-000 | HEALTH SERVICES | \$250.00 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| Sub Total | | \$72,260.00 | \$72,260.00 | \$58,571.20 | \$58,571.20 | \$1,303.03 | \$59,874.23 | \$12,385.77 |

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| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2140 - PSYCHOLOGICAL SERVICES | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2140-313-000 | Purchased Services | \$15,000.00 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 |
| Sub Total | | \$15,000.00 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 |

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|-----------------------------|-----------------------------------|-----------------------|-----------------------|-------------------|--------------------|--------------------|-------------------|----------------------|
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2150 - SAFETY & SECURITY | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2150-410-000 | Supplies-safety & Security | \$2,500.00 | \$2,500.00 | \$2,587.66 | \$2,587.66 | \$0.00 | \$2,587.66 | (\$87.66) |
| 01-2150-530-000 | Capital Outlay-safety & Secur | \$100,380.00 | \$100,380.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,380.00 |
| Sub Total | | \$102,880.00 | \$102,880.00 | \$2,587.66 | \$2,587.66 | \$0.00 | \$2,587.66 | \$100,292.34 |

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|-----------------------------|---|-----------------------|-----------------------|--------------------|--------------------|--------------------|--------------------|----------------------|
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2222 - SCHOOL LIBRARY SERVICES | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2222-110-000 | Salary-library | \$0.00 | \$0.00 | \$252.78 | \$252.78 | \$0.00 | \$252.78 | (\$252.78) |
| 01-2222-110-100 | Salary - Librarian Elem | \$7,755.00 | \$7,755.00 | \$6,460.00 | \$6,460.00 | \$0.00 | \$6,460.00 | \$1,295.00 |
| 01-2222-110-200 | Salary - Librarian HS | \$7,755.00 | \$7,755.00 | \$6,460.00 | \$6,460.00 | \$0.00 | \$6,460.00 | \$1,295.00 |
| 01-2222-110-300 | Salary - Librarian MS | \$7,755.00 | \$7,755.00 | \$6,460.00 | \$6,460.00 | \$0.00 | \$6,460.00 | \$1,295.00 |
| 01-2222-120-000 | Sal Of Sub | \$1,175.00 | \$1,175.00 | \$201.20 | \$201.20 | \$0.00 | \$201.20 | \$973.80 |
| 01-2222-140-100 | Sal Aide - Elem | \$4,185.00 | \$4,185.00 | \$3,487.20 | \$3,487.20 | \$0.00 | \$3,487.20 | \$697.80 |
| 01-2222-140-200 | Sal Aide - HS | \$4,185.00 | \$4,185.00 | \$3,487.10 | \$3,487.10 | \$0.00 | \$3,487.10 | \$697.90 |
| 01-2222-140-300 | Sal Aide - MS | \$4,185.00 | \$4,185.00 | \$3,488.20 | \$3,488.20 | \$0.00 | \$3,488.20 | \$696.80 |
| 01-2222-145-100 | Library OT- Elem | \$500.00 | \$500.00 | \$304.12 | \$304.12 | \$0.00 | \$304.12 | \$195.88 |
| 01-2222-145-200 | Library OT - HS | \$500.00 | \$500.00 | \$304.16 | \$304.16 | \$0.00 | \$304.16 | \$195.84 |
| 01-2222-145-300 | Library OT- MS | \$500.00 | \$500.00 | \$304.22 | \$304.22 | \$0.00 | \$304.22 | \$195.78 |
| 01-2222-210-000 | Social Security | \$100.00 | \$100.00 | \$28.71 | \$28.71 | \$0.00 | \$28.71 | \$71.29 |
| 01-2222-210-100 | SCHOOL LIBRARY SERVICES | \$950.00 | \$950.00 | \$615.89 | \$615.89 | \$0.00 | \$615.89 | \$334.11 |
| 01-2222-210-200 | SCHOOL LIBRARY SERVICES | \$950.00 | \$950.00 | \$615.82 | \$615.82 | \$0.00 | \$615.82 | \$334.18 |
| 01-2222-210-300 | SCHOOL LIBRARY SERVICES | \$950.00 | \$950.00 | \$616.04 | \$616.04 | \$0.00 | \$616.04 | \$333.96 |
| 01-2222-220-000 | Retirement | \$0.00 | \$0.00 | \$24.97 | \$24.97 | \$0.00 | \$24.97 | (\$24.97) |
| 01-2222-220-100 | SCHOOL LIBRARY SERVICES | \$1,180.00 | \$1,180.00 | \$1,012.54 | \$1,012.54 | \$0.00 | \$1,012.54 | \$167.46 |
| 01-2222-220-200 | SCHOOL LIBRARY SERVICES | \$1,180.00 | \$1,180.00 | \$1,012.64 | \$1,012.64 | \$0.00 | \$1,012.64 | \$167.36 |
| 01-2222-220-300 | SCHOOL LIBRARY SERVICES | \$1,180.00 | \$1,180.00 | \$1,012.70 | \$1,012.70 | \$0.00 | \$1,012.70 | \$167.30 |
| 01-2222-230-000 | Health Ins | \$0.00 | \$0.00 | \$73.87 | \$73.87 | \$0.00 | \$73.87 | (\$73.87) |
| 01-2222-230-100 | SCHOOL LIBRARY SERVICES | \$6,405.00 | \$6,405.00 | \$2,156.85 | \$2,156.85 | \$0.00 | \$2,156.85 | \$4,248.15 |
| 01-2222-230-200 | SCHOOL LIBRARY SERVICES | \$6,405.00 | \$6,405.00 | \$2,156.83 | \$2,156.83 | \$0.00 | \$2,156.83 | \$4,248.17 |
| 01-2222-230-300 | SCHOOL LIBRARY SERVICES | \$6,405.00 | \$6,405.00 | \$2,156.84 | \$2,156.84 | \$0.00 | \$2,156.84 | \$4,248.16 |
| 01-2222-231-000 | Health Ins - Deductible | \$900.00 | \$900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 |
| 01-2222-290-000 | Other Emp Benefits | \$0.00 | \$0.00 | \$0.64 | \$0.64 | \$0.00 | \$0.64 | (\$0.64) |
| 01-2222-290-100 | SCHOOL LIBRARY SERVICES | \$30.00 | \$30.00 | \$25.39 | \$25.39 | \$0.00 | \$25.39 | \$4.61 |
| 01-2222-290-200 | SCHOOL LIBRARY SERVICES | \$30.00 | \$30.00 | \$25.20 | \$25.20 | \$0.00 | \$25.20 | \$4.80 |
| 01-2222-290-300 | SCHOOL LIBRARY SERVICES | \$30.00 | \$30.00 | \$25.30 | \$25.30 | \$0.00 | \$25.30 | \$4.70 |
| 01-2222-318-000 | L.d. Consortium | \$45,000.00 | \$45,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$45,000.00 |
| 01-2222-410-000 | Supplies | \$0.00 | \$0.00 | \$140.45 | \$140.45 | \$1,815.95 | \$1,956.40 | (\$1,956.40) |
| 01-2222-410-100 | SCHOOL LIBRARY SERVICES | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$135.27 | \$135.27 | \$2,864.73 |
| 01-2222-410-200 | Supplies - High School | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| 01-2222-410-300 | Supplies - Middle School | \$3,000.00 | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 |
| 01-2222-430-000 | Library Books | \$0.00 | \$0.00 | \$31.52 | \$31.52 | \$2,224.66 | \$2,256.18 | (\$2,256.18) |
| 01-2222-430-100 | Library Books - Elementary | \$10,000.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 |
| 01-2222-440-000 | Periodicals | \$500.00 | \$500.00 | \$249.50 | \$249.50 | \$0.00 | \$249.50 | \$250.50 |
| 01-2222-450-100 | Elem A-v Materials | \$1,200.00 | \$1,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| 01-2222-450-200 | HS AV | \$375.00 | \$375.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$375.00 |
| 01-2222-450-300 | MS AV | \$235.00 | \$235.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$235.00 |
| 01-2222-460-000 | Hardware | \$40,000.00 | \$40,000.00 | \$895.00 | \$895.00 | \$331.00 | \$1,226.00 | \$38,774.00 |
| 01-2222-530-000 | SCHOOL LIBRARY SERVICES | \$2,500.00 | \$2,500.00 | \$3,084.44 | \$3,084.44 | \$0.00 | \$3,084.44 | (\$584.44) |
| 01-2222-560-000 | Computer | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| 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 |
| Sub Total | | \$180,000.00 | \$180,000.00 | \$47,170.12 | \$47,170.12 | \$4,506.88 | \$51,677.00 | \$128,323.00 |

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|-----------------------------|------------------------------------|-----------------------|-----------------------|--------------------|--------------------|--------------------|--------------------|----------------------|
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2310 - BOARD OF EDUCATION | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2310-317-000 | Legal Services | \$10,000.00 | \$10,000.00 | \$17,659.79 | \$17,659.79 | \$0.00 | \$17,659.79 | (\$7,659.79) |
| 01-2310-350-000 | Adv And Print | \$3,500.00 | \$3,500.00 | \$1,167.29 | \$1,167.29 | \$0.00 | \$1,167.29 | \$2,332.71 |
| 01-2310-410-000 | Supplies | \$750.00 | \$750.00 | \$1,821.92 | \$1,821.92 | \$0.00 | \$1,821.92 | (\$1,071.92) |
| 01-2310-630-000 | Dues And Fees | \$11,200.00 | \$11,200.00 | \$10,622.00 | \$10,622.00 | \$0.00 | \$10,622.00 | \$578.00 |
| 01-2310-642-000 | Fidelity Bon Premium | \$50.00 | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 01-2310-670-000 | Travel | \$2,500.00 | \$2,500.00 | \$5,235.44 | \$5,235.44 | \$2,503.20 | \$7,738.64 | (\$5,238.64) |
| Sub Total | | \$28,000.00 | \$28,000.00 | \$36,506.44 | \$36,506.44 | \$2,503.20 | \$39,009.64 | (\$11,009.64) |

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|-----------------------------|---|-----------------------|-----------------------|----------------|--------------------|--------------------|------------------|----------------------|
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2320 - EXECUTIVE ADMINISTRATION SERVICES | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2320-105-100 | Salary - Supt. Elem | \$40,485.00 | \$40,485.00 | \$38,333.00 | \$38,333.00 | \$0.00 | \$38,333.00 | \$2,152.00 |
| 01-2320-105-200 | Salary - Supt HS | \$40,485.00 | \$40,485.00 | \$38,333.00 | \$38,333.00 | \$0.00 | \$38,333.00 | \$2,152.00 |
| 01-2320-105-300 | Salary - Supt. MS | \$40,485.00 | \$40,485.00 | \$38,334.00 | \$38,334.00 | \$0.00 | \$38,334.00 | \$2,151.00 |
| 01-2320-140-100 | Sal Supt. Clerk - Elem | \$18,075.00 | \$18,075.00 | \$15,061.10 | \$15,061.10 | \$0.00 | \$15,061.10 | \$3,013.90 |
| 01-2320-140-200 | Supt Sal Clerk - HS | \$18,075.00 | \$18,075.00 | \$15,061.20 | \$15,061.20 | \$0.00 | \$15,061.20 | \$3,013.80 |
| 01-2320-140-300 | Supt Sal Clerk - MS | \$18,075.00 | \$18,075.00 | \$15,065.70 | \$15,065.70 | \$0.00 | \$15,065.70 | \$3,009.30 |
| 01-2320-145-100 | Supt OT - Elem | \$1,585.00 | \$1,585.00 | \$1,183.39 | \$1,183.39 | \$0.00 | \$1,183.39 | \$401.61 |
| 01-2320-145-200 | Supt OT - HS | \$1,585.00 | \$1,585.00 | \$1,183.41 | \$1,183.41 | \$0.00 | \$1,183.41 | \$401.59 |
| 01-2320-145-300 | Supt OT - MS | \$1,585.00 | \$1,585.00 | \$1,183.74 | \$1,183.74 | \$0.00 | \$1,183.74 | \$401.26 |
| 01-2320-210-100 | EXECUTIVE ADMINISTRATION SERVICES | \$4,440.00 | \$4,440.00 | \$3,873.17 | \$3,873.17 | \$0.00 | \$3,873.17 | \$566.83 |
| 01-2320-210-200 | EXECUTIVE ADMINISTRATION SERVICES | \$4,440.00 | \$4,440.00 | \$3,873.29 | \$3,873.29 | \$0.00 | \$3,873.29 | \$566.71 |
| 01-2320-210-300 | EXECUTIVE ADMINISTRATION SERVICES | \$4,440.00 | \$4,440.00 | \$3,873.58 | \$3,873.58 | \$0.00 | \$3,873.58 | \$566.42 |
| 01-2320-220-100 | EXECUTIVE ADMINISTRATION SERVICES | \$5,325.00 | \$5,325.00 | \$5,391.11 | \$5,391.11 | \$0.00 | \$5,391.11 | (\$66.11) |
| 01-2320-220-200 | EXECUTIVE ADMINISTRATION SERVICES | \$5,325.00 | \$5,325.00 | \$5,391.04 | \$5,391.04 | \$0.00 | \$5,391.04 | (\$66.04) |
| 01-2320-220-300 | EXECUTIVE ADMINISTRATION SERVICES | \$5,325.00 | \$5,325.00 | \$5,391.65 | \$5,391.65 | \$0.00 | \$5,391.65 | (\$66.65) |

| | | | | | | | | |
|------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|--------------------|
| 01-2320-230-100 | EXECUTIVE ADMINISTRATION SERVICES | \$19,215.00 | \$19,215.00 | \$16,021.70 | \$16,021.70 | \$0.00 | \$16,021.70 | \$3,193.30 |
| 01-2320-230-200 | EXECUTIVE ADMINISTRATION SERVICES | \$19,215.00 | \$19,215.00 | \$16,021.40 | \$16,021.40 | \$0.00 | \$16,021.40 | \$3,193.60 |
| 01-2320-230-300 | EXECUTIVE ADMINISTRATION SERVICES | \$19,215.00 | \$19,215.00 | \$16,025.00 | \$16,025.00 | \$0.00 | \$16,025.00 | \$3,190.00 |
| 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 | \$3,225.00 | \$3,225.00 | \$4,382.00 | \$4,382.00 | \$0.00 | \$4,382.00 | (\$1,157.00) |
| 01-2320-290-100 | EXECUTIVE ADMINISTRATION SERVICES | \$150.00 | \$150.00 | \$135.60 | \$135.60 | \$0.00 | \$135.60 | \$14.40 |
| 01-2320-290-200 | EXECUTIVE ADMINISTRATION SERVICES | \$150.00 | \$150.00 | \$135.60 | \$135.60 | \$0.00 | \$135.60 | \$14.40 |
| 01-2320-290-300 | EXECUTIVE ADMINISTRATION SERVICES | \$150.00 | \$150.00 | \$135.60 | \$135.60 | \$0.00 | \$135.60 | \$14.40 |
| 01-2320-350-000 | Advertising & Printing | \$1,750.00 | \$1,750.00 | \$1,653.57 | \$1,653.57 | \$0.00 | \$1,653.57 | \$96.43 |
| 01-2320-410-000 | Supplies | \$2,500.00 | \$2,500.00 | \$1,984.97 | \$1,984.97 | \$0.00 | \$1,984.97 | \$515.03 |
| 01-2320-560-000 | Computer | \$1,000.00 | \$1,000.00 | \$1,380.52 | \$1,380.52 | \$0.00 | \$1,380.52 | (\$380.52) |
| 01-2320-630-000 | Dues And Fees | \$5,000.00 | \$5,000.00 | \$3,579.78 | \$3,579.78 | \$0.00 | \$3,579.78 | \$1,420.22 |
| 01-2320-670-000 | Travel | \$5,000.00 | \$5,000.00 | \$1,830.11 | \$1,830.11 | \$0.00 | \$1,830.11 | \$3,169.89 |
| 01-2320-690-000 | EXECUTIVE ADMINISTRATION SERVICES | \$20,000.00 | \$20,000.00 | \$1,570.00 | \$1,570.00 | \$0.00 | \$1,570.00 | \$18,430.00 |
| Sub Total | | \$309,000.00 | \$309,000.00 | \$256,388.23 | \$256,388.23 | \$0.00 | \$256,388.23 | \$52,611.77 |

Primary Sort Element **Secondary Sort Element**
01 Function:2410 - OFFICE OF THE PRINCIPAL

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|--------------------|
| 01-2410-110-100 | Salary - Principal Elem | \$48,520.00 | \$48,520.00 | \$44,108.30 | \$44,108.30 | \$0.00 | \$44,108.30 | \$4,411.70 |
| 01-2410-110-200 | Salary - Principal HS | \$52,205.00 | \$52,205.00 | \$47,458.30 | \$47,458.30 | \$0.00 | \$47,458.30 | \$4,746.70 |
| 01-2410-110-300 | Salary - Principal MS | \$49,610.00 | \$49,610.00 | \$45,100.00 | \$45,100.00 | \$0.00 | \$45,100.00 | \$4,510.00 |
| 01-2410-120-000 | Substitutes | \$1,150.00 | \$1,150.00 | \$467.14 | \$467.14 | \$0.00 | \$467.14 | \$682.86 |
| 01-2410-140-000 | Sal-clerk | \$0.00 | \$0.00 | \$1,110.02 | \$1,110.02 | \$0.00 | \$1,110.02 | (\$1,110.02) |
| 01-2410-140-100 | Sal clerk - elem | \$14,720.00 | \$14,720.00 | \$16,691.30 | \$16,691.30 | \$0.00 | \$16,691.30 | (\$1,971.30) |
| 01-2410-140-200 | Sal clerk - HS | \$10,500.00 | \$10,500.00 | \$13,177.79 | \$13,177.79 | \$0.00 | \$13,177.79 | (\$2,677.79) |
| 01-2410-140-300 | Sal clerk - MS | \$25,220.00 | \$25,220.00 | \$25,442.50 | \$25,442.50 | \$0.00 | \$25,442.50 | (\$222.50) |
| 01-2410-145-100 | Princ OT - elem | \$620.00 | \$620.00 | \$527.08 | \$527.08 | \$0.00 | \$527.08 | \$92.92 |
| 01-2410-145-200 | Prin OT - HS | \$620.00 | \$620.00 | \$164.85 | \$164.85 | \$0.00 | \$164.85 | \$455.15 |
| 01-2410-145-300 | Prin OT - MS | \$620.00 | \$620.00 | \$691.95 | \$691.95 | \$0.00 | \$691.95 | (\$71.95) |
| 01-2410-210-000 | Social Security | \$0.00 | \$0.00 | \$120.65 | \$120.65 | \$0.00 | \$120.65 | (\$120.65) |
| 01-2410-210-100 | OFFICE OF THE PRINCIPAL | \$4,915.00 | \$4,915.00 | \$4,383.86 | \$4,383.86 | \$0.00 | \$4,383.86 | \$531.14 |
| 01-2410-210-200 | OFFICE OF THE PRINCIPAL | \$4,875.00 | \$4,875.00 | \$4,505.83 | \$4,505.83 | \$0.00 | \$4,505.83 | \$369.17 |
| 01-2410-210-300 | OFFICE OF THE PRINCIPAL | \$5,800.00 | \$5,800.00 | \$5,157.53 | \$5,157.53 | \$0.00 | \$5,157.53 | \$642.47 |
| 01-2410-220-100 | OFFICE OF THE PRINCIPAL | \$6,315.00 | \$6,315.00 | \$6,057.70 | \$6,057.70 | \$0.00 | \$6,057.70 | \$257.30 |
| 01-2410-220-200 | OFFICE OF THE PRINCIPAL | \$6,260.00 | \$6,260.00 | \$6,005.86 | \$6,005.86 | \$0.00 | \$6,005.86 | \$254.14 |
| 01-2410-220-300 | OFFICE OF THE PRINCIPAL | \$7,460.00 | \$7,460.00 | \$7,036.39 | \$7,036.39 | \$0.00 | \$7,036.39 | \$423.61 |
| 01-2410-230-100 | OFFICE OF THE PRINCIPAL | \$22,490.00 | \$22,490.00 | \$19,995.14 | \$19,995.14 | \$0.00 | \$19,995.14 | \$2,494.86 |
| 01-2410-230-200 | Health Insurance | \$16,400.00 | \$16,400.00 | \$14,380.69 | \$14,380.69 | \$0.00 | \$14,380.69 | \$2,019.31 |
| 01-2410-230-300 | OFFICE OF THE PRINCIPAL | \$25,815.00 | \$25,815.00 | \$22,232.10 | \$22,232.10 | \$0.00 | \$22,232.10 | \$3,582.90 |
| 01-2410-231-000 | Health Ins - Deductible | \$3,150.00 | \$3,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,150.00 |
| 01-2410-290-100 | OFFICE OF THE PRINCIPAL | \$160.00 | \$160.00 | \$153.70 | \$153.70 | \$0.00 | \$153.70 | \$6.30 |
| 01-2410-290-200 | Other Emp Benefits | \$160.00 | \$160.00 | \$153.40 | \$153.40 | \$0.00 | \$153.40 | \$6.60 |
| 01-2410-290-300 | OFFICE OF THE PRINCIPAL | \$190.00 | \$190.00 | \$178.40 | \$178.40 | \$0.00 | \$178.40 | \$11.60 |
| 01-2410-319-100 | Repairs | \$360.00 | \$360.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$360.00 |
| 01-2410-319-200 | Repairs | \$365.00 | \$365.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$365.00 |
| 01-2410-410-000 | Supplies | \$0.00 | \$0.00 | \$2,315.04 | \$2,315.04 | \$0.00 | \$2,315.04 | (\$2,315.04) |
| 01-2410-410-100 | Supplies | \$5,000.00 | \$5,000.00 | \$11.08 | \$11.08 | \$0.00 | \$11.08 | \$4,988.92 |
| 01-2410-410-200 | Supplies | \$5,000.00 | \$5,000.00 | \$100.52 | \$100.52 | \$0.00 | \$100.52 | \$4,899.48 |
| 01-2410-410-300 | Supplies | \$0.00 | \$0.00 | \$436.23 | \$436.23 | \$0.00 | \$436.23 | (\$436.23) |
| 01-2410-460-100 | Computer Hardware | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2410-460-200 | Computer Hardware | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2410-530-100 | Furniture & Equipment | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-2410-530-200 | Furniture & Equipment | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-2410-560-100 | Computer | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2410-560-200 | Computer | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2410-630-000 | Principal Dues and Fees | \$0.00 | \$0.00 | \$129.00 | \$129.00 | \$0.00 | \$129.00 | (\$129.00) |
| 01-2410-630-100 | OFFICE OF THE PRINCIPAL | \$850.00 | \$850.00 | \$317.50 | \$317.50 | \$0.00 | \$317.50 | \$532.50 |
| 01-2410-630-200 | Principal High School Dues and Fees | \$850.00 | \$850.00 | \$485.00 | \$485.00 | \$0.00 | \$485.00 | \$365.00 |
| 01-2410-630-300 | Principal MS Dues & Fees | \$850.00 | \$850.00 | \$167.50 | \$167.50 | \$0.00 | \$167.50 | \$682.50 |
| 01-2410-670-000 | Travel | \$0.00 | \$0.00 | \$2,766.26 | \$2,766.26 | \$0.00 | \$2,766.26 | (\$2,766.26) |
| 01-2410-670-100 | Travel | \$3,000.00 | \$3,000.00 | \$162.99 | \$162.99 | \$0.00 | \$162.99 | \$2,837.01 |
| 01-2410-670-200 | Travel | \$3,000.00 | \$3,000.00 | \$207.11 | \$207.11 | \$0.00 | \$207.11 | \$2,792.89 |
| 01-2410-670-300 | MS Principal Travel | \$0.00 | \$0.00 | \$148.70 | \$148.70 | \$0.00 | \$148.70 | (\$148.70) |
| 01-2410-690-000 | All Other | \$0.00 | \$0.00 | \$50.00 | \$50.00 | \$0.00 | \$50.00 | (\$50.00) |
| 01-2410-690-100 | All Other | \$2,500.00 | \$2,500.00 | \$91.00 | \$91.00 | \$0.00 | \$91.00 | \$2,409.00 |
| 01-2410-690-200 | All Other | \$2,500.00 | \$2,500.00 | \$91.00 | \$91.00 | \$0.00 | \$91.00 | \$2,409.00 |
| Sub Total | | \$345,050.00 | \$345,050.00 | \$292,779.41 | \$292,779.41 | \$0.00 | \$292,779.41 | \$52,270.59 |

Primary Sort Element **Secondary Sort Element**
01 Function:2510 - SUPPORT SERVICES-BUSINESS

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|---------------------------------|---------------------|---------------------|--------------------|--------------------|---------------|--------------------|---------------------|
| 01-2510-315-000 | Accounting & Audit Fees | \$8,500.00 | \$8,500.00 | \$8,705.87 | \$8,705.87 | \$0.00 | \$8,705.87 | (\$205.87) |
| 01-2510-316-000 | Business Office Data Processing | \$20,000.00 | \$20,000.00 | \$10,761.97 | \$10,761.97 | \$0.00 | \$10,761.97 | \$9,238.03 |
| 01-2510-319-000 | Purch Prof Tech Service | \$60,000.00 | \$60,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60,000.00 |
| 01-2510-327-000 | Rent-leases | \$55,000.00 | \$55,000.00 | \$10,544.12 | \$10,544.12 | \$0.00 | \$10,544.12 | \$44,455.88 |
| 01-2510-336-000 | Gas & Oil | \$2,000.00 | \$2,000.00 | \$1,883.65 | \$1,883.65 | \$0.00 | \$1,883.65 | \$116.35 |
| 01-2510-350-000 | Advertising/printing | \$1,500.00 | \$1,500.00 | \$304.20 | \$304.20 | \$0.00 | \$304.20 | \$1,195.80 |
| 01-2510-381-000 | SUPPORT SERVICES-BUSINESS | \$550.00 | \$550.00 | \$398.35 | \$398.35 | \$0.00 | \$398.35 | \$151.65 |
| 01-2510-382-000 | Telephone | \$15,000.00 | \$15,000.00 | \$9,422.29 | \$9,422.29 | \$0.00 | \$9,422.29 | \$5,577.71 |
| 01-2510-383-000 | Internet | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2510-410-000 | Supplies | \$2,500.00 | \$2,500.00 | \$1,837.09 | \$1,837.09 | \$0.00 | \$1,837.09 | \$662.91 |
| 01-2510-520-000 | Bldg Improvements | \$209,951.00 | \$209,951.00 | \$8,300.00 | \$8,300.00 | \$0.00 | \$8,300.00 | \$201,651.00 |
| 01-2510-530-000 | Furn And Equip | \$2,500.00 | \$2,500.00 | \$3,262.97 | \$3,262.97 | \$0.00 | \$3,262.97 | (\$762.97) |
| 01-2510-560-000 | Computer | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-2510-630-000 | Dues & Fees | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| 01-2510-660-000 | Data Process | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| 01-2510-690-000 | Audit - All Other | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| Sub Total | | \$390,001.00 | \$390,001.00 | \$55,420.51 | \$55,420.51 | \$0.00 | \$55,420.51 | \$334,580.49 |

Primary Sort Element **Secondary Sort Element**
01 Function:2520 - VEHICLE ACQUISITION AND MAINTENANCE OTHER THAN PUPIL TRANSPORTATION

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|-----------------|---|----------------|----------------|---------|-------------|-------------|-----------|---------------|
| 01-2520-334-000 | Maintenance | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-2520-336-000 | Gas And Oil (No Students) | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-2520-410-000 | VEHICLE ACQUISITION AND MAINTENANCE OTHER THAN PUPIL TRANSPORTATION | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-2520-550-000 | Vehicle Purchase | \$116,036.00 | \$116,036.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$116,036.00 |

| Sub Total | | \$119,036.00 | \$119,036.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$119,036.00 |
|-----------------------------|---|-----------------------|-----------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2610 - OPERATION OF PLANT | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2610-120-000 | Substitutes | \$10,000.00 | \$10,000.00 | \$9,260.37 | \$9,260.37 | \$0.00 | \$9,260.37 | \$739.63 |
| 01-2610-140-000 | Sal-custodian | \$0.00 | \$0.00 | \$26,468.00 | \$26,468.00 | \$0.00 | \$26,468.00 | (\$26,468.00) |
| 01-2610-140-100 | Cust. Salaries Elem | \$69,010.00 | \$69,010.00 | \$50,777.62 | \$50,777.62 | \$0.00 | \$50,777.62 | \$18,232.38 |
| 01-2610-140-200 | Cust. Salaries - hs | \$69,010.00 | \$69,010.00 | \$50,750.85 | \$50,750.85 | \$0.00 | \$50,750.85 | \$18,259.15 |
| 01-2610-140-300 | Cust. Salary - MS | \$69,010.00 | \$69,010.00 | \$50,781.36 | \$50,781.36 | \$0.00 | \$50,781.36 | \$18,228.64 |
| 01-2610-145-100 | Cust. OT - Elem | \$350.00 | \$350.00 | \$557.03 | \$557.03 | \$0.00 | \$557.03 | (\$207.03) |
| 01-2610-145-200 | Cust. OT - HS | \$350.00 | \$350.00 | \$557.03 | \$557.03 | \$0.00 | \$557.03 | (\$207.03) |
| 01-2610-145-300 | Cust. OT - MS | \$350.00 | \$350.00 | \$557.20 | \$557.20 | \$0.00 | \$557.20 | (\$207.20) |
| 01-2610-210-000 | Social Security | \$0.00 | \$0.00 | \$2,644.76 | \$2,644.76 | \$0.00 | \$2,644.76 | (\$2,644.76) |
| 01-2610-210-100 | OPERATION OF PLANT | \$5,560.00 | \$5,560.00 | \$3,843.65 | \$3,843.65 | \$0.00 | \$3,843.65 | \$1,716.35 |
| 01-2610-210-200 | OPERATION OF PLANT | \$5,565.00 | \$5,565.00 | \$3,841.55 | \$3,841.55 | \$0.00 | \$3,841.55 | \$1,723.45 |
| 01-2610-210-300 | OPERATION OF PLANT | \$5,565.00 | \$5,565.00 | \$3,843.93 | \$3,843.93 | \$0.00 | \$3,843.93 | \$1,721.07 |
| 01-2610-220-000 | Retirement | \$0.00 | \$0.00 | \$3,218.25 | \$3,218.25 | \$0.00 | \$3,218.25 | (\$3,218.25) |
| 01-2610-220-100 | OPERATION OF PLANT | \$6,350.00 | \$6,350.00 | \$5,009.99 | \$5,009.99 | \$0.00 | \$5,009.99 | \$1,340.01 |
| 01-2610-220-200 | OPERATION OF PLANT | \$6,350.00 | \$6,350.00 | \$5,007.35 | \$5,007.35 | \$0.00 | \$5,007.35 | \$1,342.65 |
| 01-2610-220-300 | OPERATION OF PLANT | \$6,350.00 | \$6,350.00 | \$5,010.45 | \$5,010.45 | \$0.00 | \$5,010.45 | \$1,339.55 |
| 01-2610-230-000 | Health Ins | \$0.00 | \$0.00 | \$14,415.98 | \$14,415.98 | \$0.00 | \$14,415.98 | (\$14,415.98) |
| 01-2610-230-100 | OPERATION OF PLANT | \$35,240.00 | \$35,240.00 | \$24,409.13 | \$24,409.13 | \$0.00 | \$24,409.13 | \$10,830.87 |
| 01-2610-230-200 | OPERATION OF PLANT | \$35,240.00 | \$35,240.00 | \$24,409.90 | \$24,409.90 | \$0.00 | \$24,409.90 | \$10,830.10 |
| 01-2610-230-300 | OPERATION OF PLANT | \$35,240.00 | \$35,240.00 | \$24,431.01 | \$24,431.01 | \$0.00 | \$24,431.01 | \$10,808.99 |
| 01-2610-231-000 | Health Ins - Deductible | \$1,800.00 | \$1,800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,800.00 |
| 01-2610-290-000 | Other Emp Benefits | \$0.00 | \$0.00 | \$79.06 | \$79.06 | \$0.00 | \$79.06 | (\$79.06) |
| 01-2610-290-100 | OPERATION OF PLANT | \$180.00 | \$180.00 | \$123.07 | \$123.07 | \$0.00 | \$123.07 | \$56.93 |
| 01-2610-290-200 | OPERATION OF PLANT | \$180.00 | \$180.00 | \$123.26 | \$123.26 | \$0.00 | \$123.26 | \$56.74 |
| 01-2610-290-300 | OPERATION OF PLANT | \$180.00 | \$180.00 | \$123.05 | \$123.05 | \$0.00 | \$123.05 | \$56.95 |
| 01-2610-318-000 | Repairman | \$50,000.00 | \$50,000.00 | \$80,171.20 | \$80,171.20 | \$0.00 | \$80,171.20 | (\$30,171.20) |
| 01-2610-321-000 | Fuel | \$50,000.00 | \$50,000.00 | \$36,140.21 | \$36,140.21 | \$0.00 | \$36,140.21 | \$13,859.79 |
| 01-2610-322-000 | Electricity | \$125,000.00 | \$125,000.00 | \$118,596.32 | \$118,596.32 | \$0.00 | \$118,596.32 | \$6,403.68 |
| 01-2610-323-000 | Water And Sewer | \$35,000.00 | \$35,000.00 | \$27,809.70 | \$27,809.70 | \$0.00 | \$27,809.70 | \$7,190.30 |
| 01-2610-327-000 | Rentals and Leases | \$5,500.00 | \$5,500.00 | \$27,645.79 | \$27,645.79 | \$0.00 | \$27,645.79 | (\$22,145.79) |
| 01-2610-328-000 | Insurance | \$130,000.00 | \$130,000.00 | \$118,003.00 | \$118,003.00 | \$0.00 | \$118,003.00 | \$11,997.00 |
| 01-2610-329-000 | Other Property Services | \$1,000.00 | \$1,000.00 | \$550.30 | \$550.30 | \$0.00 | \$550.30 | \$449.70 |
| 01-2610-338-000 | Repairs | \$1,000.00 | \$1,000.00 | \$9.44 | \$9.44 | \$0.00 | \$9.44 | \$990.56 |
| 01-2610-382-000 | OPERATION OF PLANT | \$2,000.00 | \$2,000.00 | \$2,960.12 | \$2,960.12 | \$0.00 | \$2,960.12 | (\$960.12) |
| 01-2610-410-000 | Supplies | \$70,000.00 | \$70,000.00 | \$50,381.35 | \$50,381.35 | \$0.00 | \$50,381.35 | \$19,618.65 |
| 01-2610-520-000 | OPERATION OF PLANT | \$427,620.00 | \$427,620.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$427,620.00 |
| 01-2610-530-000 | Furniture & Equipment | \$15,000.00 | \$15,000.00 | \$3,048.24 | \$3,048.24 | \$0.00 | \$3,048.24 | \$11,951.76 |
| 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 |
| Sub Total | | \$1,275,000.00 | \$1,275,000.00 | \$775,559.52 | \$775,559.52 | \$0.00 | \$775,559.52 | \$499,440.48 |
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2750 - PUPIL TRANSPORTATION | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2750-120-000 | Substitutes | \$21,000.00 | \$21,000.00 | \$14,673.72 | \$14,673.72 | \$0.00 | \$14,673.72 | \$6,326.28 |
| 01-2750-140-000 | Sal-bus Driver | \$0.00 | \$0.00 | \$6,672.38 | \$6,672.38 | \$0.00 | \$6,672.38 | (\$6,672.38) |
| 01-2750-140-100 | Sal Bus Driver - Elem | \$53,305.00 | \$53,305.00 | \$49,198.76 | \$49,198.76 | \$0.00 | \$49,198.76 | \$4,106.24 |
| 01-2750-140-200 | Sal Bus Driver - HS | \$53,305.00 | \$53,305.00 | \$45,967.31 | \$45,967.31 | \$0.00 | \$45,967.31 | \$7,337.69 |
| 01-2750-140-300 | Sal Bus Driver - MS | \$53,305.00 | \$53,305.00 | \$41,928.21 | \$41,928.21 | \$0.00 | \$41,928.21 | \$11,376.79 |
| 01-2750-141-000 | Activity Driving | \$20,000.00 | \$20,000.00 | \$19,369.00 | \$19,369.00 | \$0.00 | \$19,369.00 | \$631.00 |
| 01-2750-160-000 | Poverty - Town Drop | \$7,250.00 | \$7,250.00 | \$8,573.80 | \$8,573.80 | \$0.00 | \$8,573.80 | (\$1,323.80) |
| 01-2750-210-000 | Social Security | \$0.00 | \$0.00 | \$3,726.52 | \$3,726.52 | \$0.00 | \$3,726.52 | (\$3,726.52) |
| 01-2750-210-100 | PUPIL TRANSPORTATION | \$5,680.00 | \$5,680.00 | \$3,622.08 | \$3,622.08 | \$0.00 | \$3,622.08 | \$2,057.92 |
| 01-2750-210-200 | PUPIL TRANSPORTATION | \$5,680.00 | \$5,680.00 | \$3,377.39 | \$3,377.39 | \$0.00 | \$3,377.39 | \$2,302.61 |
| 01-2750-210-300 | PUPIL TRANSPORTATION | \$5,680.00 | \$5,680.00 | \$3,104.74 | \$3,104.74 | \$0.00 | \$3,104.74 | \$2,575.26 |
| 01-2750-220-000 | Retirement | \$0.00 | \$0.00 | \$1,323.53 | \$1,323.53 | \$0.00 | \$1,323.53 | (\$1,323.53) |
| 01-2750-220-100 | PUPIL TRANSPORTATION | \$4,810.00 | \$4,810.00 | \$4,268.29 | \$4,268.29 | \$0.00 | \$4,268.29 | \$541.71 |
| 01-2750-220-200 | PUPIL TRANSPORTATION | \$4,810.00 | \$4,810.00 | \$4,263.34 | \$4,263.34 | \$0.00 | \$4,263.34 | \$546.66 |
| 01-2750-220-300 | PUPIL TRANSPORTATION | \$4,810.00 | \$4,810.00 | \$3,863.23 | \$3,863.23 | \$0.00 | \$3,863.23 | \$946.77 |
| 01-2750-230-000 | Health Ins | \$0.00 | \$0.00 | \$680.86 | \$680.86 | \$0.00 | \$680.86 | (\$680.86) |
| 01-2750-230-100 | PUPIL TRANSPORTATION | \$2,350.00 | \$2,350.00 | \$1,955.60 | \$1,955.60 | \$0.00 | \$1,955.60 | \$394.40 |
| 01-2750-230-200 | PUPIL TRANSPORTATION | \$2,350.00 | \$2,350.00 | \$1,955.50 | \$1,955.50 | \$0.00 | \$1,955.50 | \$394.50 |
| 01-2750-230-300 | PUPIL TRANSPORTATION | \$2,350.00 | \$2,350.00 | \$1,956.10 | \$1,956.10 | \$0.00 | \$1,956.10 | \$393.90 |
| 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 | \$0.00 | \$0.00 | \$2,909.23 | \$2,909.23 | \$0.00 | \$2,909.23 | (\$2,909.23) |
| 01-2750-290-100 | PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$36.50 | \$36.50 | \$0.00 | \$36.50 | \$13.50 |
| 01-2750-290-200 | PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$36.40 | \$36.40 | \$0.00 | \$36.40 | \$13.60 |
| 01-2750-290-300 | PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$36.50 | \$36.50 | \$0.00 | \$36.50 | \$13.50 |
| 01-2750-336-000 | Gas And Oil (Students) | \$50,000.00 | \$50,000.00 | \$43,906.35 | \$43,906.35 | \$0.00 | \$43,906.35 | \$6,093.65 |
| 01-2750-337-000 | Tires And Parts | \$25,000.00 | \$25,000.00 | \$27,967.22 | \$27,967.22 | \$4,432.10 | \$32,399.32 | (\$7,399.32) |
| 01-2750-338-000 | Bus Repairs | \$15,000.00 | \$15,000.00 | \$5,640.74 | \$5,640.74 | \$1,103.00 | \$6,743.74 | \$8,256.26 |
| 01-2750-410-000 | Pupil Trans Supplies | \$3,000.00 | \$3,000.00 | \$2,981.40 | \$2,981.40 | \$125.41 | \$3,106.81 | (\$106.81) |
| 01-2750-460-000 | TRANS- Computer Hardware (<\$5k) | \$1,000.00 | \$1,000.00 | \$199.26 | \$199.26 | \$0.00 | \$199.26 | \$800.74 |
| 01-2750-465-000 | TRANS-Software | \$5,000.00 | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| 01-2750-530-000 | PUPIL TRANSPORTATION | \$5,000.00 | \$5,000.00 | \$7,633.25 | \$7,633.25 | \$0.00 | \$7,633.25 | (\$2,633.25) |
| 01-2750-540-000 | Bus Acquisition | \$139,715.00 | \$139,715.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$139,715.00 |
| 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 | \$1,000.00 | \$1,000.00 | \$207.99 | \$207.99 | \$0.00 | \$207.99 | \$792.01 |
| 01-2750-690-000 | Other Misc | \$7,500.00 | \$7,500.00 | \$6,596.52 | \$6,596.52 | \$2,008.46 | \$8,604.98 | (\$1,104.98) |
| Sub Total | | \$500,000.00 | \$500,000.00 | \$318,631.72 | \$318,631.72 | \$7,668.97 | \$326,300.69 | \$173,699.31 |
| Primary Sort Element | Secondary Sort Element | | | | | | | |
| 01 | Function:2760 - SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-2760-120-000 | Substitutes | \$1,000.00 | \$1,000.00 | \$17.50 | \$17.50 | \$0.00 | \$17.50 | \$982.50 |
| 01-2760-140-000 | Salary-spced Driver | \$0.00 | \$0.00 | \$107.30 | \$107.30 | \$0.00 | \$107.30 | (\$107.30) |
| 01-2760-140-100 | Sal SPED Driver-elem | \$1,600.00 | \$1,600.00 | \$1,249.79 | \$1,249.79 | \$0.00 | \$1,249.79 | \$350.21 |
| 01-2760-140-200 | Sal SPED Dr - HS | \$1,600.00 | \$1,600.00 | \$1,249.67 | \$1,249.67 | \$0.00 | \$1,249.67 | \$350.33 |
| 01-2760-140-300 | Salary Spced Dr - MS | \$1,600.00 | \$1,600.00 | \$1,247.56 | \$1,247.56 | \$0.00 | \$1,247.56 | \$352.44 |
| 01-2760-210-000 | Spced Social Security | \$0.00 | \$0.00 | \$9.49 | \$9.49 | \$0.00 | \$9.49 | (\$9.49) |
| 01-2760-210-100 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$150.00 | \$150.00 | \$90.36 | \$90.36 | \$0.00 | \$90.36 | \$59.64 |
| 01-2760-210-200 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$150.00 | \$150.00 | \$90.37 | \$90.37 | \$0.00 | \$90.37 | \$59.63 |

| | | | | | | | | |
|------------------|---|--------------------|--------------------|-------------------|-------------------|---------------|-------------------|--------------------|
| 01-2760-210-300 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$150.00 | \$150.00 | \$90.21 | \$90.21 | \$0.00 | \$90.21 | \$59.79 |
| 01-2760-220-000 | Sped Retirement | \$0.00 | \$0.00 | \$10.60 | \$10.60 | \$0.00 | \$10.60 | (\$10.60) |
| 01-2760-220-100 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$200.00 | \$200.00 | \$123.43 | \$123.43 | \$0.00 | \$123.43 | \$76.57 |
| 01-2760-220-200 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$200.00 | \$200.00 | \$123.48 | \$123.48 | \$0.00 | \$123.48 | \$76.52 |
| 01-2760-220-300 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$200.00 | \$200.00 | \$123.19 | \$123.19 | \$0.00 | \$123.19 | \$76.81 |
| 01-2760-230-100 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$6.55 | \$6.55 | \$0.00 | \$6.55 | \$43.45 |
| 01-2760-230-200 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$6.55 | \$6.55 | \$0.00 | \$6.55 | \$43.45 |
| 01-2760-230-300 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$50.00 | \$50.00 | \$6.56 | \$6.56 | \$0.00 | \$6.56 | \$43.44 |
| 01-2760-290-000 | Other Emp Benefits | \$15.00 | \$15.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15.00 |
| 01-2760-332-000 | Mil To Parents Sp Ed Reg | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-2760-336-000 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$2,500.00 | \$2,500.00 | \$961.35 | \$961.35 | \$0.00 | \$961.35 | \$1,538.65 |
| 01-2760-338-000 | SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION | \$7,500.00 | \$7,500.00 | \$29.40 | \$29.40 | \$0.00 | \$29.40 | \$7,470.60 |
| 01-2760-339-000 | other trans. services | \$5,485.00 | \$5,485.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,485.00 |
| 01-2760-460-000 | Computer Hardware (<\$5k) | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| Sub Total | | \$25,000.00 | \$25,000.00 | \$5,543.36 | \$5,543.36 | \$0.00 | \$5,543.36 | \$19,456.64 |

Primary Sort Element 01 **Secondary Sort Element** Function:4202 - TITLE I-INSTRUCTIONAL

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|---------------------------------------|---------------------|---------------------|--------------------|--------------------|---------------|--------------------|--------------------|
| 01-4202-110-000 | Title I - Salary | \$63,500.00 | \$63,500.00 | \$52,990.23 | \$52,990.23 | \$0.00 | \$52,990.23 | \$10,509.77 |
| 01-4202-112-000 | Title I - RTI Stipend | \$2,600.00 | \$2,600.00 | \$2,166.00 | \$2,166.00 | \$0.00 | \$2,166.00 | \$434.00 |
| 01-4202-120-000 | Title I - Substitute | \$2,500.00 | \$2,500.00 | \$1,945.26 | \$1,945.26 | \$0.00 | \$1,945.26 | \$554.74 |
| 01-4202-130-000 | Staff Development - Title Allocations | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-4202-140-000 | Title I - Para Salary | \$14,050.00 | \$14,050.00 | \$11,706.31 | \$11,706.31 | \$0.00 | \$11,706.31 | \$2,343.69 |
| 01-4202-145-000 | Title Aide OT | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-4202-210-000 | Title I - Social Security | \$6,395.00 | \$6,395.00 | \$5,161.96 | \$5,161.96 | \$0.00 | \$5,161.96 | \$1,233.04 |
| 01-4202-220-000 | Title I - Retirement | \$7,915.00 | \$7,915.00 | \$6,635.99 | \$6,635.99 | \$0.00 | \$6,635.99 | \$1,279.01 |
| 01-4202-230-000 | Title I - Health Insurance | \$19,575.00 | \$19,575.00 | \$16,958.80 | \$16,958.80 | \$0.00 | \$16,958.80 | \$2,616.20 |
| 01-4202-231-000 | Title I - Health Ins. Deduct. | \$900.00 | \$900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 |
| 01-4202-290-000 | Title I - Income Protection | \$205.00 | \$205.00 | \$169.60 | \$169.60 | \$0.00 | \$169.60 | \$35.40 |
| 01-4202-410-000 | Title I - Supplies | \$1,500.00 | \$1,500.00 | \$14.97 | \$14.97 | \$0.00 | \$14.97 | \$1,485.03 |
| 01-4202-420-000 | Title I - Textbooks | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-4202-460-000 | Title I - Hardware | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-4202-530-000 | Title I-Furniture & Equipment | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-4202-630-000 | TITLE I-INSTRUCTIONAL | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| 01-4202-670-200 | Title 1-Instructional | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-4202-670-300 | Title 1-Instructional | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| 01-4202-690-000 | Other - PD | \$500.00 | \$500.00 | \$1,068.00 | \$1,068.00 | \$0.00 | \$1,068.00 | (\$568.00) |
| Sub Total | | \$127,640.00 | \$127,640.00 | \$98,817.12 | \$98,817.12 | \$0.00 | \$98,817.12 | \$28,822.88 |

Primary Sort Element 01 **Secondary Sort Element** Function:4213 - TITLE I - SCHOOL IMPROVEMENT

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------|-------------------|-------------------|
| 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 | \$5,000.00 | \$5,000.00 | \$1,905.07 | \$1,905.07 | \$0.00 | \$1,905.07 | \$3,094.93 |
| Sub Total | | \$5,000.00 | \$5,000.00 | \$2,805.07 | \$2,805.07 | \$0.00 | \$2,805.07 | \$2,194.93 |

Primary Sort Element 01 **Secondary Sort Element** Function:4404 - IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|--|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|----------------------|
| 01-4404-300-000 | IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR | \$32,860.00 | \$32,860.00 | \$49,300.72 | \$49,300.72 | \$0.00 | \$49,300.72 | (\$16,440.72) |
| Sub Total | | \$32,860.00 | \$32,860.00 | \$49,300.72 | \$49,300.72 | \$0.00 | \$49,300.72 | (\$16,440.72) |

Primary Sort Element 01 **Secondary Sort Element** Function:4406 - SPED IDEA PRESCHOOL

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|----------------------------------|-------------------|-------------------|---------------|---------------|---------------|---------------|-------------------|
| 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 |
| Sub Total | | \$4,500.00 | \$4,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,500.00 |

Primary Sort Element 01 **Secondary Sort Element** Function:5000 - DEBT SERVICES

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|--------------|---------------------|---------------------|---------------|---------------|---------------|---------------|---------------------|
| 01-5000-610-000 | Debt Service | \$250,000.00 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 |
| Sub Total | | \$250,000.00 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 |

Primary Sort Element 01 **Secondary Sort Element** Function:6000 - SUMMER SCHOOL

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|-------------------------------|--------------------|--------------------|---------------|---------------|---------------|---------------|--------------------|
| 01-6000-110-000 | Summer-dr.ed. Salary | \$15,000.00 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 |
| 01-6000-210-000 | Summer-dr.ed. Social Security | \$1,150.00 | \$1,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,150.00 |
| 01-6000-220-000 | Summer-dr.ed.-teacher Retirem | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 |
| 01-6000-336-000 | Dr. Ed.-gas & Oil | \$1,850.00 | \$1,850.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,850.00 |
| 01-6000-410-000 | Dr. Ed.-supplies | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 |
| Sub Total | | \$20,000.00 | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 |

Primary Sort Element 01 **Secondary Sort Element** Function:7820 - VOCATIONAL EDUCATION

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|------------------|-------------------|-------------------|-----------------|-----------------|---------------|-----------------|-------------------|
| 01-7820-110-000 | Sal-ad Ed Voc Ed | \$3,500.00 | \$3,500.00 | \$500.00 | \$500.00 | \$0.00 | \$500.00 | \$3,000.00 |
| 01-7820-210-000 | Social Security | \$275.00 | \$275.00 | \$38.05 | \$38.05 | \$0.00 | \$38.05 | \$236.95 |
| 01-7820-220-000 | Retirement | \$350.00 | \$350.00 | \$49.40 | \$49.40 | \$0.00 | \$49.40 | \$300.60 |
| 01-7820-230-000 | Health | \$0.00 | \$0.00 | \$54.60 | \$54.60 | \$0.00 | \$54.60 | (\$54.60) |
| 01-7820-410-000 | Supplies | \$437.50 | \$437.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$437.50 |
| 01-7820-460-000 | Hardware | \$437.50 | \$437.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$437.50 |
| Sub Total | | \$5,000.00 | \$5,000.00 | \$642.05 | \$642.05 | \$0.00 | \$642.05 | \$4,357.95 |

Primary Sort Element 01 **Secondary Sort Element** Function:8000 - TRANSFERS (OUTGOING)

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|------------------|----------------------|---------------------|---------------------|-------------------|-------------------|---------------|-------------------|--------------------|
| 01-8000-000-000 | TRANSFERS (OUTGOING) | \$100,000.00 | \$100,000.00 | \$3,883.65 | \$3,883.65 | \$0.00 | \$3,883.65 | \$96,116.35 |
| Sub Total | | \$100,000.00 | \$100,000.00 | \$3,883.65 | \$3,883.65 | \$0.00 | \$3,883.65 | \$96,116.35 |

Primary Sort Element 01 **Secondary Sort Element** Function:9000 - NON-PROGRAM EXPENDITURES

| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
|-----------------------------|--|-------------------------------|-----------------------|-----------------------|-----------------------|---------------------|-----------------------|-----------------------|
| 01-9000-000-000 | NON-PROGRAM EXPENDITURES | \$0.00 | \$0.00 | \$99,854.10 | \$99,854.10 | \$0.00 | \$99,854.10 | (\$99,854.10) |
| Sub Total | | \$0.00 | \$0.00 | \$99,854.10 | \$99,854.10 | \$0.00 | \$99,854.10 | (\$99,854.10) |
| Primary Sort Element | | Secondary Sort Element | | | | | | |
| 01 | Function:9999 - Clearing | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 01-9999-000-000 | Necessary Cash Reserve | \$900,000.00 | \$900,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900,000.00 |
| Sub Total | | \$900,000.00 | \$900,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900,000.00 |
| Primary Sort Element | | Secondary Sort Element | | | | | | |
| 10 | Function:9000 - NON-PROGRAM EXPENDITURES | | | | | | | |
| Account Code | Description | Adopted Budget | Current Budget | Actuals | YTD Actuals | Encumbrance | Projected | YTD Available |
| 10-9000-000-000 | NON-PROGRAM EXPENDITURES | \$0.00 | \$0.00 | \$386,706.66 | \$386,706.66 | \$0.00 | \$386,706.66 | (\$386,706.66) |
| 10-9000-200-000 | NON-PROGRAM EXPENDITURES | \$0.00 | \$0.00 | \$120.00 | \$120.00 | \$0.00 | \$120.00 | (\$120.00) |
| Sub Total | | \$0.00 | \$0.00 | \$386,826.66 | \$386,826.66 | \$0.00 | \$386,826.66 | (\$386,826.66) |
| Grand Total | | \$9,999,086.00 | \$9,999,086.00 | \$6,714,156.37 | \$6,714,156.37 | \$148,364.43 | \$6,862,520.80 | \$3,136,565.20 |

Budget \$ 8,332,571.67 83.3%
 Under (Over) Budget \$ 1,470,050.87 14.7%

Activities Director's Report

Weightlifting started on Monday, June 4th for the High School Boys in the morning from 6:00 AM to 7:00 AM Monday-Friday, Girls started on June 11th working out Monday, Tuesday and Thursday from 6:30 AM to 7:30 AM. Junior High works out 8:00 AM to 9:00 AM.

High School Cross Country Summer Running us up and going. It is open to anyone and they meet at 6:15 AM Monday-Friday. Jonathan Beverly is leading the group.

High School Girls Volleyball Camp is June 18th-21st in the Longhorn Gym.

Cheerleading camp has been going on this week Monday and Tuesday June 11th and 12th.

The Nebraska School Activities Association will hold the annual coaching clinic in Lincoln on July 24th, 25th, and 26th. At this time I have 9 coaches registered to go.

The High School Girls Basketball Team has been playing in McCook on Tuesday nights and also had 19 girls attend the Gold Crown Camp in Denver, CO June 7th, 8th, & 9th. Two others joined them on Saturday for a total of 21 girls. The Varsity also attended a team camp in Sterling, CO on Saturday June 2.

The High School Boys attended the Creighton Basketball team camp in Omaha on June 8th and 9th. They are also playing in the summer league in McCook.

Uni-tech will be refinishing the gym the on the 4th of July weekend. It will be \$2,890 for 2 coats in the Longhorn Gym and \$1,850.00 for the Shorthorn Gym. He is keeping the price the same as what it has been the last two years.

Randy Ross with Specialty Installation is going to contact me when he is doing some work in Bridgeport and then come on down to inspect the bleachers and make any adjustments needed.

If you have any questions, please feel free to give me a call or email me.

Thanks,

Troy



Chase County

June, 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|-----------|---------------------------|---------------------------|---------------------------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 6:00pm Chase County School Board Meeting @ Board Room | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 FCCLA @ Atlanta, GA | 29 FCCLA @ Atlanta, GA | 30 FCCLA @ Atlanta, GA |

July, 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|---|--|-----------|----------|--------|----------|
| 1 FCCLA @ Atlanta, GA | 2 FCCLA @ Atlanta, GA | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 6:00pm Chase County School Board Meeting @ Board Room | 11 | 12 | 13 | 14 |
| 15 | 16 12:00pm-6:00pm Blood Drive @ Auxiliary Gym | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Mrs. Odens' June, 2018 School Board Report

I apologize for not being in attendance at tonight's meeting. Mrs. Lakey, Ms. Haake, Mrs. Olsen, and myself are traveling to Lincoln to attend the Supporting Positive Behavior Conference at Lincoln Southwest High School on Wednesday and Thursday, June 13th and 14th.

We sent a team of ten to the initial PBIS training in North Platte on May 29th and 30th. Mr. Gleisberg, Mrs. Hanna, Mrs. Lakey, Ms. Haake, Ms. Ramos, Mrs. Thayer, Ms. Boman, Amy Leibbrandt, Angie Swanson, and myself make up our team. We are very excited to meet with the staff in the fall and work on expectations for student behavior. We will be working on the expectations and other components of the program as the school year starts. Once we feel confident in our expectations we will start to implement the different pieces of the program starting with areas of the school that are common areas such as the lunchroom, hallways, etc.

I have been working on schedules and class lists for next year as well as reading some books that Mr. Klooz has suggested for us to read.

Superintendent Report
June 2018

1. CDC Reports
2. Building projects
3. Cleaning and preparing
4. Working on handbooks.
5. Student files complete
6. Working on transitioning with Randy.

5/9/2018

To whom it Concerns:

This letter is just to inform you that I will be leaving Chase County Schools from my position as Para at the end of the school year. If you would need further questioning from me please feel free to contact me. Thank you.

Sincerely,

Marcie Kelley

A handwritten signature in cursive script that reads "Marcie Kelley". The signature is written in black ink and is positioned below the typed name.

5/17/2018

Chase County Schools Mail - resignation



Becky Odens <bodens@chasecountyschools.org>

resignation

1 message

Rachel Scheel <rscheel@chasecountyschools.org>
To: Becky Odens <bodens@chasecountyschools.org>

Wed, May 16, 2018 at 8:32 PM

Becky,

I will not be returning to Chase County Schools as a paraprofessional for the 2018-19 school year due to a move out of town. I have loved my time working with the third grade team & remain so very grateful for the opportunity. Thank you!

Sincerely,
Rachel Scheel

MICK MOUL'S MODERN BUILDERS, LLC

98 RD WEST 80 SOUTH – OGALLALA, NE 69153

www.mmbonline.com

308-284-4946

Fax 308-284-6968

ESTIMATE

ESTIMATE SUBMITTED TO: Chase County Schools **PHONE:** 308-882-4304 **DATE:** 6/01/18

STREET: 520 East 9th St.

FAX:

CITY, STATE, ZIP: Imperial, NE 69033

JOB LOCATION:

We hereby propose to furnish materials and labor necessary for the completion of:

| | |
|-----------|-------------|
| Door #1 | \$5,509.00 |
| Door #2 | \$5,503.00 |
| Door #3 | \$7,939.00 |
| Door #4 | \$7,939.00 |
| Door #5 | \$7,699.00 |
| Door #6 | \$4,271.00 |
| Window #7 | \$6,115.00 |
| Door #8 | \$12,475.00 |
| Door #9 | \$11,515.00 |
| Door #10 | \$12,475.00 |
| Door #11 | \$11,515.00 |
| Door #12 | \$16,525.00 |
| Door #13 | \$16,525.00 |
| Door #14 | \$7,939.00 |
| Door #15 | \$7,939.00 |
| Door #16 | \$4,271.00 |
| Door #17 | \$4,271.00 |
| Door #18 | \$5,509.00 |
| Door #19 | \$5,503.00 |
| Door #20 | \$4,271.00 |
| Door #21 | \$13,520.00 |

These are the prices if you do just part of the doors.

Remove and replace 13 – hollow metal doors, frames and hardware. Slug the new frames like the old frames.

\$65,470.00

Remove and replace 6 – aluminum doors with windows and 1 – set of windows only and 1 – automatic slider.

#40 Finish, #500 Stile doors, #451 frames, 10” bottom rails, continuous hinges, Stanley K-Z Rim Panics, Stanley K-Z Pull handles, keyed alike, 1” stop, Thresholds, Removable Mullions, All Hardware Installed by MGS Omaha

\$84,268.00

WE PROPOSE hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

One Hundred Forty Nine Thousand Seven Hundred Thirty Eight and 00/100 \$149,738.00

PAYMENT TO BE MADE AS FOLLOWS: 10% down, balance as work progresses

MOUL'S WILL CARRY BUILDERS RISK INSURANCE UNTIL JOB IS COMPLETE. YES X NO

OWNER WILL BE RESPONSIBLE FOR BUILDNG PERMITS. X YES NO

OWNER WILL BE RESPONSIBLE FOR TRASH REMOVAL. YES X NO

OWNER WILL BE RESPONSIBLE FOR A LEVEL SITE. YES X NO

OWNER WILL BE RESPONSIBLE FOR ANY UTILITY RELOCATION. X YES NO

OWNER WILL BE RESPONSIBLE FOR ANY SOIL TESTING. YES X NO

All material is guaranteed to be as specified. All work to be complete in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized signature: _____

NOTE: This proposal may be withdrawn by us if not accepted within 10 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Date of acceptance:

Signature: _____

VIOLENCE FREE/ANTI-BULLYING POLICY

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of other.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Violence Free Policy

It is everyone's responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school sponsored activity. To help ensure a violence-free environment, the District has adopted a stringent stance concerning the following:

Fighting, hitting, kicking, biting, and/or verbal abuse of an individual(s).

Definition: Any physical and/or verbal attack on another individual(s) to extort items or favors, induce fear, expresses anger, or which may cause physical harm.

Consequences: Out-of-school suspension for at least the remainder of the day the incident happened with the possibility of up to five (5) days out-of-school suspension with a due process hearing for possible expulsion and possible notification of law enforcement. Parents or guardians shall come to the school to remove the student. Students will be accountable for work missed.

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. 9th 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.

Article 10 - State and Federal Programs

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.

Article 10 - State and Federal Programs

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

Article 10 - State and Federal Programs

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

Article 10 - State and Federal Programs

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 ESSA 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 ESSA 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

Article 10 - State and Federal Programs

- 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

Article 10 - State and Federal Programs

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 wellbeing 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 ESSA. 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. The District will provide high-quality curriculum and instruction to enable children to meet state and academic achievement standards.
4. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
5. 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.
6. 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

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

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

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school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

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

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

Section 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

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

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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 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 Petticoat 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. 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

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means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

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

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benefits.

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)

| | |
|------------------------------|----------------------|
| 1ST PERIOD | 8:00 – 8:49 |
| 2ND PERIOD | 8:52 – 9:41 |
| 3RD PERIOD | 9:44 – 10:33 |
| 4TH PERIOD | 10:36 – 11:36 |
| MS LUNCH | 11:37 – 12:07 |
| 5TH PERIOD | 12:07 – 12:57 |
| 6TH PERIOD | 1:00 – 1:46 |
| 7TH PERIOD | 1:49 – 2:38 |
| READING/RTI | 2:41 – 3:30 |

HIGH SCHOOL (9-12)

| | |
|------------------------------|----------------------|
| 1ST PERIOD | 8:00 – 8:49 |
| 2ND PERIOD | 8:52 – 9:41 |
| 3RD PERIOD | 9:44 – 10:33 |
| 4TH PERIOD | 10:36 – 11:25 |
| 5TH PERIOD | 11:28 – 12:17 |
| LUCNH | 12:17 – 12:57 |
| 6TH PERIOD | 12:57 – 1:46 |
| 7TH PERIOD | 1:49 – 2:38 |
| 8TH PERIOD | 2:41 – 3:30 |

2:30 - Friday Dismissal

| Elem. | MS | HS |
|---|-----------------------------------|------------------------------------|
| K - 10:40-11:10 Recess - 11:10-11:50 | 1st 8:00-8:45 | 1st 8:00 - 8:39 |
| 1st - 10:50-11:15 Recess - 11:15-11:50 | 2nd 8:48-9:29 | 2nd 8:42 - 9:21 |
| 2nd - 10:55-11:20 Recess - 11:20-11:50 | 3rd 9:32-10:14 | MIC Time 9:24-9:48 |
| 3rd - 11:00-11:25 Recess - 11:25-11:50 | 4th 10:17-10:58 | 3rd 9:52 - 10:30 |
| 4th - 11:05-11:30 Recess - 11:30-11:50 | 5th 11:01-11:25 | 4th 10:33-11:12 |
| | Lunch 11:25-11:52 | 5th 11:15-11:54 |
| | 5th 11:55-12:23 | Lunch 11:54-12:23 |
| | 6th 12:26-1:06 | 6th 12:26-1:06 |
| | 7th 1:09-1:54 | 7th 1:09 -1:48 |
| | Reading/RTI/PBIS 1:57-2:30 | 8th 1:51- 2:30 |

10:00 start

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

| | | |
|---|-------------------------------------|-------------------------------------|
| 3rd - 11:20-11:45 Recess - 11:45-12:10 | Lunch 11:54-12:25 | 4th 11:54 - 12:25 |
| 4th - 11:25-11:50 Recess - 11:50-12:10 | 4th 12:28 - 12:55 | Lunch 12:28-12:55 |
| | 5th 12:58-1:32 | 5th 12:58-1:32 |
| | 6th 1:35-2:09 | 6th 1:35-2:09 |
| | 7th 2:12-2:46 | 7th 2:12 - 2:46 |
| | Reading/RTI/PBIS 2:49-3:30 | 8th 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 4-12. 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. For students in grades 5-12, 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. For grades 5-12, 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. Students who are tardy more than 15 minutes to class will be counted absent. 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.

If students are attending a sporting event that they are not participating in during the school day, a parent or guardian must accompany the student during the event. Students not accompanied by a parent or guardian will be assigned an unexcused absence.

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

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 (5th period through 8th 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 or athletic director 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 truanancies 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) 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

Chase County Schools recommends students 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 prior to 9th grade will be subject to administrator approval. 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 or 40 hours over the course of high school 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 upon the recommendation of the administration, who will support the recommendation with justifiable reasons. 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. The first week of each semester is considered the drop/add period. After the drop/add period, a parent, teacher, or administrator can only initiate schedule changes. All schedule changes must have parental or guardian approval, with 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.

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

In order to apply to the NHS chapter, you will need to be at least a sophomore with a 3.75 or higher GPA. In order to be selected, the applicant must document on the application at least two leadership roles held in grades 9-12, at least 10 hours of community service completed in grades 9-12, participation in at least one school or community activity with a significant accomplishment or award, and completion of a personal statement demonstrating how character is evident in his or her daily life. Applications will be reviewed by a faculty committee and if the criteria is met, the applicant will be selected into the NHS.

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.

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

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

Removal from National Honor Society

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

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

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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 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

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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 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.

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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 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.

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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.

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 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 11th grade Nebraska ACT Reading, Math, Science and Writing or equivalent exam, when averaged together.
 - b. The highest composite American College Test (ACT) score available as of 10 days

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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.

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.

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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.
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

Article 6 - Support Services

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 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 foregoing 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.

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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.

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Summary of the School Immunization Rules and Regulations

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

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

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

Updated 5/2015

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.

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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.

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.

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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.

Section 6 Title I Services

Chase County Schools participates in the Title I remedial reading and math programs. Classes will be scheduled during the day on a very limited enrollment basis in an effort to give as much individual attention to the students as possible.

The school uses a referral program to determine which students qualify for the service. Students with the greatest need are served first. When funds are available, a summer program could also be offered. The U.S. Government, through a financial grant to our district, funds this program in part.

Title I is a Federally funded program enacted by the United States Government, Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301. Et seq.) is amended to read as follows: Title I – Improving the academic achievement of the disadvantaged.

Statement of Purpose:

The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Goals for the Chase County School Title I program:

1. To help students function at a higher level in the classroom.
2. To help students succeed and get academic credit for a particular class.
3. To help students graduate and become contributing members of society.

Article 6 - Support Services

Chase County Schools is a school-wide Title I program. Rather than identifying specific students to qualify for Title I services, now all of our students automatically qualify for Title I services. This change has allowed us to coordinate efforts with all teachers and assist each student who attends Chase County Schools. As part of this process, the school is required for all parents and teachers to sign a compact recognizing the expectations we have for our students. **By signing the back page of this handbook, you are recognizing the expectations outlined in the Title I compact.**

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

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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;

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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

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- 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

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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

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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

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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

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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. 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

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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.

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- (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 social media 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 social media.

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 social media 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

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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.

The athletic program at Chase County Schools is designed to provide opportunities for those students who desire competitive activity in athletics. It is the policy of Chase County Schools not to discriminate on the basis of race, color, national origin, sex, marital status, or handicap in its educational programs.

Any boy or girl is welcome to participate in any of the interscholastic teams available to them providing he/she meet the requirements established by the State Activities Association and the school, and he/she agree to follow the guidelines established in this booklet.

A great athletic tradition is not built overnight; it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the athlete has certain

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responsibilities to uphold. An athlete is one who accepts these responsibilities. The responsibilities are to broaden yourself, and develop strength of character. You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

An athlete has a responsibility to both school and community. The student body, the community, and other communities judge our school on the participants conduct and attitudes, both on and off the field. Because of this leadership role, athletes contribute to our school and community image. Making our school proud of you and your community proud of your school, by your performance and your devotion to high ideals. Do not let the younger students down. They will imitate you in many ways. Give them something worth copying.

Because a great winning tradition is wanted at Chase County High School, the coaches believe that they have a responsibility to give the community the best possible team with the available talent. All students who want to take part in the athletic tradition established at CCS will have to accept the responsibilities, which are set up for every member of all teams. These guidelines are drawn from the philosophies of the present coaching staff, administration, present athletes, and existing school policies and from the policies set up the Nebraska Association of High School Activities.

Section 2 Extracurricular Activity Code of Conduct

STUDENTS ARE INELIGIBLE IF THEY:

1. Have graduated from high school.
2. Are not enrolled in at least twenty hours per week and are not regular in attendance.
3. Were not enrolled in some high school on or before the 11th school day of the current school year.
4. Were 19 years of age before August 1.
5. Have attended a four year high school more than 8 semesters or a three year high school more than 6 semesters.
6. Were not enrolled in school the immediate preceding semester.
7. Did not receive 20 semester hours of credit the immediate preceding semester.
8. Compete in any athletic contest during the season of the sport involved either as an individual or a member of an outside team unless he is representing his school.
9. Participate in an all-star team while still a high school undergraduate.
10. Participate under an assumed name.
11. Do not keep their amateur status.
12. Participate on the varsity level for a high school not in the district where their parents reside.
13. Participate on the varsity level for a high school after their parents have moved from that school district and the student stays behind in school. There are exceptions to this rule and the student should check with the athletic director before competing.

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

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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.

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.

DRESSING ROOM POLICIES:

All athletes should be under the direct supervision of a coach or aide while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach will

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deal with all cases of misconduct.

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

PRE-PRACTICE REQUIREMENTS:

Athletes must meet the following requirements before they start practice:

1. Return a completed medical physical form to the athletic director.
2. Return to the athletic director's office the sheet found attached to these guidelines giving the following:
 - a. Permission to participate in the Athletic Program.
 - b. Athlete's agreement to athletic guidelines.
 - c. Parental agreement to athletic guidelines.
 - d. Payment of any required fees.

ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

According to the Nebraska School Activities Association, no athletic contest shall be held on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community.

The policy of the Imperial Athletic Department is as follows: There will be no activities scheduled (practice included) on Wednesday evening after the regular practice ends. The only exception to this is when an athletic team is required to play in conference, district or state competition.

Athletic policy also includes that there will be no activities scheduled for Sunday. EXCEPTION: When a varsity team is required to play a contest on Monday, practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the athletic director's office.

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:

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.

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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 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

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- 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.

Tobacco, 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:

- (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

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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:

Tobacco, 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 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

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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.

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.

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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 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.

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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.
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.

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NSAA DUE PROCESS PROCEDURE

Due process procedures governing all alleged violations of Nebraska School Activities Association rules involving the Constitution, Bylaws or approved rulings are available for view upon request in the Activity Director's office.

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. (One-half day will consist of periods 5th thru 8th or the final 4 periods of the day) The students must be in school from 11:46 thru 3:30 to be eligible to practice or participate. The Activity Director must approve any exceptions to the ½ day rule. If the contest is on a non-school day and the individual was absent the day prior to the activity, he/she must gain permission to participate from the Activity Director. This policy is designed to be applied to those participants who are sick. This policy does not apply to participants who miss school because of school-sponsored activities, trips with parents, orthodontist appointments, or doctor appointments for reasons other than immediate physical illnesses. If the Activity Director is unavailable, the Principal, or Superintendent may be consulted regarding these issues.

Participants are expected to be at all practices scheduled by the coach. Should a participant not be able to attend a practice, he/she must contact the coach in advance. Exception: When the participant is absent from school he/she does not need to notify the coach; however, most coaches appreciate knowing the reason the participant is absent from school.

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

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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. Chase County High School is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in which is generally known as the co-curricular activities. Chase County High School is subject to and governed in part by the rules and regulations for co-curricular activities of the NSAA, which rules and regulations are incorporated into and made a part of this policy by this reference. These rules and regulations include, but are not limited to such subjects as eligibility, entry fees, awards, seasons, practices, summer activities, out of state contests, state-wide contests, Sunday contests, physical examinations, participation on non-high school teams in non-school competition, all-star competition, amateur rules, assumed names, prohibited activities, playing rules, equal opportunity for participation, and sports sponsored by the association.
3. Student Eligibility Policy- Each Monday all teachers will report the names of students whose averages are D or F. These students will be placed on a Down List. Students who are on the Down List for one F each week will be ineligible to participate in any activity that is not required part of a regularly scheduled class. The ineligibility period will be from Tuesday to Tuesday. In determining whether or not a student is failing, the teacher should consider the student's grade as of the time the report to the office is made. At the beginning of each quarter students will have a two-week "grace" period to establish passing academic grades before the weekly eligibility policy takes effect.

The school follows the eligibility requirements established by the Nebraska School Activities Association. The part of their established eligibility requirements which athletes should be aware of are:

"To be eligible, the student must be taking at least twenty semester hours of instruction per week at the school the student represents in interscholastic competition."

"To be eligible, a student shall have credit on the school records for twenty semester hours of work for the immediate preceding semester."

All transfer students new to the school system must have their eligibility approved by the Nebraska School Activities Association prior to any competition. This approval should be initiated through the activity director's office.

The activity director and the coaching staff shall reserve the right to withhold any

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student from participation should that student break guidelines established and published in the student handbook.

3. These rules and regulations are available for inspection and review in the office of the school superintendent, principal, and athletic director. NSAA has a due process appeal procedure for alleged violations of their rules and regulations, which will be followed by Chase County High School.
4. **Summary of NSAA Rules as to Eligibility of Participants:**
All Students must be undergraduates, must be high school students in regular attendance, taking at least 20 semester hours per week, and must have become regular in attendance on or before the 11th school day of the semester in which the activity takes place. Exception: when a student is prevented from becoming regular in attendance because of personal illness or quarantine, this rule may be waived upon presentation to the NSAA offices of satisfactory evidence of the cause of such late registration. No other excuse for late registration shall be accepted towards meeting this eligibility requirement.

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.

SELECTION OF ATHLETIC SQUADS:

Athletic teams will carry the largest possible number of athletes in order to give as many students the opportunity to develop their skills in practice and games as possible. In selecting an athletic squad, consideration will be given to facilities, equipment available, scheduling, and coach-athlete ratios. Traveling squads may be limited because of space available on buses and/or vans, and/or when athletes will not be competing in a contest (example: five golfers make up a golf team at a meet, fourteen players constitute a team at District Basketball, etc.). Seniors, who do not have the athletic ability to compete with underclassmen, will be advised of the situation by

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the head coach as early in the season as possible. No student will be selected to the athletic squad simply because he/she is a senior. On all squads, at all levels of competition, the CCS philosophy is to play as many athletes as possible while remaining competitive.

Practice squads at CCS will not be limited; however, not all participating students will be selected to the inter-school competition squads. Those sports are given below:

- 1) VOLLEYBALL: All 9th graders participants will be part of the freshman team.
- 2) GIRLS' BASKETBALL: All 9th graders will be part of the freshman team.
- 3) BOYS' BASKETBALL: All 9th graders will be part of the freshman team. All 10th graders who will be part of the sophomore team.

CHASE COUNTY SCHOOLS LETTERING REQUIREMENTS:

To earn a letter in any varsity sport at Chase County High School, the following requirements are taken into consideration:

1. Completion of all games or practices, whichever is longer.
2. Care of equipment.
3. Cooperation with team, coach, and facility.
4. Contribution, participation, attitude, and conduct displayed during practice, road trips, and competitive play.
5. The use of self-discipline.
6. Attendance of practice regularly.
7. Coaches' discretion.
8. Playing Requirements are as listed.

Each time an individual letters in a sport, he/she will be awarded a letter certificate by the coach of that sport at the conclusion of the year. The first time that an individual letters in any sport he or she will be awarded, by the coach of the sport, the standard chenille letter representative of athletics of Chase County Schools. At CCS all requirements are based upon varsity competition.

Any senior who has competed in a sport for four years and has conducted himself/herself in the best interest of the team, but has failed to accumulate the required amount of playing time may be granted a letter.

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

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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.
 - 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"

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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.
 - 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.

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- 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.

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 disenchanting.
- Don't compare the skill, courage, or attitude of your child with other members of the team.

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- 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
 - 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.

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PRACTICE REGULATIONS:

No organized practice in any sport shall be held during the school year between the close of a season of a sport and the opening day of practice for that sport the following school year.

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

BASKETBALL, SOFTBALL, VOLLEYBALL: An organized practice shall mean more than four players under the direct supervision of a sponsor.

CROSS-COUNTRY, TRACK, WRESTLING, GOLF: An organized practice shall mean more than three players under the direct supervision of a sponsor.

CONDITIONING PROGRAMS: A coach may organize and supervise a year-round conditioning program to include weight lifting, running and exercising for all students. Such a conditioning program shall be general in nature, and no individual skills of any sport may be taught. Conditioning sessions shall be no longer than 60 minutes in length and no member shall participate in more than one session per day.

SUMMER ACTIVITIES: From the close of school for the second semester until the opening of the fall sport season, there shall be no restriction on athletes or on high school coaches working with athletes. A member school however, may not sponsor a team nor individual, provide uniforms or individual player equipment, or otherwise be responsible for students in summer competition.

A school may organize a clinic in any sport after the school is closed for the second semester or June 1, whichever is later, through the first weekend in August. No clinic in any sport shall exceed three weeks in duration and that three weeks shall be defined as twenty-one (21) calendar days to run consecutively from the beginning date of the clinic.

OFF-SEASON PRACTICE REGULATIONS: In order that we may always have a well-rounded athletic program at Chase County High School, and because of limited facilities for some sports, the following guidelines will be followed concerning off-season unorganized practices:

- a. No athlete will work out under the supervision of a coach or use school facilities during the school year until five weeks before the first organized practice date scheduled for the next sport season. During the time between the close of the school term and organized fall practices there will be restrictions on unorganized practices.
- b. No athlete will use school facilities without the permission of one of the coaches. Permission must be granted by the athletic director upon request from one of the coaches.
- c. No coach or athlete will do anything take away from the sport in season.
- d. Coaches will encourage their athletes to participate in other sports during the off-season.
- e. Daily off-season practices will always start after the practices of the sport in season and will be concluded before the daily practice ends so as not to interfere in any way with the sports in season.

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- f. No individual will be allowed to change sports during a season unless he/she has the approval of the coach of the sport they are dropping.
- g. If an individual is dropped from a squad because of disciplinary reason by the coaching staff, he/she may not practice for the next sports season using school facilities or under the supervision of a coach until the sport from which he was dropped is completed.
- h. If an individual is cut from a squad by the coaching staff, he/she may participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association. (This means an individual must wait seven (7) days before competing on the second sport of that season.).

STARTING, DISMISSAL AND LENGTH OF PRACTICE:

All starting times of practices will be designated by the individual coach. Due to limited facilities, some practice starting times will be set by the activities director. All athletes are expected to be on the field or court at the time set by the coach.

In order that athletes and their parents may plan accordingly and for the welfare of the athlete and to aide in family scheduling, the suggested length of practice is 2 ½ hours. The coach must use his/her own judgment.

PARTICIPATION ON OTHER TEAMS: Any individual who is a member of any Chase County Schools Interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he is a member of a CCS interscholastic squad. Example: town team basketball or open golf tournament.

TEAM TRAVEL:

Transportation: The policy of Chase County Schools is to provide transportation to most out of town school activities. All students are required to ride school transportation to and from activities in which they are directly involved. The only exception to this rule will be a written excuse signed by the parent, stating the student has been released to the parent. If a student leaves the out-of-town activity or does not ride back on the transportation provided, unless excused by the sponsor of that activity, that student will be prohibited from attending out-of-town school sponsored activities for a 9-school week period of time.

Bus safety is of utmost importance at all times. When leaving the bus, students must use the exit doors provided. The emergency doors are to be used **ONLY** in the case of extreme emergency.

- a. Dress: Dress of team members should be clean, neat and in good taste. Coaches will determine appropriateness of dress.
- b. Meals: With the exception of state tournaments or meets, the school will not provide meals, nor will athletes be reimbursed for meals. When an athletic team eats while traveling to or from a contest, it shall be the responsibility of the team members and/or coaches to arrange for payment.

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PLAYING REQUIREMENTS:

VOLLEYBALL:

1. A girl must play in as many varsity games as there are matches. (One match equals two out of three games.) OR
2. Play in two matches at the SPVA, district, or state tournament.

BOYS AND GIRLS TRACK

1. Score 1 point in a major meet. (Four or more schools.) OR
2. Score 5 points in a dual or triangular.

WRESTLING:

1. Earn 40 points that are accredited toward team points (points earned in the following manner): 1. Team points earned as record for team score. 2. Effort determined by the coach (1 pt. per match).
2. Qualify for state.
3. As a senior who has wrestled for four (4) years.
4. Coaches' discretion.

A wrestler may lose his letter points accumulated by not making the weight they have challenged for during the week.

GOLF:

1. Earn a medal in a major meet. (A major meet is four or more teams).

FOOTBALL:

1. Play in as many quarters as games played, plus three additional quarters.

BOYS AND GIRLS BASKETBALL:

1. Play in as many quarters as games scheduled. OR
2. Play 3 quarters in a Holiday, SPVA, or district game. OR
3. Play 1 quarter in the state tournament.

CROSS COUNTRY:

1. Qualify as an individual for the state cross-country meet. OR
2. Qualify as a team for the state cross-country meet. OR
3. Be in a team count in at least two (2) meets during the year.

SOFTBALL:

1. Play in as many varsity innings as there are varsity games played during the season. OR
2. Play in a district, or state tournament game.

MANAGERS AND STATS KEEPERS:

1. Discretion of the head coach in each sport.

EQUIPMENT:

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The athletic department furnishes the athlete with as much of the equipment as is feasible. Participants will be required to provide basic needs. We have good equipment, and in case of contact sports, our athletes are well protected.

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

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should he/she quit or be cut from a sport. If an athlete fails to check in equipment at the designated time, he/she will be expected to pay for the cost of replacement. At no time should athlete wear equipment checked out to him/her except for practices and contests.

HEAD INJURIES TO ATHLETES:

An athlete receiving a head injury resulting in any partial or complete loss of consciousness must be cleared, before being allowed to resume practice or competition. Where and when this injury takes place is not a factor (during practice, games, at home, at work, during other recreational activities, etc.) Once the coaching staff becomes aware of such a head injury to an athlete, that athlete is to be held from all physical activities until cleared by a medical doctor. The individual giving a medical opinion must do so within the scope of his/her training and within the limits defined by state statutes as to services which can be legally performed by the field of practice to which the individual belongs. Parents MAY NOT waive the safety rights of the child or assume the safety rights themselves.

ATHLETIC PARTICIPATION AT THE COLLEGE LEVEL:

Any CCS athlete, who desires to participate in athletics at the college level upon completion of high school, needs to be aware of academic requirements in order to be eligible his/her freshman year of college. CCS students should begin early (sophomore year) in preparation to meet these academic requirements. The activity director can assist in meeting NCAA and NAIA college academic requirements while in high school.

GUIDELINES FOR THE USE OF THE LONGHORN GYM

Student refers to those in grades 7-12. Gym refers to the Longhorn Gym.

1. The school gym will not be available to students during the time that practices are scheduled.
2. During a time in which a sport is on-going the school gym is available to students in the morning from approximately 7:00AM-8:00AM and again after 7:00PM with the prior coordination with either a coach or the AD's Office in the Longhorn gym. The gym would be available after school (if the schedule allows in the Longhorn) and in the mornings when a team's sport is completed and prior to the start of the next "formal" start of practices, for example between the end of winter season and the start of "spring practice". There would be NO "games" being played during this time, i.e.... no pick-up basketball. In the event that a coach wants to schedule a scrimmage or game type situation this needs to be coordinated through the AD's office.

The intent for allowing the use of the gym is for skill development not "game playing."

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GUIDELINES FOR THE USE OF THE WEIGHT EQUIPMENT:

1. The equipment will be kept in an assigned area and will never be used unless the student or athlete has permission from one of the coaches. The coach should give the student or athlete a program to follow if permission to use the weight equipment has been given.
2. The equipment will be used for the following purposes and in the following priorities:
 - a. Physical education instruction-physical fitness program.
 - b. The in-season program designed by the head coach.
 - c. Off-season workouts.
 - d. Conditioning program for the athletes after regular programs have started.
 - e. Summer conditioning program for all athletes.
 - f. Adult education-physical fitness program.

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.

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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.

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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, including team hats.

(b) Courses

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(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 extracurricular 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 2017-2018 Student Fees Policy of Chase County Schools—
Additional Specification of Required Materials and Fees**

| Program | General Description of Fee or Material | \$ Amount of Fee (Anticipated or Maximum)¹ or Specific Material Required |
|--|--|--|
| Elementary Program | | |
| 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—\$1.50 (K-12) \$.30 (Red.) Lunch—\$2.65 (K-8) \$2.85 (9-12) .40 (Red.) Adults—\$3.65 (Lunch) \$2.20 (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. |

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

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|------------|---------------|---------------|---------------|----------|------------|------|------------------|----------|----------------|---------------|----------------------------------|-------|---------------|------------|----------------------|-----------|---------------------|------------------------------------|--|------------|--------------|--|--|--|--|--|--|
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extracurricular and other programs | General Description of Fee or Material | \$ Amount of Fee (Anticipated or Maximum) or Specific Material Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Athletic Programs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 & 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 & 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 | | | | | | |
| 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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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. |
| Clubs/Organizations | | |
| 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. |

Changes in student handbook

1. Added information from activities handbook to Article 9.
2. Updated schedule, dates and times and schedules.
3. Added current 2018-19 calendar
4. Pg. 25, Article 5, Section 3. Was: "a student must have earned a minimum of 220 credit hours in grades 9 through 12 inclusive." Will add Credit prior to 9th grade will be subject to administrator approval."
5. Pg. 23, Article 4, Section 5 "The principal retains the right to grant... now, The principal or A.D.
6. Pg. 24, Article 4, Section 6. "Remove unexcused. Was "Students who accumulate twenty unexcused absences, now reads Students who accumulate twenty absences.
7. Pg. 26, Article 5, Section 7 Was: Remove, "No incompletes will be given at the end of the fourth quarter, as all course work must be completed."
8. Pg. 56, Article 8, Section 3. Replace Twitter with social media.
9. Pg. 18, Article 3, Section 4. Replace 5-12 with 4-12.
10. Pg. 22, Article 4, Section 2. Add 5-12 for tardy policy.
11. Pg. 26, Article 5, Section 5. Change to "The first week of each semester is considered the drop/add period. After the drop/add period, a parent, teacher, or administrator can only initiate schedule changes. All schedule changes must have parental or guardian approval, with final approval of all schedule changes will be made by the principal only."

**Chase County Schools Student-Parent Handbook
2017-2018 School Year**

Foreword

1. Section 1 Intent of Handbook

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

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

1. Section 2 Members of the Board of Education

| Name | Contact Information |
|-------------------------------|---------------------------------|
| Jeff Olsen, President | jolsen@gpcom.net |
| Willy O’Neil, Vice President | woneil57@gmail.com |
| Sheila Stromberger, Secretary | stromberger@chase3000.com |
| Karl Meeske, Treasurer | kkmeeske@gmail.com |
| Steve Wallin, Member | stevenwallin189@gmail.com |
| Carrie Terryberry | stromberger@chase3000.com |
| Penny Strand | PStrand@chasecountyhospital.com |
| Dan Reeves | danreeves@gpcom.net |
| Josh Fries | Josh.Fries@fcsamerica.com |

Section 3 Administrative Staff

| Name | Position | School | Contact Information |
|-------------|-------------------|----------------------|-----------------------------------|
| Randy Klooz | Superintendent | Chase County Schools | rklooz @chasecountyschools.org |
| Becky Odens | Elementary/Middle | Chase County Schools | bodens |

| | | | |
|-----------------|------------------------------|----------------------|-------------------------------------|
| | School Principal | | @chasecountyschools.org |
| Jon Lechtenberg | Middle/High School Principal | Chase County Schools | jlechtenberg@chasecountyschools.org |

**Section 4 Teaching and classified staff
Chase County Schools Elementary/Middle/High School**

All contact information can be found on our district website at www.chasecountyschools.org

STUDENT - PARENT HANDBOOK OF CHASE COUNTY SCHOOLS 2018-2019

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**RECEIPT OF 2018-2019 STUDENT - PARENT HANDBOOK
OF CHASE COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2018-2019 Student-Parent Handbook of Chase County Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

Chase County Schools

Imperial, Nebraska 69033

Nova Fitness Equipment
 4511 South 119th Circle
 Omaha, NE 68137



ESTIMATE

| | |
|-----------|-------------|
| DATE | EST. NUMBER |
| 5/26/2018 | 131531 |

| |
|---|
| BILL TO |
| Chase County High School Attn: Accounts Payable 520 East 9th Street P.O. Box 577 Imperial, NE 69033 |

| |
|---|
| SHIP TO |
| Chase County High School 520 East 9th Street Imperial, NE 69033 Attn: Troy Hauxwell, AD Ph 308.882.4304 |

| | |
|-----|-----------|
| REP | EXP. DATE |
| DK | 6/30/18 |

| ITEM | DESCRIPTION | QTY | COST | TOTAL |
|-------------|---|-------|----------|-----------|
| PR-IT-ES106 | WEIGHT ROOM: 100' x 40' Rally Puzzletile Flooring Layout w Overage(NO PLATFORMS) PERFORMANCE RALLY INTERLOCKING TILES 23"x23" - TIGERS Reg. \$6.22 / sq. ft. | 4,120 | 4.4784 | 18,451.01 |
| FREIGHT | FACTORY FREIGHT TO NEBRASKA | 1 | 2,404.20 | 2,404.20 |
| | INSTALLATION OF FLOORING & TRANSITIONS: estimated @ \$6,100 **This does not include room prep & relocation of equipment. | | | |
| PR-IT-ES106 | BALCONY TRACK: PERFORMANCE RALLY INTERLOCKING TILES 23"x23" - TIGERS Reg. \$6.22 / sq. ft. | 3,544 | 4.4784 | 15,871.45 |
| FREIGHT | FACTORY FREIGHT TO NEBRASKA | 1 | 1,993.00 | 1,993.00 |
| | INSTALLATION OF FLOORING & TRANSITIONS: estimated @ 5,315 **This does not include removal of carpeting or floor prep. | | | |
| | Thank You - Dave King, Nova Fitness Equipment (402) 515-4427 | | | |

PLEASE SIGN AND FAX TO 402.343.0562 OR EMAIL
 OFFICESUPPORT@NOVAHEALTH.NET TO PLACE YOUR ORDER.

| | |
|-------------------------|-------------|
| SUBTOTAL | \$38,719.66 |
| SALES TAX (0.0%) | \$0.00 |
| TOTAL | \$38,719.66 |

Signature (Print Name Below): _____

P.O. # _____

50% deposit required upon
 approval, Net 10 upon delivery.
 3 % added for credit card
 purchases.

| | |
|--------------|--------------|
| Phone # | Fax # |
| 402-343-0552 | 402-343-0562 |

McCook Floor Covering, Inc.
dba Samway Floor Covering & Furniture
1801 North Highway 83
McCook, NE 68301

Quote

Invoice #: 00041127
Date: 3/30/18
Ship Via:
Page: 1

Bill To:

Ship To:

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 68033

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 68033

| Description | <u>1 - piece</u> | Amount | Tx |
|--|------------------|-------------|----|
| Track Area around Gym Shaw Capital II w/ stallok cushion 18 enhancer backing, adhesive covebase & reducers | | \$15,500.00 | |
| Labor to install carpet, removal, covebase & mileage | | \$3,680.00 | |
| ANY FLOOR PREP \$35.00AN HOUR PLUS MATERIALS | | | |

I thank you!

Your Order #:
Shipping Date:

Terms: C.O.D.

| | |
|-----------------|-------------|
| Freight: | \$0.00 |
| Sales Tax: | \$0.00 |
| Total Amount: | \$17,180.00 |
| Amount Applied: | \$0.00 |
| Balance Due: | \$17,180.00 |

1801 North Highway 83
McCook, NE 69001

Quote

Invoice #: 00039227
Date: 5/28/18
Ship Via
Page: 1

Bill To:

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 68033

Ship To:

Chase County Schools
520 E 9th POB 577
Imperial, NE 68033

| Description | Amount | Tx |
|--|------------|----|
| Estimate for area above gym | | |
| Shaw Lucky Break <u>carpet tile</u> nylon w/covebase, glue and transition strips | \$8,690.00 | |
| Installation, removal & mileage | \$3,435.00 | |
| ANY FLOOR PREP \$35.00 AN HOUR | | |

We appreciate your business

Your Order #:

Shipping Date:

Terms: C.O.D

| | |
|-----------------|-------------|
| Freight | \$0.00 |
| Sales Tax | \$0.00 |
| Total Amount: | \$12,125.00 |
| Amount Applied: | \$0.00 |
| Balance Due | \$12,125.00 |

McCook Floor Covering, Inc.
dba Samway Floor Covering & Furniture
1801 North Highway 83
McCook, NE 69001

Quote

Invoice #: 00041094
Date: 3/27/18
Ship Via:
Page: 1

Bill To:

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

Ship To:

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

| Description | rubber | Amount | Tx |
|--|--------|-------------|----|
| Track Area around the Gym | | | |
| Sports flooring 1/4 4'widths, includes new covebase & reducers | | \$15,160.00 | |
| Labor to Install flooring, remove existing carpet, covebase & 6 days mileage | | \$5,160.00 | |
| Upgrade to 3/8 flooring would ADD \$5,060 | | | |
| Upgrade to 1/2 flooring would ADD \$10,520 | | | |
| ANY FLOOR PREP \$35.00 AN HOUR | | | |

Thank you!

Your Order #:

Shipping Date:

Terms: C.O.D.

Freight: \$0.00

Sales Tax: \$0.00

Total Amount: \$20,320.00

Amount Applied: \$0.00

Balance Due: \$20,320.00

McCook Floor Covering, Inc.
dba Samway Floor Covering & Furniture
1801 North Highway 83
McCook, NE 69001

Quote

Invoice #: 00041535
Date: 6/7/18
Ship Via:
Page 1

Bill To

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

Ship To

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

| Description | Amount | Tx |
|---|-------------|----|
| Estimate for Middle hallway running north & south Plus south hallway running east by office | | |
| Install Shaw Intermix commercial carpet tile 100% nylon glue direct w/removal & 4" covabase w/foe | \$17,975.00 | |
| ANY FLOOR PREP \$35.00 AN HOUR | | |
| OPTION 2 Shaw Lucky Break Carpet tile \$15.285 | | |

Thank you!

Your Order #:
Shipping Date

Terms: C.O.D.

| | |
|-----------------|-------------|
| Freight: | \$0.00 |
| Sales Tax: | \$0.00 |
| Total Amount: | \$17,975.00 |
| Amount Applied: | \$0.00 |
| Balance Due: | \$17,975.00 |

McCook Floor Covering, Inc.
dba Samway Floor Covering & Furniture
1801 North Highway 83
McCook, NE 69001

Quote

Invoice #: 00041534
Date: 6/7/18
Ship Via:
Page: 1

Bill To

Ship To:

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

Chase County Schools
520 E 9th
PO Box 577
Imperial, NE 69033

| Description | Amount | Tx |
|---|-------------|----|
| Estimate for East Hallway running north & south plus north hall running west to middle hall | | |
| Install Shaw Intermix commercial carpet tile 100% nylon glue direct w/removal & 4" covebase w/toe | \$12,650.00 | |
| ANY FLOOR PREP \$35.00 AN HOUR | | |
| Option 2 Shaw Lucky Break carpet tile \$11,395 | | |

Thank you!

Your Order #:
Shipping Date:

Terms: C.O.D.

| | |
|-----------------|-------------|
| Freight: | \$0.00 |
| Sales Tax: | \$0.00 |
| Total Amount: | \$12,650.00 |
| Amount Applied: | \$0.00 |
| Balance Due: | \$12,650.00 |

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Community RelationsRecording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev. Stat. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

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Legal Reference: Neb. Rev. Stat. § 86-290
 Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

James B. Gessford
Rex R. Schultze***
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R.J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight****
Charles Kaplan
Haleigh B. Carlson



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel
John M. Guthery
Thomas M. Haase
Richard D. Sievers
Kelley Baker

*Also admitted in Iowa
**Also admitted in Kansas
***Also admitted in Wyoming
****Also admitted in Colorado

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: May 23, 2018
Re: Annual Policy Update – Second and Final Installment

The enclosed policy updates are in addition to the “Pregnant and Parenting Student” policy that we distributed on March 2, 2018.

REQUIRED POLICY UPDATES

Policy 3570: The Nebraska Department of Education has informed us that it now requires schools to include IDEA in the Title I Policy. We have updated the Title I policy to reflect this change.

Policies 4003 & 5401: Within this past year, the federal Departments of Justice and Education issued new guidance on harassment, including complaints under Title IX. In light of this, we have revised Policy 4003 and 5401 to align with current law and practice.

Policy 5101: There are three updates to Policy 5101. The first relates to emergency exclusions. Neb. Rev. Stat. § 79-264 requires that a school board “adopt a procedure for a hearing to be held” on a student’s appeal of an emergency exclusion. Many districts have a procedure set forth in their student handbook but not board policy. To ensure that districts have emergency expulsion procedures in policy, we have included this language.

Next, as part of NDE’s “Cleanup Bill” (LB 1081) this year, the Nebraska Legislature amended the law that requires principals to report certain acts to law enforcement. Under the “old” law, a principal was required to notify law enforcement when the principal knew or suspected that a student committed an act specified in the long-term suspension/expulsion statute that constitutes a violation of Nebraska’s Criminal Code. Under the “new” law, each “school board” shall annually review in collaboration with the County Attorney “to define conduct which the principal or designee is required to report to law enforcement.”

Finally, although not legally required, we have added language to the “prohibited uses” provision of the electronic device policy. Previously, the policy prohibited students from “recording” others at school without the permission of the person being recorded. Modern and common technologies transmit “live” images and sounds but do not “record” any images or sounds. These technologies may include AngelSense and other live-streaming apps. To protect student privacy against these devices and apps, we have updated this policy to prohibit the transmission of sounds and/or images.

Policy 5402: On February 14, 2018, the “Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017” was enacted into federal law. This new law applies to schools that participate in interstate competition (such as crossing state lines to compete, practice or for camps). Employees, including coaches, of a school that participates in interstate competition must report suspected child abuse, including sexual abuse, as soon as possible. “As soon as possible” is defined as “within a 24-hour period.” The penalties for failing to comply with this law are very severe.

This new law also imposes training requirements that schools should pursue, if they engage in interstate competition.

Policy 5403: After the Legislature passed the law requiring that all districts have a policy on parenting and pregnant students, Policy 5403 can be updated to include non-discrimination language regarding married students.

Policy 5418: There is a minor change that needs to be made to this policy; namely, the Commissioner of the Nebraska Department of Education is now the contact person.

Policy 6212: Pursuant to Neb. Rev. Stat. § 79-760.02, each school district is required to adopt academic content standards in the subject areas of reading, writing, mathematics, science, and social studies in accordance with timelines established by the State Board of Education, but in no event later than one year following the adoption or modification of state standards. In September, 2017, the Nebraska State Board of Education adopted new science standards. We have amended Policy 6212 to update the new science standard.

Policy 6213: This is a new policy. As part of NDE’s “Cleanup Bill,” each school district must “develop policies to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to dyslexia.” To meet this requirement, Policy 6213 largely mirrors the language of the law.

Policy 6410: Recently, NDE issued a “Model Policy” on Parental and Family Engagement that it may review during an audit. Among the changes that it set forth, the term “involvement” has been changed to “engagement.” There are other aspects of the “Model Policy” that have been incorporated in Policy 6410.

Policy 8231: This past session, the Nebraska Unicameral amended Neb. Rev. Stat. § 13-2203 (commonly referred to as the “Coffee Act”) to increase the maximum cost per person at a recognition dinner each year from \$25 to \$50. Policy 8231 reflects this increased amount.

RECOMMENDED POLICY UPDATES

Policy 1102: We have noticed an increase in the use of “secret recordings.” For example, a staff member secretly recording a conversation with their supervisor. Or a member of the community secretly recording a conversation with the Administration. To be clear, Nebraska is a “one-party” consent state—meaning, as long as one person to the conversation consents to be recorded (oftentimes, the recorder), there is no violation of criminal law. However, schools can impose a policy that prohibits the secret recording of others by requiring all parties to a conversation to consent. In actuality, Boards should dissuade the use of secret recordings for many reasons, including the possibility that confidential student information will be captured on a recording.

Policy 3580: We are hearing that districts are having problems with checks and/or credit card payments that either bounce or are rejected for insufficient funds. To address this problem, we have created Policy 3580, which provides a uniform approach to these issues for all school employees. This policy is optional and may be modified as your district feels appropriate.

Policy 5406: We have fielded a number of questions on the rules of drug testing, especially for extracurricular athletes. To provide the Administration with clear directives, we have updated Policy 5406 to establish the legal thresholds for the random drug testing of students.

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Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Business OperationsESSA

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3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
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7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

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 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
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 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
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 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
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- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

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15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. 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 may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim

resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. 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 may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct

was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated

compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

Date of Adoption: [Insert Date]

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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 school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school 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.
 3. Expulsion:
 - a. 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 the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. 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, 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.

- c. 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.
 - d. 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.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. **Emergency Exclusion**: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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.
- B. 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.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. 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 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 a 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. Engaging in 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.
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.
 12. A 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 riding school buses or vehicles.
 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
 - 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 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 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.

- D. 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 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 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.
- h. Visible body piercing (other than ears).

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. 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 misrepresenting 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):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests 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.

(ii) 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.

(iii) 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.

(iv) 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.
- (v) 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):
- i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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 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:
 - (a) 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.
 - (b) 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 in 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 when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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.
 - (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 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 assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District 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) 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.
 - (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 (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices 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.) or otherwise transmitting images and/or sounds of another person or persons 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 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.
- (3) 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.

- (4) 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 Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. 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.
- E. 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 affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- 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.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. 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.
 8. Students are to be in their seats and ready for class on the tardy bell.

9. 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.
10. 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.
11. 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.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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 school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school 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.
 3. Expulsion:
 - a. 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 the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. 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, 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.

- c. 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.
 - d. 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.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. **Emergency Exclusion**: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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.
- B. 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.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. 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 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 a 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. Engaging in 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.
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.
 12. A 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 riding school buses or vehicles.
 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
 - 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 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 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.

- D. 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 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 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.
- h. Visible body piercing (other than ears).

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. 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 misrepresenting 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):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests 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.

(ii) 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.

(iii) 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.

(iv) 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.
- (v) 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):
- i) 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
 - (v) 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 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:
 - (a) 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.
 - (b) 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 in 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 when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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.
 - (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 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 assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District 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) 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.
 - (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 (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices 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.) or otherwise transmitting images and/or sounds of another person or persons 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 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.
- (3) 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.

- (4) 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 Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. 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.
- E. 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 affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- 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.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. 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.
 8. Students are to be in their seats and ready for class on the tardy bell.

9. 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.
10. 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.
11. 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.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- 3.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. 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 school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school 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.
 3. Expulsion:
 - a. 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 the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. 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, 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.

- c. 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.
 - d. 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.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. **Emergency Exclusion**: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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.
- B. 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.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. 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 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 a 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. Engaging in 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.
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.
 12. A 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 riding school buses or vehicles.
 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
 - 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 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 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.

- D. 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 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 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.
- h. Visible body piercing (other than ears).

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. 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 misrepresenting 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):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
- (v) 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):
- i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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 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:
 - (a) 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.
 - (b) 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 in 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 when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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.
 - (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 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 assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District 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) 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.
 - (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 (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices 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.) or otherwise transmitting images and/or sounds of another person or persons 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 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.
- (3) 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.

- (4) 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 Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. 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.
- E. 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 affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- 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.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. 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.
 8. Students are to be in their seats and ready for class on the tardy bell.

9. 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.
10. 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.
11. 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.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- 3.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). 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 may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: [Insert Date]

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School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

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Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: [Insert Date]

StudentsMarried Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: [Insert Date]

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Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: [Insert Date]

StudentsSearch and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

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 rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)

Date of Adoption: [Insert Date]

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Legal Reference: Neb. Rev. Stat. § 28-1204.04 (firearms)

Date of Adoption: [Insert Date]

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth: _____

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

For School Use

Date received by Homeless Coordinator _____

Determination of Homeless Coordinator

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL) Gifted Vocational Education
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4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
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- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
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a. School placement requested by parent/guardian or unaccompanied youth: _____

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

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WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
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matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

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Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____ (Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ (Name) Unaccompanied Youth _____ (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

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Nebraska Department of Education
matt.blomstedt@nebraska.gov
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Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

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InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

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This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: [Insert Date]

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

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The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
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Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this Policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this Policy until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Engagement Policy

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Engagement Policy

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

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

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

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

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