

Board of Education Regular Meeting
Tuesday, June 11, 2013 6:00 PM

Board Conference Room
520 East 9th Street
Imperial, NE 69033

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Approval of Financial Report
- V. Public Comment
- VI. Reports
 1. Activity Director
 2. Principals
 3. Student Board Member
 4. Superintendent
- VII. Action Items
 1. Resignations
 - a. Sharon Patch - Classroom Aide
 - b. Phyllis Mock - Bus Driver
 2. Proposed Policy JIC - Use of Restraints and Seclusion. Second Reading.
 3. Proposed Policy JID - Dating Violence. Second Reading.
 4. Approve the purchase of Reading Wonders materials at a cost not to exceed \$67,894.29.
 5. Approve changes to the Chase County High School Student Handbook
- VIII. Discussion Items
 1. Superintendent Evaluation - Executive Session
- IX. Adjourn

Board of Education Regular Meeting
May 14, 2013 5:00 PM
Board Conference Room

Attendance Taken at 5:02 PM:

Present Board Members:

Dirk Haarberg
Karl Meeske
Willy O'Neil
Jeff Olsen
Dan Reeves
Gregg Smith
Penny Strand
Sheila Stromberger

Absent Board Members:

Thomas Gaschler

Updated Attendance:

Thomas Gaschler was updated to present at: 5:05 PM

I. Call to Order

II. Approval of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by Karl Meeske and a second by Sheila Stromberger.

Thomas Gaschler	Absent
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

III. Approval of Minutes

Motion Passed: Motion to approve the minutes as presented passed with a motion by Sheila Stromberger and a second by Dirk Haarberg.

Thomas Gaschler	Absent
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

IV. Approval of Financial Report

Motion Passed: Motion to approve the financial report as presented passed with a

motion by Sheila Stromberger and a second by Karl Meeske.

Thomas Gaschler	Absent
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

V. Public Comment

VI. Reports

VI.A. Activity Director

VI.B. Principals

VI.C. Student Board Member

VI.D. Superintendent

VII. Action Items

VII.A. Elections

Motion Passed: Approval of elections as recommended by the administration passed with a motion by Sheila Stromberger and a second by Dirk Haarberg.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

VII.A.1. Approve Susan Stewart for the position of Elementary Principal for the 2013-2014 school year

VII.A.2. Approve Kristin McCarty Schueler as Math Teacher for the 2013-2014 school year

VII.A.3. Elect the following three classified staff for the 2013-2014 school year.

VII.A.3.a. Wanda Westfahl

VII.A.3.b. Alan Sargent

VII.A.3.c. Carl Williams

VII.B. Approve the Chase County Schools Calendar for the 2013-2014 school year as recommended by the calendar committee.

Motion Passed: Approval of the calendar for the 2013-2014 school year as recommended by the calendar committee passed with a motion by Sheila Stromberger and a second by Dirk Haarberg.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes

Sheila Stromberger Yes

VII.C. Approve the purchase of 115 computers from Apple Inc. for a cost not to exceed \$133,400.

Motion Passed: Approve the purchase of 115 computers from Apple Inc. for a price not to exceed \$133,400 passed with a motion by Gregg Smith and a second by Willy O'Neil.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

VII.D. Election and Setting of Salary for the School Nurse Position. (Executive Session)

Motion Passed: Approval of Angie Paisley as the school nurse at a salary of \$39,000 for the 2013-2014 school year passed with a motion by Karl Meeske and a second by Dirk Haarberg.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

Subsidiary Motion Passed: Approval of Angie Paisley as the school nurse at a salary of \$39,000 for the 2013-2014 school year passed with a motion by Karl Meeske and a second by Dan Reeves.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

Discussion:

Moved to Executive Session at 6:10 pm and moved back into regular session at 6:20 pm.

VIII. Discussion Items

VIII.A. Elementary Reading Committee Report

VIII.B. Facilities Committee Report

VIII.C. Proposed Policy JIC - Use of Restraints and Seclusion. First Reading.

VIII.D. Proposed Policy JID - Dating Violence. First Reading.
VIII.E. Personnel (Executive Session)

Motion Passed: passed with a motion by Dirk Haarberg and a second by Thomas Gaschler.

Thomas Gaschler	Yes
Dirk Haarberg	Yes
Karl Meeske	Yes
Willy O'Neil	Yes
Jeff Olsen	Yes
Dan Reeves	Yes
Gregg Smith	Yes
Penny Strand	Yes
Sheila Stromberger	Yes

Discussion:

Moved into Executive Session at 7:15pm and moved into regular session at 8:30 pm.

IX. Adjourn

Discussion:

Meeting was adjourned at 8:30 pm

Board President

Board Secretary

Current Cash Balance Report

ALL Data

Date: 05/01/2013 thru 05/31/2013

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
3100 CCHS ATHLETICS	5,359.10	0.00	185.52	0.00	5,173.58
3101 CCHS SOFTBALL	2,157.26	0.00	0.00	0.00	2,157.26
3102 CCHS FOOTBALL	5,966.13	0.00	0.00	0.00	5,966.13
3103 CCHS VOLLEYBALL	2,165.82	0.00	0.00	0.00	2,165.82
3104 CCHS X COUNTRY	-233.65	0.00	0.00	0.00	-233.65
3105 CCHS GIRLS BASKETBALL	-1,477.13	0.00	0.00	0.00	-1,477.13
3106 CCHS BOYS BASKETBALL	-1,619.03	0.00	0.00	0.00	-1,619.03
3107 CCHS WRESTLING	-2,400.49	0.00	0.00	0.00	-2,400.49
3108 CCHS GIRLS TRACK	-1,674.35	0.00	717.72	0.00	-2,392.07
3109 CCHS BOYS TRACK	-911.37	0.00	1,047.72	0.00	-1,959.09
3110 CCHS GOLF	-1,441.10	0.00	2,679.54	0.00	-4,120.64
3111 Golf Three Peaks Donation Fund	4,650.10	0.00	0.00	0.00	4,650.10
3112 Football Three Peaks Donation	5,000.00	0.00	0.00	0.00	5,000.00
3120 CCES ATHLETICS	5,771.80	0.00	0.00	0.00	5,771.80
3121 JH FOOTBALL	-485.00	0.00	0.00	0.00	-485.00
3122 JH VOLLEYBALL	-1,507.01	0.00	0.00	0.00	-1,507.01
3123 JH GIRLS BASKETBALL	-4,416.55	0.00	0.00	0.00	-4,416.55
3124 JH BOYS BASKETBALL	-698.45	0.00	0.00	0.00	-698.45
3125 JH WRESTLING	-508.28	0.00	0.00	0.00	-508.28
3126 JH GIRLS TRACK	-234.18	0.00	225.33	0.00	-459.51
3127 JH BOYS TRACK	-318.18	0.00	225.32	0.00	-543.50
3130 P.E. Uniform Resale	998.69	0.00	0.00	0.00	998.69
3140 Milner HS Benefit Fund	250.00	0.00	0.00	0.00	250.00
3150 Speed Camp	156.00	0.00	0.00	0.00	156.00
3160 AD Savings	887.56	0.00	0.00	0.00	887.56
A ATHLETICS Totals:	15,437.69	0.00	5,081.15	0.00	10,356.54
B CLUBS & ORGANIZATIONS					
1500 CHEERLEADERS	5,453.79	0.00	2,772.85	0.00	2,680.94
1900 ANNUAL	13,370.21	0.00	0.00	0.00	13,370.21
1901 CCES Yearbook	966.10	0.00	0.00	0.00	966.10
2000 THESPIANS	-471.37	0.00	-297.24	297.24	123.11
2100 STUDENT COUNCIL	1,660.45	0.00	137.88	-22.00	1,500.57
2500 Exploring Free Enterprise	624.04	0.00	0.00	0.00	624.04
2600 CCS FLOWER FUND	173.89	0.00	0.00	0.00	173.89
2700 TECHNOLOGY	14,344.96	0.00	1,128.47	0.00	13,216.49
B CLUBS & ORGANIZATIONS Totals:	36,122.07	0.00	3,741.96	275.24	32,655.35
C CLEARING ACCOUNTS					
1000 11 Alumni Clearing	136.71	0.00	0.00	0.00	136.71
1001 08 Alumni Clearing	573.00	0.00	0.00	0.00	573.00
1002 10 - Alumni Clearing	971.48	0.00	0.00	0.00	971.48
2300 SPECIAL EDUCATION DONATIONS	3,070.36	0.00	0.00	0.00	3,070.36
2800 Elementary Activity Fund	678.61	0.00	0.00	0.00	678.61
2860 6th Grade Activity	771.00	0.00	1,056.00	0.00	-285.00
2900 Art Resale	1,294.13	0.00	0.00	0.00	1,294.13
3000 Defibulator Training & Flu Vaccination Fund	2,672.89	0.00	0.00	0.00	2,672.89
3200 Assignment Books	1,973.50	0.00	0.00	0.00	1,973.50
3300 Lock ReSale	999.35	0.00	0.00	0.00	999.35
3470 Electric Car Project	81.52	0.00	-97.03	0.00	178.55
3703 Band Instrument Rental	340.00	0.00	0.00	0.00	340.00
3800 MONTHLY INTEREST ACCRUAL	930.89	0.00	0.00	0.00	930.89
4000 ADULT EDUCATION	706.48	0.00	0.00	0.00	706.48
5000 Special Projects	1,984.65	0.00	0.00	0.00	1,984.65

Current Cash Balance Report

ALL Data

Date: 05/01/2013 thru 05/31/2013

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
5100 Stadium Chairs-FBLA/FCCLA	1,679.60	0.00	780.00	0.00	899.60
5500 Breakfast	9,891.57	0.00	425.19	15.40	9,481.78
5555 MILK VENDING ACCOUNT	1,853.01	0.00	302.95	0.00	1,550.06
9000 Clearing Account	2,770.39	0.00	126.00	0.00	2,644.39
9100 Kiewit (Emergency Clothing and Food Assistanc	12.17	0.00	0.00	0.00	12.17
C CLEARING ACCOUNTS Totals:	33,391.31	0.00	2,593.11	15.40	30,813.60
D FINE ARTS					
3600 SHOW CHOIR	6,725.28	0.00	0.00	0.00	6,725.28
3601 MUSICAL	1,878.26	0.00	0.00	0.00	1,878.26
3602 Show Choir Outfits	648.19	0.00	0.00	0.00	648.19
3650 Elementary Music Resale	75.96	0.00	0.00	0.00	75.96
3700 BAND RESALE	0.00	0.00	0.00	0.00	0.00
3701 JAZZ BAND	478.70	0.00	0.00	0.00	478.70
3702 BAND FUNDRAISER	360.15	0.00	0.00	0.00	360.15
3750 District XI Music	229.96	0.00	3,034.90	0.00	-2,804.94
3900 DRAMA	1,354.86	0.00	445.49	-297.24	612.13
7000 Fine Arts	4,525.43	0.00	0.00	0.00	4,525.43
D FINE ARTS Totals:	16,276.79	0.00	3,480.39	-297.24	12,499.16
E GRADUATING CLASSES					
1100 CLASS OF 2014	3,930.39	0.00	-179.21	-15.40	4,094.20
1200 CLASS OF 2015	3,548.99	0.00	0.00	0.00	3,548.99
1300 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
1400 CLASS OF 2013	232.88	0.00	0.00	0.00	232.88
E GRADUATING CLASSES Totals:	7,712.26	0.00	-179.21	-15.40	7,876.07
F VOCATIONAL ORGANIZATIONS					
1600 FCCLA	4,359.87	0.00	472.95	22.00	3,908.92
1650 Pro-Start	778.89	0.00	0.00	0.00	778.89
1700 FFA	21,121.90	0.00	6,039.82	0.00	15,082.08
1701 FFA FARM ACCOUNT	1,096.27	0.00	0.00	0.00	1,096.27
1702 FFA MEMORIAL	510.98	0.00	0.00	0.00	510.98
2200 FBLA	-3,262.81	0.00	658.26	0.00	-3,921.07
3400 I.A. RESALE	258.08	0.00	0.00	0.00	258.08
3450 SKILLS USA	117.69	0.00	0.00	0.00	117.69
3500 DIVERSIFIED OCCUPATIONS	78.02	0.00	0.00	0.00	78.02
3550 Building Construction	248.75	0.00	0.00	0.00	248.75
F VOCATIONAL ORGANIZATIONS Totals:	25,307.64	0.00	7,171.03	22.00	18,158.61
G Scholarships					
1703 Doug Kunnemann Memorial	92.40	0.00	0.00	0.00	92.40
2110 Gladys B Smith & Les Smith Scholarship Fund	1,328.36	0.00	0.00	0.00	1,328.36
2111 Wood Scholarship	500.00	0.00	0.00	0.00	500.00
2112 Jaeger Scholarship	0.19	0.00	0.00	0.00	0.19
G Scholarships Totals:	1,920.95	0.00	0.00	0.00	1,920.95
Report Totals:	136,168.71	0.00	21,888.43	0.00	114,280.28

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
1100			CLASS OF 2014			
005980	O	05/08/2013	North Platte St. Pat's	8612	St. Pat's High School Golf	30.00
005972	O	05/08/2013	Blair Hartman	8596	Bulbs for Chandier at Prom	34.20
005978	O	05/08/2013	Emma Mollendor	8611	Supplies for Prom	30.62
005992	O	05/10/2013	Added Touch	8527	Flowers for Prom	78.85
005956	V	05/15/2013	Platinum T-Shirt and	7704	Prom T-Shirts (81)	-380.29
006049	O	05/29/2013	Owens True Value	7719	Black Satin Enamel paint	27.41
1100 Total:						-179.21
1500			CHEERLEADERS			
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	506.35
006015	O	05/17/2013	Varsity Spirit Fashions	8635	5 Varsity Cheerleading	1,119.00
006059	O	05/29/2013	Varsity Spirit Fashions	7700	5 Cheer Uniforms for	1,147.50
1500 Total:						2,772.85
1600			FCCLA			
005979	O	05/08/2013	Nebraska FCCLA		National FCCLA Conf Adv Reg	253.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	92.45
006014	O	05/17/2013	Sysco Denver	8629	Beef Brisket for FCCLA	77.50
006041	O	05/29/2013	March of Dimes	7713	Donation	50.00
1600 Total:						472.95
1700			FFA			
005981	O	05/08/2013	Priority Seating	8605	Chairs and Tables for FFA	502.00
005976	O	05/08/2013	KC's Cookin	8606	Dinner for 150 @8.75 per plate	1,312.50
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	533.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	1,160.10
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	167.97
006010	O	05/17/2013	Parliamentary Procedure IMC	8582	Parli Law Oral Questions	131.50
006008	O	05/17/2013	District XI	8631	13-14 District XI Dues	150.00
005918	V	05/23/2013	Blue Cotton	8517	Mini Peak T-Shirts	-533.00
006043	O	05/29/2013	National FFA Organization	7712	FFA Supplies for	490.75
006044	O	05/29/2013	Nebraska FFA Association	7711	Colt Conference for 8 members	1,300.00
006045	O	05/29/2013	Nebraska Youth Range Camp	7716	3 for Range Camp	825.00
1700 Total:						6,039.82
2000			THESPIANS			
005761	V	05/23/2013	Jill Bauerle	8405	Playscripts	-297.24
2100			STUDENT COUNCIL			
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	85.00

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
006012	O	05/17/2013	Superfoods	8594	Student Council meal	52.88
2100 Total:						137.88

2200 FBLA

005964	O	05/08/2013	Anaheim Starline Tours	8603	Tours at Nationals for FBLA	147.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	204.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	127.26
006016	O	05/17/2013	Marilee Wallin	8630	Team MaKenna Shirts	180.00
2200 Total:						658.26

2700 TECHNOLOGY

005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	266.99
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	86.48
006055	O	05/29/2013	Hunter Spady		Computer Deposit Refund	25.00
006023	O	05/29/2013	Morgan Fisher		Computer Deposit Refund	25.00
006039	O	05/29/2013	Courtney Kunnemann		Computer Deposit Refund	25.00
006032	O	05/29/2013	Spencer Hartman		Computer Deposit Refund	25.00
006036	O	05/29/2013	Shandra Johnson		Computer Deposit Refund	25.00
006053	O	05/29/2013	Bethany Sorensen		Computer Deposit Refund	25.00
006027	O	05/29/2013	Jordan Gibb		Computer Deposit Refund	25.00
006042	O	05/29/2013	Michael May		Computer Deposit Refund	25.00
006034	O	05/29/2013	Mason Holmes		Computer Deposit Refund	25.00
006038	O	05/29/2013	Suzy Kasselmann		Computer Deposit Refund	25.00
006019	O	05/29/2013	Kayla Brown		Computer Deposit Refund	25.00
006020	O	05/29/2013	Vanessa Chaparro		Laptop Deposit Refund	25.00
006024	O	05/29/2013	Claudia Flores-Lopez		Computer Deposit Refund	25.00
006026	O	05/29/2013	Justin German		Computer Deposit Refund	25.00
006025	O	05/29/2013	Brian Frosh-Bell		Computer Deposit Refund	25.00
006028	O	05/29/2013	Kale Gockley		Computer Deposit Refund	25.00
006029	O	05/29/2013	Josue Guillen		Computer Deposit Refund	25.00
006030	O	05/29/2013	Ethan Haarberg		Computer Deposit Refund	25.00
006031	O	05/29/2013	Lydia Harmon		Computer Deposit Refund	25.00
006033	O	05/29/2013	Sabrina Hayes		Computer Deposit Refund	25.00
006035	O	05/29/2013	Emily Johnston		Computer Deposit Refund	25.00
006037	O	05/29/2013	Sandra Jones		Computer Deposit Refund	25.00
006040	O	05/29/2013	Callin Ledall		Computer Deposit Refund	25.00
006048	O	05/29/2013	Emily Owens		Computer Deposit Refund	25.00
006050	O	05/29/2013	Abby Polly		Computer Deposit Refund	25.00
006052	O	05/29/2013	Taylor Sims		Computer Deposit Refund	25.00
006054	O	05/29/2013	Michaela Space		Computer Deposit Refund	25.00
006057	O	05/29/2013	Rosalia Torres		Computer Deposit Refund	25.00
006058	O	05/29/2013	Brett Tropf		Computer Deposit Refund	25.00
006060	O	05/29/2013	Maddison Vaverek		Computer Deposit Refund	25.00

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
006061	O	05/29/2013	Johna Westfahl		Computer Deposit Refund	25.00
2700 Total:						1,128.47
2860 6th Grade Activity						
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	881.00
006021	O	05/29/2013	Denver Museum of Nature and	7720	6th grade field trip to the	175.00
2860 Total:						1,056.00
3100 CCHS ATHLETICS						
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	70.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	45.00
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	6.06
006047	O	05/29/2013	Nebraska School Activities	7723	NSAA Membership Dues	40.00
006018	O	05/29/2013	Alco Discount Store	7718	Mouse Traps and glue traps	24.46
3100 Total:						185.52
3102 CCHS FOOTBALL						
006011	O	05/17/2013	Pom Poms	8636	Meals at the concession stand	102.50
005830	V	05/23/2013	Pom Poms	8437	Ref Courtesy Food & Drink	-102.50
3102 Total:						0.00
3105 CCHS GIRLS BASKETBALL						
006011	O	05/17/2013	Pom Poms	8636	Meals at the concession stand	103.50
005830	V	05/23/2013	Pom Poms	8437	Ref Courtesy Food & Drink	-103.50
3105 Total:						0.00
3106 CCHS BOYS BASKETBALL						
006011	O	05/17/2013	Pom Poms	8636	Meals at the concession stand	103.50
005830	V	05/23/2013	Pom Poms	8437	Ref Courtesy Food & Drink	-103.50
3106 Total:						0.00
3108 CCHS GIRLS TRACK						
005973	O	05/08/2013	Hauff Sports	8595	Synthetic Shot Toeboard	145.47
005996	O	05/10/2013	Dundy County - Stratton Public	8618	DCS Twilight Track Meet Entry	62.50
006001	O	05/10/2013	Perkins County Schools	8619	District Track Entry Fees	20.00
005997	O	05/10/2013	Hershey Public Schools	8617	Hershey High School Track	75.00
006003	O	05/15/2013	Cash		Cash for State Track Meals 13	336.00
006011	O	05/17/2013	Pom Poms	8636	Meals at the concession stand	78.75
3108 Total:						717.72

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
3109			CCHS BOYS TRACK			
005973	O	05/08/2013	Hauff Sports	8595	Synthetic Shot Toeboard	145.47
005996	O	05/10/2013	Dundy County - Stratton Public	8618	DCS Twilight Track Meet Entry	62.50
006001	O	05/10/2013	Perkins County Schools	8619	District Track Entry Fees	20.00
005997	O	05/10/2013	Hershey Public Schools	8617	Hershey High School Track	75.00
006003	O	05/15/2013	Cash		Cash for State Track Meals 13	666.00
006011	O	05/17/2013	Pom Poms	8636	Meals at the concession stand	78.75
3109 Total:						1,047.72
3110			CCHS GOLF			
005987	O	05/08/2013	Southwest Public Schools	8608	Southwest Golf Invite Fee 3 JV	15.00
005970	O	05/08/2013	Garden County High School	8609	Garden County Golf Entry Fee	35.00
005969	O	05/08/2013	Creek Valley High School	8610	Creek Valley Golf Entry Fee	30.00
005982	O	05/08/2013	River's Edge Golf Club	8593	Golf Fees NPSP meet	45.00
005990	O	05/08/2013	Meadowlark Hills Golf Course		Practice Time for District Golf	150.00
006000	O	05/10/2013	Ogallala Public Schools	8615	Ogallala Golf Entry Fee	40.00
006002	O	05/10/2013	Sutherland Public Schools	8614	Sutherland JV golf Meet	25.00
005995	O	05/10/2013	Cozad High School	8613	Cozad Golf Entry Fee	50.00
005999	O	05/10/2013	Kearney Catholic HS	8616	District Golf Entry Fee	80.00
006003	O	05/15/2013	Cash		Cash for State Golf Meals 5	330.00
006004	O	05/17/2013	Highlands Golf Course	8637	Practice Round State Golf and	210.00
006006	O	05/17/2013	Cash	8624	State Golf Meal for Cody	54.00
006007	O	05/17/2013	Heritage Hills Pro Shop	8518	Golf Balls	515.60
006009	O	05/17/2013	New Victorian Suites	8632	3 rooms for District Golf	149.97
006022	O	05/29/2013	Enders Lake Golf Course	7721	Golf Course fees/Invitational	800.00
006046	O	05/29/2013	New Victorian Suites	7724	3 rooms for district golf	149.97
3110 Total:						2,679.54
3126			JH GIRLS TRACK			
005973	O	05/08/2013	Hauff Sports	8595	Synthetic Shot Toeboard	145.47
005988	O	05/08/2013	Superfoods	8600	Creamer/Sugar/Cups for JH	4.86
006005	O	05/17/2013	Jayson Bishop	7708	Help with Jr. High Track meet	75.00
3126 Total:						225.33
3127			JH BOYS TRACK			
005973	O	05/08/2013	Hauff Sports	8595	Synthetic Shot Toeboard	145.46
005988	O	05/08/2013	Superfoods	8600	Creamer/Sugar/Cups for JH	4.86
006005	O	05/17/2013	Jayson Bishop	7708	Help with Jr. High Track meet	75.00
3127 Total:						225.32
3470			Electric Car Project			

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
005956	V	05/15/2013	Platiumum T-Shirt and	8566	10 T-shirts for Power Drive	-97.03
3750 District XI Music						
005986	O	05/08/2013	Phillip Shuman	8587	District Music Judge and	267.10
005975	O	05/08/2013	Jeff Jordan	8592	District Music Judge	160.00
005989	O	05/08/2013	Lane Weaver	8591	District Music Judge and	378.28
005971	O	05/08/2013	Gary Hall	8589	District Music Judge and	365.02
005985	O	05/08/2013	Jerrilee Shuman	8588	District Music judge	160.00
005974	O	05/08/2013	Dennis Hutchinson	8586	District Music Judge and	348.70
005965	O	05/08/2013	Glenda Baker	8584	District Music Judge and	249.76
005984	O	05/08/2013	Sarah Romero	8590	District Music Judge and	238.54
005998	O	05/10/2013	Imperial Inn	8627	Imperial Inn Judge for District	62.50
005993	O	05/10/2013	Balcony House	8626	District Music 5 Judges Rooms	390.00
005994	O	05/10/2013	CLS Fine Tuning	8625	Piano Tuning for District	415.00
3750 Total:						3,034.90
3900 DRAMA						
005991	O	05/10/2013	U.S. Bank		Us Bank for April and May	148.25
006017	O	05/24/2013	Jill Bauerle	8405	Playscripts	297.24
3900 Total:						445.49
5100 Stadium Chairs-FBLA/FCCLA						
006013	O	05/17/2013	Susie's Creative Stitches	8633	18 stadium seats	780.00
5500 Breakfast						
005967	O	05/08/2013	Cash-Wa Distributing	6291	Food for Breakfast	101.39
005956	V	05/15/2013	Platiumum T-Shirt and	7705	Cindy Shirts (2) with	-34.00
006056	O	05/29/2013	The Thompson Co.		Breakfast Supplies	149.55
006056	O	05/29/2013	The Thompson Co.	6289	Breakfast Muffins	116.32
006056	O	05/29/2013	The Thompson Co.	6290	Breakfast Food Items	91.93
5500 Total:						425.19
5555 MILK VENDING ACCOUNT						
005983	O	05/08/2013	Roberts Dairy		Vending Machine Milk	112.49
005983	O	05/08/2013	Roberts Dairy		Milk Machine Supplies	46.13
005983	O	05/08/2013	Roberts Dairy		Milk Machine Supplies	61.46
006051	O	05/29/2013	Roberts Dairy		Milk for Vending Machine	52.12
006051	O	05/29/2013	Roberts Dairy		Milk for Vending Machine	30.75
5555 Total:						302.95
9000 Clearing Account						

Check Summary Report

Date: 05/01/2013 thru 05/31/2013

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
005966	O	05/08/2013	Kristi Bernhardt	8599	Young American Account	42.00
005968	O	05/08/2013	Shannon Chambers	8598	Young American Reimb	42.00
005977	O	05/08/2013	Rebecca Koellner	8597	Young Americans Reimb	42.00
9000 Total:						126.00
Report Total:						21,888.43

Payment Voucher No.: June2013Bills

Invoice No.	Invoice Type	Submitted	Payment Vendor	Comment	Invoice Amount
P50069	Direct	6/11/2013	21st Century Equipment	Pipe/Freight Charge	\$ 679.76
W08018	Regular	6/11/2013	446 21st Century Equipment	Repair Brakes	\$ 261.81
P48358	Regular	6/11/2013	440 21st Century Equipment	Hose and Clamps	\$ 21.76
W06597	Direct	6/11/2013	21st Century Equipment	Repair Exhaust Fan	\$ 163.40
W08245	Direct	6/11/2013	21st Century Equipment	Diagnose Elec Circuit	\$ 347.93
W08042	Regular	6/11/2013	270 21st Century Equipment	Bus 498/head gasket	\$ 7,615.63
G00423	Direct	6/11/2013	21st Century Equipment	Gator Rental	\$ 250.00
G00425	Direct	6/11/2013	21st Century Equipment	Gator Rental	\$ 250.00
P57634	Regular	6/11/2013	690 21st Century Equipment	Fuel Line	\$ 52.71
P50333	Regular	6/11/2013	689 21st Century Equipment	Engine Block Repair	\$ 269.07
ATT051213	Direct	6/7/2013	A T & T	Monthly telephone	\$ 153.02
AT051113	Regular	6/7/2013	437 Added Touch	Graduation supplies	\$ 54.00
Copy of ABC053113	Direct	6/7/2013	Affiliated Benefits	May2013	\$ 383.00
ALCO052413	Regular	6/7/2013	470 ALCO	Powerdrive supplies - Wilson	\$ 288.88
273	Direct	6/7/2013	Allo Communications	June Monthly Service	\$ 4,846.00
4241235119	Regular	6/7/2013	481 Apple Incorporated	23 MacBook Pro 5 packs	\$ 133,400.00
10017	Direct	6/7/2013	Brico Pest Control	May Service	\$ 44.00
25226	Direct	6/11/2013	BTS of North Platte, Inc.	Enterprise Software	\$ 1,022.00
SB051413	Direct	6/11/2013	CCS Lunch Fund	School Board Meal May	\$ 33.76
269469-5/31/13	Direct	6/11/2013	Chase County Hospital	Therapeutic Ex	\$ 14.75
271586-3/31/13	Direct	6/11/2013	Chase County Hospital	Therapeutic Ex	\$ 59.00
06152013	Direct	6/7/2013	City Of Imperial	Electric Water Sewer	\$ 6,920.82
10123	Direct	6/11/2013	Country Inn and Suites	Rooms for elec car 3	\$ 485.97
9990	Direct	6/11/2013	Country Inn and Suites	Rooms for Science Olympiad	\$ 167.98
10056	Direct	6/11/2013	Country Inn and Suites	Rooms for Science Olympiad	\$ 167.98
31825038	Regular	6/7/2013	606 Crown Awards	Choral Awards--Lettering	\$ 151.13
6677469	Regular	6/11/2013	475 CXtec	cable	\$ 113.25
6677328	Regular	6/11/2013	475 CXtec	cable	\$ 37.00
296086	Regular	6/7/2013	477 Dancing Leaf Earth Lodge	3rd and 5th grade Tour	\$ 450.00
DMS052013	Regular	6/7/2013	435 Discount Magazine Subscription Service	Magazines for library	\$ 1,068.99
279709	Direct	6/7/2013	DWF Wholesale Florists	Graduation supplies	\$ 82.50
6134916-0	Direct	6/7/2013	Eakes Office Plus	color toner cartridges	\$ 209.99
194219	Regular	6/7/2013	476 Egan Supply Co.	Janitorial Supplies	\$ 512.88
230231	Direct	6/11/2013	Electronics Systems	2013 Remote Conn fee	\$ 120.00
37811	Direct	6/11/2013	Falcon Laboratories	Janitorial Supplies	\$ 779.00
FVC052013	Direct	6/10/2013	Frenchman Valley Co-op	Fuel for April 21-May 20 2013	\$ 8,879.69
25000	Regular	6/7/2013	324 Gary's Country Peddler	Engraving	\$ 7.00
GB05312013	Direct	6/7/2013	Glenda Bierfreund	May 2013	\$ 710.90
9133573163	Regular	6/7/2013	423 Grainger, Inc.	Light Bulbs	\$ 431.80
35774	Direct	6/11/2013	Hanna, Cathy	wiper Blades	\$ 4.80
41341	Direct	6/11/2013	Holiday Inn - Midtown GI	room for elec car	\$ 114.95
41342	Direct	6/11/2013	Holiday Inn - Midtown GI	room for elec car	\$ 119.95
41343	Direct	6/11/2013	Holiday Inn - Midtown GI	room for elec car	\$ 119.95

Payment Voucher No.: June2013Bills

Invoice No.	Invoice Type	Submit Date	PO #	Vendor	Comment	Invoice Amount
HL061013	Direct	6/7/2013		Hometown Leasing	Monthly Lease	\$ 751.93
0023196	Direct	6/7/2013		Ideal Linen Supply Inc	Mat Rental	\$ 20.88
I-2013	Regular	6/7/2013	455	Imperial FFA	plants for Odens/Forkamp	\$ 84.00
529123	Regular	6/11/2013	311	Imperial NAPA	Power Drive Battery	\$ 358.00
531935	Regular	6/11/2013	458	Imperial NAPA	Bug Remover	\$ 45.18
531152	Direct	6/11/2013		Imperial NAPA	Batteries and Filters	\$ 100.08
531439	Direct	6/11/2013		Imperial NAPA	Battery	\$ 479.82
527335	Direct	6/11/2013		Imperial NAPA	Battery Cables	\$ 25.90
514033	Direct	6/11/2013		Imperial NAPA	Surface Rotors	\$ 260.00
531561/531676	Regular	6/11/2013	479	Imperial NAPA	Oil filters and filters	\$ 689.18
514123	Direct	6/11/2013		Imperial NAPA	Serpentine Belt	\$ 75.99
514233	Direct	6/11/2013		Imperial NAPA	Side Turn Indicator	\$ 9.33
514028	Direct	6/11/2013		Imperial NAPA	Window Wash	\$ 11.94
532523/532560/532555	Regular	6/11/2013	661	Imperial NAPA	Air Filters	\$ 146.71
52-5/31/13	Direct	6/11/2013		Imperial Republican	Advertising	\$ 549.85
35995	Direct	6/11/2013		Imperial Yost Farm Supply	Mower cap and filter	\$ 46.10
050113	Direct	6/11/2013		McNair Agency Inc	Bond for Treasurer	\$ 100.00
MS436318/MS436317	Regular	6/7/2013	339	MyService	Computer Repairs	\$ 458.10
NDE06113	Regular	6/11/2013	670	Nebraska Dept. of Education	Habitudes Certification Training (lr	\$ 99.00
ARJE00013964	Direct	6/11/2013		NMC Exchange	Rental/Skidsteer	\$ 3,750.00
144401	Regular	6/7/2013	421	Owens True Value	Chain and eye bolts	\$ 117.94
144374	Regular	6/7/2013	422	Owens True Value	shovel and sprinkler heads	\$ 95.99
144888	Direct	6/11/2013		Owens True Value	UPS	\$ 17.54
145479	Regular	6/11/2013	482	Owens True Value	paint and trowel	\$ 207.00
145387	Regular	6/11/2013	478	Owens True Value	paint, hoses, hoe, sprinkler	\$ 33.15
144812	Regular	6/7/2013	450	Owens True Value	Janitorial Supplies	\$ 446.85
144920	Regular	6/7/2013	449	Owens True Value	Sprinkler head nozzles	\$ 98.68
145462	Regular	6/7/2013	480	Owens True Value	Computer Grommet	\$ 3.40
PGH&G42313	Direct	6/7/2013		Perry Guthery Haase Gessford	Schoepppy Conf	\$ 70.00
193	Direct	6/11/2013		Perry Guthery Haase Gessford	Telephone comf and policies	\$ 70.00
PH051613	Regular	6/7/2013	436	Pizza Hut	Pizza & Pop AR	\$ 53.47
672	Regular	6/7/2013	454	Platinum T-Shirt and Embroidery	AR- T shirts	\$ 130.00
641	Regular	6/7/2013	319	Platinum T-Shirt and Embroidery	Academica Award T-shirts	\$ 90.00
060613	Direct	6/11/2013		Rainbow Promise Preschool	May Tuition	\$ 186.00
20134737	Direct	6/7/2013		Recognition Unlimited	Retirement Clock-Patch	\$ 89.45
078614	Regular	6/11/2013	466	Rowley Welding	nitrogen	\$ 38.58
078627	Regular	6/11/2013	318	Rowley Welding	steel for extending frame	\$ 65.06
0436090-IN	Regular	6/7/2013	317	School Nurse Supply	12 red waist packs	\$ 75.48
308101594398	Regular	6/7/2013	376	School Specialty Supply Inc	Classroom Supplies	\$ 173.04
SM052213	Direct	6/7/2013		Sharon Maris	Cakes for YE reception	\$ 150.00
201002106672	Direct	6/7/2013		SourceGas CCCC	4/5/13-5/6/13	\$ 274.98
207408026914	Direct	6/7/2013		SourceGasCCS	April-May	\$ 3,605.45
55718951	Direct	6/7/2013		Stamp Fulfillment Services	Envelopes for office	\$ 3,191.20

Payment Voucher No.: June2013Bills

Invoice No.	Invoice Type	Submit Date	PO #	Payment Vendor	Comment	Invoice Amount
0000	Regular	6/11/2013	412	Superfoods	Classroom Supplies	\$ 3.05
SF461	Regular	6/7/2013	461	Superfoods	May Groceries	\$ 164.06
20037	Direct	6/11/2013		Superfoods	Coffee	\$ 60.90
May	Regular	6/11/2013	694	Superfoods	May for Cathy Hanna	\$ 129.32
6301	Direct	6/11/2013		SW Ne Solid Waste Agency	3.67 tons of waste	\$ 212.90
6067	Direct	6/7/2013		SW Ne Solid Waste Agency	2.98 tons of waste	\$ 197.20
305090945	Regular	6/7/2013	424	Sysco Denver, Inc	Janitorial Supplies	\$ 272.17
305160784	Regular	6/7/2013	451	Sysco Denver, Inc	Janitorial Supplies	\$ 259.32
52-89284	Regular	6/11/2013	243	T.O. Haas Tire Co.	Tires for Admin Car	\$ 481.26
52-89576	Regular	6/11/2013	358	T.O. Haas Tire Co.	Tire repair	\$ 15.00
52-89871	Direct	6/11/2013		T.O. Haas Tire Co.	Truck Mount	\$ 30.00
1299540	Regular	6/7/2013	452	Thompson Company-Maint	Janitorial Supplies	\$ 220.48
USPS063013	Direct	6/7/2013		U.S. Postmaster	PO Box 577 rental	\$ 190.00
4144319	Regular	6/7/2013	361	United Art & Education	Tomaso-art supplies	\$ 231.22
9705208466	Direct	6/7/2013		Verizon Wireless	Cell phone for Hicochea	\$ 134.70
9705769903	Direct	6/11/2013		Verizon Wireless	Activity Streamlining	\$ 125.25
59121	Regular	6/11/2013	473	Weiser Educational	Mathematics Books	\$ 253.00
					General Fund Subtotal	\$ 192,192.09
					CCS May 2013 Payroll	\$ 448,919.55
					Total General fund	\$ 641,111.64

Chase County Schools - June 2013

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Longhorn Youth Basketball Camp 7:30AM Final Date for SCORE Registration	4 Longhorn Youth Basketball Camp	5 HS Football Camp	6 HS Football Camp	7 HS Football Camp	8
9	10 8:00AM SCORE CAMP	11 6:00PM Chase County Schools Board Meeting 8:00PM SCORE CAMP	12 8:00AM SCORE CAMP	13 HS Basketball Camp @ Omaha 8:00AM SCORE CAMP	14 HS Basketball Camp @ Omaha 8:00AM SCORE CAMP	15 HS Basketball Camp @ Omaha
16	17 9:00AM Little Kids Volleyball Camp	18 9:00AM Little Kids Volleyball Camp	19	20	21 HS Basketball Camp @ Ogallala	22
23	24 8:00AM GM 2 Volleyball Camp	25 8:00AM GM 2 Volleyball Camp	26 8:00AM GM 2 Volleyball Camp	27 8:00AM GM 2 Volleyball Camp	28 HS JV & V Basketball Camp @ Hershey	29
30						

Chase County Schools - July 2013

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 7:00AM VB Team Camp @ Scottsbluff	2 7:00AM VB Team Camp @ Scottsbluff	3	4	5	6
7	8	9 6:00PM Chase County Schools Board Meeting	10	11	12	13
14	15	16	17	18 VB Team Camp @ Ogallala	19 VB Team Camp @ Ogallala	20 VB Team Camp @ Ogallala
21	22	23	24	25 Cheerleading Camp @ Denver	26 Cheerleading Camp @ Denver VB Team Camp @ UNK	27 Cheerleading Camp @ Denver VB Team Camp @ UNK
28	29	30	31			

USE OF RESTRAINTS AND SECLUSION

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Chase County Schools.

1. Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
 - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in

circumstances where the student is unable to be moved or removed without the use of physical restraint; and

- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;

- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan that provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.
4. Documentation and Evaluation
- A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:
- The student's name;
 - The date of the incident;
 - The beginning and ending times of the incident;
 - A description of any relevant events leading up to the incident;
 - A description of any interventions used prior to the implementation of physical restraint or seclusion;
 - A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
 - A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
 - A description of any injuries (whether to students, staff, or others) or property damage;
 - A description of any planned approach to dealing with the student's behavior in the future;
 - A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
 - The date on which the parent or guardian was notified.
- The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.
- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the

incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: June 11, 2013

DATING VIOLENCE

Chase County Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

Date of Adoption: June 11, 2013



School Education

Price Quote For:

Chase Co School District 15
 Patrick Lane
 520 E 9TH STREET
 IMPERIAL, NE 69033

Subscription/MCH:

Account Number: 190884
 Site Number: 376297

Section Summary	Value of All Materials	Free Materials	Product Subtotal
READING WONDERS (c) 2014	\$114,047.79	(\$46,153.50)	\$67,894.29

VALUE OF ALL MATERIALS	\$114,047.79
FREE MATERIALS	(\$46,153.50)
PRODUCT TOTAL*	\$67,894.29
ESTIMATED SHIPPING & HANDLING**	TBD
ESTIMATED TAX**	TBD
GRAND TOTAL*	\$67,894.29

* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

actual tax charges will be applied at time of order.

Comments:

Debra Eidam

Sales Representative

Email: debra_eidam@mcgraw-hill.com

Send Order to: McGraw-Hill Education PO Box 182605 | Columbus, OH 43218-2605 Phone: 1-800-334-7344 Fax: 1-800-953-8691



School Education

Price Quote For:

Chase Co School District 15
 520 E 9TH STREET
 IMPERIAL, NE 69033

Subscription/MCH:

Sales Representative: Debra Eidam
 (debra_eidam@mcgraw-hill.com)

Account Number: 190884

Site Number: 376297

Quote Number: DEIDAM-06052013-001

Send Order to:				
McGraw-Hill Education PO Box 182605 Columbus, OH 43218-2605		Phone: 1-800-334-7344	Fax: 1-800-953-8691	

* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.
 **Shipping and handling charges are not included in the quote total. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable,

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
READING WONDERS (c) 2014					
GRADE K					
READING WONDERS KINDERGARTEN SYSTEM 6 YEAR SUBSCRIPTION	978-0-02-119302-8	3	\$2,499.00	\$0.00	\$7,497.00
READING WONDERS YOUR TURN PRACTICE BOOK GRADE K	978-0-02-119363-9	45	\$7.98	\$0.00	\$359.10
READING WONDERS LEVELED READER LIBRARY PACKAGE APPROACHING GRADE K	978-0-02-119334-9	3	\$833.76	\$2,501.28	*Free Materials
READING WONDERS LEVELED READER PACKAGE ON-LEVEL GRADE K	978-0-02-119490-2	3	\$833.76	\$2,501.28	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE BEYOND GRADE K	978-0-02-119337-0	3	\$833.76	\$0.00	\$2,501.28
READING WONDERS LEVELED READER LIBRARY PACKAGE ELL GRADE K	978-0-02-119464-3	3	\$833.76	\$0.00	\$2,501.28
GRADE K Subtotal:				\$5,002.56	\$12,858.66


GRADE 1					
READING WONDERS COMPREHENSIVE PROGRAM 6 YEAR SUBSCRIPTION GRADE 1	978-0-02-119566-4	62	\$157.71	\$0.00	\$9,778.02
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 1	978-0-02-119532-9	62	\$7.98	\$0.00	\$494.76
READING WONDERS TEACHER EDITION PACKAGE GRADE 1	978-0-02-119574-9	4	\$506.28	\$2,025.12	*Free Materials
READING WONDERS TEACHER WORKSPACE 6 YEAR SUBSCRIPTION GRADE 1	978-0-02-119508-4	4	\$506.28	\$2,025.12	*Free Materials
CORE READING READING WRITING WORKSHOP BIG BOOK PACKAGE GRADE 1	978-0-02-127499-4	4	\$234.00	\$936.00	*Free Materials
READING WONDERS LEVELED READER PACKAGE APPROACHING GRADE 1	978-0-02-119561-9	4	\$833.76	\$3,335.04	*Free Materials
READING WONDERS LEVELED READER PACKAGE ON-LEVEL GRADE 1	978-0-02-119577-0	4	\$833.76	\$3,335.04	*Free Materials
READING WONDERS LEVELED READER PACKAGE BEYOND GRADE 1	978-0-02-119662-3	4	\$833.76	\$0.00	\$3,335.04
READING WONDERS LEVELED READER PACKAGE ELL GRADE 1	978-0-02-119522-0	4	\$833.76	\$0.00	\$3,335.04
READING WONDERS WEEKLY ASSESSMENT GRADE 1	978-0-02-127088-0	4	\$5.58	\$22.32	*Free Materials
READING WONDERS UNIT ASSESSMENT GRADE 1	978-0-02-127095-8	4	\$49.14	\$196.56	*Free Materials
READING WONDERS BENCHMARK ASSESSMENT GRADE 1	978-0-02-127082-8	4	\$49.14	\$196.56	*Free Materials
GRADE 1 Subtotal:				\$12,071.76	\$16,942.86

GRADE 2					
READING WONDERS COMPREHENSIVE PROGRAM 6 YEAR SUBSCRIPTION GRADE 2	978-0-02-119020-1	45	\$90.00	\$0.00	\$4,050.00
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 2	978-0-02-118867-3	45	\$7.98	\$0.00	\$359.10
READING WONDERS TEACHER EDITION PACKAGE GRADE 2	978-0-02-119019-5	3	\$506.28	\$1,518.84	*Free Materials
READING WONDERS TEACHER WORKSPACE 6 YEAR SUBSCRIPTION GRADE 2	978-0-02-119852-8	3	\$506.28	\$1,518.84	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE APPROACHING GRADE 2	978-0-02-118672-3	3	\$833.76	\$2,501.28	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE ON-LEVEL GRADE 2	978-0-02-119051-5	3	\$833.76	\$2,501.28	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE BEYOND GRADE 2	978-0-02-119052-2	3	\$833.76	\$0.00	\$2,501.28
READING WONDERS LEVELED READER LIBRARY PACKAGE ELL GRADE 2	978-0-02-118698-3	3	\$833.76	\$0.00	\$2,501.28
READING WONDERS WEEKLY ASSESSMENT GRADE 2	978-0-02-127089-7	3	\$5.58	\$16.74	*Free Materials
READING WONDERS UNIT ASSESSMENT GRADE 2	978-0-02-127096-5	3	\$49.14	\$147.42	*Free Materials
READING WONDERS BENCHMARK ASSESSMENT GRADE 2	978-0-02-127083-5	3	\$49.14	\$147.42	*Free Materials



Price Quote For:			
Chase Co School District 15		Subscription/MCH:	
520 E 9TH STREET		Sales Representative: Debra Eidam	
IMPERIAL, NE 69033		(debra_eidam@mcgraw-hill.com)	
		Account Number: 190884	Site Number: 376297
Send Order to:			
McGraw-Hill Education PO Box 182605 Columbus, OH 43218-2605		Phone: 1-800-334-7344 Fax: 1-800-953-8691	

* Price firm for 30 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.
 **Shipping and handling charges are not included in the quote total. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable,

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
GRADE 2 Subtotal:				\$8,351.82	\$9,411.66
GRADE 3					
READING WONDERS COMPREHENSIVE PROGRAM 6 YEAR SUBSCRIPTION GRADE 3	978-0-02-119065-2	45	\$96.00	\$0.00	\$4,320.00
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 3	978-0-02-118999-1	45	\$7.98	\$0.00	\$359.10
READING WONDERS TEACHER EDITION PACKAGE GRADE 3	978-0-02-119220-5	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS TEACHER WORKSPACE 6 YEAR SUBSCRIPTION GRADE 3	978-0-02-119498-8	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS VISUAL VOCABULARY CARDS GRADE 3	978-0-02-118782-9	2	\$61.68	\$123.36	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE ON-LEVEL GRADE 3	978-0-02-118623-5	2	\$833.76	\$1,667.52	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE BEYOND GRADE 3	978-0-02-118624-2	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS LEVELED READER LIBRARY PACKAGE ELL GRADE 3	978-0-02-118580-1	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS WEEKLY ASSESSMENT GRADE 3	978-0-02-127090-3	2	\$5.58	\$11.16	*Free Materials
READING WONDERS UNIT ASSESSMENT GRADE 3	978-0-02-127097-2	2	\$49.14	\$98.28	*Free Materials
READING WONDERS BENCHMARK ASSESSMENT GRADE 3	978-0-02-127084-2	2	\$49.14	\$98.28	*Free Materials
GRADE 3 Subtotal:				\$4,023.72	\$8,014.14
GRADE 4					
READING WONDERS COMPREHENSIVE PROGRAM 6 YEAR SUBSCRIPTION GRADE 4	978-0-02-118593-1	45	\$65.55	\$0.00	\$2,949.75
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 4	978-0-02-119057-7	45	\$7.98	\$0.00	\$359.10
READING WONDERS TEACHER EDITION PACKAGE GRADE 4	978-0-02-118591-7	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS TEACHER WORKSPACE 6 YEAR SUBSCRIPTION GRADE 4	978-0-02-119500-8	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE APPROACHING GRADE 4	978-0-02-118747-8	2	\$833.76	\$1,667.52	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE ON-LEVEL GRADE 4	978-0-02-119218-2	2	\$833.76	\$1,667.52	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE BEYOND GRADE 4	978-0-02-118600-6	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS LEVELED READER LIBRARY PACKAGE ELL GRADE 4	978-0-02-118601-3	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS WEEKLY ASSESSMENT GRADE 4	978-0-02-127091-0	2	\$5.58	\$11.16	*Free Materials
READING WONDERS UNIT ASSESSMENT GRADE 4	978-0-02-127098-9	2	\$49.14	\$98.28	*Free Materials
READING WONDERS BENCHMARK ASSESSMENT GRADE 4	978-0-02-127085-9	2	\$49.14	\$98.28	*Free Materials
GRADE 4 Subtotal:				\$5,567.88	\$6,643.89
GRADE 5					
READING WONDERS COMPREHENSIVE PROGRAM 6 YEAR SUBSCRIPTION GRADE 5	978-0-02-119352-3	50	\$65.55	\$0.00	\$3,277.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 5	978-0-02-119224-3	50	\$7.98	\$0.00	\$399.00
READING WONDERS TEACHER EDITION PACKAGE GRADE 5	978-0-02-119362-2	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS TEACHER WORKSPACE 6 YEAR SUBSCRIPTION GRADE 5	978-0-02-119502-2	2	\$506.28	\$1,012.56	*Free Materials
READING WONDERS LEVELED READER PACKAGE APPROACHING GRADE 5	978-0-02-119395-0	2	\$833.76	\$1,667.52	*Free Materials
					
Price Quote For:					
Chase Co School District 15			Subscription/MCH:		
520 E 9TH STREET			Sales Representative: Debra Eidam		
IMPERIAL, NE 69033			(debra_eidam@mcgraw-hill.com)		
			Account Number: 190884		Site Number: 376297
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McGraw-Hill Education PO Box 182605 Columbus, OH 43218-2605			Phone: 1-800-334-7344		Fax: 1-800-953-8691

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
READING WONDERS LEVELED READER PACKAGE ON-LEVEL GRADE 5	978-0-02-119396-7	2	\$833.76	\$1,667.52	*Free Materials
READING WONDERS LEVELED READER LIBRARY PACKAGE BEYOND GRADE 5	978-0-02-119370-7	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS LEVELED READER LIBRARY PACKAGE ELL GRADE 5	978-0-02-119297-7	2	\$833.76	\$0.00	\$1,667.52
READING WONDERS WEEKLY ASSESSMENT GRADE 5	978-0-02-127092-7	2	\$5.58	\$11.16	*Free Materials

Quote Number: DEIDAM-06052013-001

School Purchase Order Number:					
Name of School Official (Please Print)					Signature of School Official

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This student handbook is designed to provide a foundation for the safe and productive operation of our school. The guidelines provided in this handbook give students, staff and parents a common set of expectations. It is the responsibility of each student to follow these guidelines and strive to meet the high expectations established by the school and the community.

GENERAL PROCEDURES

SCHOOL BELL SCHEDULE

Chase County High School operates on a schedule of eight periods per day. Bells will ring at the beginning and at the end of each class period. The schedule will be as follows:

7:30	Doors opened for students
8:02	Three-minute warning bell
8:05	Tardy bell—school begins
Period 1	8:05-8:51
Period 2	8:54-9:40
Advisory	9:43-10:02
Period 3	10:05-10:51
Period 4	10:54-11:39
Period 5	11:42-12:28
LUNCH	12:28-1:00
Period 6	1:03-1:49
Period 7	1:52-2:38
Period 8	2:41-3:25

Junior High Schedule

Period 1	8:05-8:51
Period 2	8:54-9:40
Advisory	9:43-10:02
Period 3	10:05-10:51
Period 4	10:54-11:39
LUNCH	11:39-12:11
Period 5	12:14-1:00
Period 6	1:03-1:49
Period 7	1:52-2:38
Period 8	2:41-3:25

3:25 to 4:00 p.m. - Time designated for students needing help from teachers, those working on special projects or those asked to remain after school for disciplinary reasons. School is not officially dismissed until after 8th period. At approximately 3:30 buses will pick up rural students.

10:00 START (No Advisory Period)

HIGH SCHOOL

Period 1	10:00-10:37
Period 2	10:40-11:14
Period 3	11:17-11:51
Period 4	11:54-12:25
Lunch	12:28-12:55
Period 5	12:58-1:32
Period 6	1:35-2:09
Period 7	2:12-2:46
Period 8	2:49-3:25

JUNIOR HIGH

Period 1	10:00-10:37
Period 2	10:40-11:14
Lunch	11:17-11:51
Period 4	11:54-12:25
Period 3	12:28-12:55
Period 5	12:58-1:32
Period 6	1:35-2:09
Period 7	2:12-2:46
Period 8	2:49-3:25

1:30 EARLY OUT (No Advisory Period)

HIGH SCHOOL

Period 1	8:05-8:38
Period 2	8:41-9:14
Period 3	9:17-9:50
Period 4	9:53-10:26
Period 5	10:29-11:02
Period 6	11:05-11:38
Period 7	11:41-12:13
Lunch	12:13-12:49
Period 8	12:52-1:30

JUNIOR HIGH

Period 1	8:05-8:38
Period 2	8:41-9:14
Period 3	9:17-9:50
Period 4	9:53-10:26
Period 5	10:29-11:02
Lunch	11:02-11:38
Period 7	11:41-12:13
Period 6	12:13-12:49
Period 8	12:52-1:30

SPONSORSHIP

Students shall not be in any part of the school building after 4 P.M. on any day that school is in session, without school sponsorship. With any school-sponsored activity the sponsor should be the last to leave the building. Students may be in the weight room without supervision; however students must be able to produce weight room pass.

CARE OF PROPERTY

Each student is expected to assume responsibility for the care of all school property. Students are responsible for the proper use and care of books, lockers, desks and other school property that is assigned to them. Loss or damage to school property may result in a fine or other penalty. Damage of a malicious nature is especially serious and will be dealt with accordingly. Damaged property will be repaired or replaced at the expense of the student or students at fault.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Charges will be assessed based on the teacher's judgment for abuse, misuse or lost books.

LOCKERS

Lockers are assigned to students in grades 7 through 12 at the beginning of each school year. Students are responsible for the care and condition of their assigned lockers. The doors are not to be kicked shut under any circumstances. Nothing is to be painted or pasted upon the lockers. COMBINATIONS OR LOCKERS WILL NOT BE CHANGED DURING THE SCHOOL YEAR. Lockers are the property of Chase County High School and are therefore subject to inspection by authorized school personnel.

SCHOOL ACTIVITIES—BUS

The policy of Chase County High School 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, especially on activity trips. 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.

The sponsor of the activity will make the decision as to whether students can ride with their parents. If a student has started the trip on the activity or team bus, that student should return on the bus. Students may obtain permission to ride home with their parents by having the parent sign a release form.

STUDENT FEES

The District's general policy is to provide free instruction in accordance with the Nebraska Constitution. While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property 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.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. 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.

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. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

The entire Student Fee policy is available in the school office.

STUDY HALL

This time is designed for study and should be used constructively. Card playing and similar activities will not be permitted during study hall or during regular classes.

Any student leaving study hall must be signed out and in on the master check out sheet and have a signed pass permit in their possession. Not more than one boy or one girl may check out to the rest room at one time. Study hall students are not to loiter in the halls nor interrupt classes in session. No more than three study hall students may check out of study hall to the library. Study hall students may checkout to the library for a maximum of 15-minutes. Students that have exceeded the seven allowable absences in a Study Hall will be given detention time.

PASS PERMITS

If a student needs to leave class or a study hall for a short period of time, he must first receive permission from the teacher in charge. Only a limited number of students should be out of the room at one time. The student leaving a study hall will sign out with the teacher in charge and shall state his destination. The teacher will then issue a pass permit if in his or her judgment the student should leave.

Students leaving a class or study hall to use the library or other school facilities are to report back to their original rooms to hand in their pass permits and be cleared by the teacher in charge before going to their next class.

PERMISSION TO LEAVE SCHOOL

Students are not permitted to leave campus for any reason (except a lunch period of 32 minutes) during the school day unless they have received administrative approval to do so. An off campus permit will then be granted which must be submitted to the office upon return to campus. Students that become ill during the school day must be cleared by the school nurse or office before leaving the school building.

In all instances students must inform the office prior to leaving school.

DRIVING AND PARKING

All vehicles, whether parent owned or student owned, should be parked in the designated area east of the school. Parking will be on first come first serve basis.

Students are not permitted to drive cars, ride in cars or sit in parked cars during the school day without approval from the administration. Such permission will only be granted as the circumstances require and at the written request of parents.

LUNCH PERIOD

Students will have 32 minutes in which to eat their dinner. The school's lunch program provides a nourishing and inexpensive hot meal. Family lunch accounts are kept current at the office. Students are to take their books to their locker before entering the lunchroom.

ILLNESS OR INJURY DURING SCHOOL

A student too ill to remain at school is to report to the office or school nurse. That student will then be taken home or the parents will be called. Please report to the office before going home.

ADMINISTERING MEDICINES TO STUDENTS

It is the policy of the Chase County High School that all pupils' medication is administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulation. Students may be permitted to carry and use prescription asthma inhalers and diabetes medications if they are properly labeled and they have a doctor's authorization on file with the school nurse.

USE OF TELEPHONE/CELL PHONES

As a general policy, students are discouraged from using the telephone except before and after school and during the noon hour. Students will not be allowed to use school phones except in cases of extreme emergency. A public phone is located in the lobby area for student use. Students are not called to the telephone except in emergency cases and at the request of parents. Students are encouraged to turn off their cell phones in the school building during school hours. If students do use their cell phones without permission during school hours they will be in violation. First Offense: students will have their cell phone confiscated and will be allowed to receive the phone at the end of the day. For the Second Offense: parents will be called by student; parents will be required to come to the office to receive their child's cell phone. Third Offense: parents will be called by the student and student will be suspended.

VISITORS & COMMUNICATIONS

We encourage people to visit our school and try to make them feel welcome. However, the office would like to be informed in advance when persons (other than regular students) are on campus so that we may know the nature of their visits and assist them when possible. All visitors to the building are encouraged to sign in at the Superintendent's office and procure a visitor's badge. This is to ensure the safety of our students and staff.

Individuals with concerns or questions in regard to school or personal matters are encouraged to contact the individual involved and/or the Principal. Teachers are not to use class time for parental conferences or discussions with community members except in cases of an emergency. Appointments can be made to meet with individual teachers at more convenient times.

BULLETIN BOARDS

The bulletin boards are for posting general information and announcements. These postings should be typed or neatly presented. No posting shall be made

without approval from the office. Classroom bulletin board postings will be by or with the approval of the classroom teacher.

DAILY ANNOUNCEMENTS

A typed copy of the daily announcements will be posted on the Chase County Schools homepage for staff, students, and community.

To have an announcement placed in the daily bulletin it must be typed or written (e-mail) and turned into the office by the faculty sponsor of an activity or organization the day before they are to be posted. The faculty member should sign any announcements for which he/she is responsible.

SCHOOL CALENDAR

The school calendar is maintained by the activity director's office. To prevent conflicts, it is necessary that every school event and activity be properly scheduled. Every event must have prior approval of the sponsor and the principal and/or activity director before it is placed on the calendar. Faculty sponsors are the only ones permitted to schedule events on the calendar and call school-sponsored meetings.

SCHOOL DISMISSALS

In case of inclement weather, students and their parents will be notified through radio stations KOGA [99.7 FM], KRVN [880AM], and KADL (102.9), or calling the school. The Code Red/Reverse 911 system is also in place to notify parents of unplanned schedule changes and weather related closings.

SALES ARTICLES

Sale of items by school-sponsored organizations for the purpose of raising money may be held outside of class time. In all instances such sales must have prior approval of the administration.

PURCHASE ORDERS

All school purchases requested by students or any school personnel must be accompanied by a Chase County High School Purchase Order. Local business establishments and merchants have been instructed not to accept or fill any school order without the appropriate purchase order. Purchase requests should be submitted to the school office on purchase order request forms. Such request forms are available in the office and should be filled out completely—including the appropriate signatures.

EVENING FUNCTIONS

It is recommended that parties and activities during the school week (Monday through Thursday) be concluded no later than 10:30 P.M. Parties and activities on Friday and Saturday nights should be concluded no later than 12:00 midnight. These times are recommended for the conclusion of parties that groups have gone to out of town also. In other words, if a group goes to McCook or Ogallala for their party, the group should be back in Imperial and the party concluded by 10:30 through the week and 12:00 on the weekends.

DANCES

With the exception of Homecoming and the Junior/Senior Prom, school sponsored dances are not open to the general public. People from outside the school are only authorized to attend when they are guests of Chase County High School students who have pre-registered them with the school office. Guests must be at least ninth grade or older and cannot have reached the age of twenty-one (21). All participants are subject to school regulations and authority. Once a student leaves (and their date) the dance, s/he will not be readmitted. All behavior and discipline policies of

the school's regular school day will also be in effect for school-sponsored dances and/or activities. Homecoming and Prom are considered to be formal or semiformal dances. Shorts of any type are not considered to be formal or semiformal attire.

ATTENDANCE

Each student is entitled to the best education he/she can possibly receive. In order to gain such an education at Chase County High School a student must be regular and punctual in attendance. Because absences often lead to poor achievement, discouragement or scholastic failure, it is our goal to encourage the best possible attendance of all students. We also consider it the school's responsibility and in the interests of the students to keep parents informed of potential attendance problems.

EXCESSIVE ABSENTEEISM & REPORTING HABITUAL TRUANCY

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 period basis. When a student has excessive absences, procedures (written notification by the principal) shall be implemented to correct the truancy problem as required by law.

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. Time missed due to tardiness shall accumulate and be converted to absences, and even by parental approval, may not be excused. An absence for any of the following reasons will be excused, provided the required procedures are followed:

- Attendance at a funeral for immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school. A doctor's note or appointment card to the school office will be considered a doctor's waiver on the student's attendance.
- (4) Court appearances that are required by court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s),
- (7) Other absences which have received prior approval from the principal.

The principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the students 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.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences per year shall be deemed to be habitually truant. If a student continues to be or becomes habitually truant, the principal shall notify the county attorney as required by law.

DAYS MISSED

Students are allowed seven (7) absences per period per semester. School-sponsored activities do not count as an absence. All other absences, such as college visits, illness, funerals, and family trips, count as an absence. Students who exceed seven (7) absences will be given an F in the class and receive no credit for the class.

However, an attendance board exists to hear individual appeals. Parent/guardian/student must contact the principal or guidance counselor to schedule an attendance hearing. Absences beyond the seven allowed for which doctor or school nurse verification is provided shall be waived by the attendance committee. This committee will consist of two teachers, Principal, and Guidance Counselor.

This policy does not indicate that the school expects students to miss class seven times during a semester. Rather, these days should be thought of as a sick bank to be used only when they are really needed. Nor is the intent of the policy to have sick children attending school or to prevent students from participating in family activities.

As a school we recognize that attendance is an important part of the educational process. These guidelines are established to encourage regular attendance. Consequences are in place for those who abuse this policy and the attendance committee review provides an instrument for making exception to the policy.

EXCUSED ABSENCES

Those students who are properly excused from school for any reason will be required to submit make-up work as assigned by the teachers in proportion to the time missed. Such make-up work should be completed in advance when possible to prevent getting behind in daily assignments. When this cannot be done, work should be made up as soon as possible after the absence. For up to five consecutive days of excused absences, two (2) days will be allowed to make up work for each day missed. Beyond this five-day limit in cases of extreme illness the teachers will use their discretion as to the number of days allowed to make up work. If make-up work is not satisfactorily completed within the allotted time period, a grade of "0" will be entered for the work missed and such grade averaged into the entire nine weeks. When students know well in advance the completion date of a paper, project, or test and then are absent that day of school, the student should be prepared to complete the due paper, project or test the day they return.

It is the policy of this school that all absences shall be excused in advance. A student's parent or legal guardian should contact the school office prior to his/her child missing classes and request an excuse. In most cases the parental excuse will be granted. In some cases it may be impossible for parents to contact the school prior to absences. In this case it is the responsibility of the parent or legal guardian to contact the school within 2 school days following the students absence to provide an excuse. If this is not done the student will receive an unexcused absence and will be assigned detention time and receive 0's for those classes missed.

UNEXCUSED ABSENCES

A student who has received a short-term suspension may not be allowed to make up the work missed and will be given a "0" or other sanction unless otherwise

allowed by Chase County High School. With a long-term suspension, make-up work and grades will be determined at the time of the suspension. Chase County High School instructional decisions and make-up work policies should be consulted.

Absences (except for emergency or under hardship or because of disciplinary action) for which excuses were not recognized or were not properly requested in advance will be considered unexcused and handled accordingly. Students with unexcused absences will receive a grade of "0" for the time they missed from class, and will be required to make up time outside of regular class hours. Each class period from which a student has been truant, will be doubled in calculating make-up time.

Students will be allowed one week to make up assigned time in detention. Those students not satisfactorily making up time within the one-week period will be permanently assigned to detention and be restricted from participating in field trips and extra-curricular activities until their make-up time is completed. A student who does not attend detention when permanently assigned will be given 20 additional minutes for the first day missed and an in-house suspension if a second day is missed. Detention time may be made up only in the office before or after school. Thirty (30) minutes is the minimum amount of time that can be made up in any one detention period. A student must clear all such make-up time before he/she will be issued final semester grades or allowed to graduate.

TARDIES

A tardy is defined as up to five (5) minutes missed at the beginning of a period. Anything over 5 minutes will be counted as an absence. Almost all tardiness, except possibly caused by transportation before school is avoidable.

Three tardies in any one semester will count as an absence for the class involved. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven absences from any given class.

SCHOOL RELATED ABSENCES

An activity absence is given only when a student is participating in a school related activity such as, field trips, sports contests, music, speech, organizational activity, etc. An activity absence is not recorded on a student's permanent record. Make-up work will be required prior to each such activity. Sponsors of these activities will notify the office of prospective participants as soon as possible so that all teachers may be notified in advance. Teachers, sponsors and students will be responsible for the make-up work assigned.

When a student will be gone from class to participate in a school sponsored activity they must have a consent form (available from the office) filled out and signed by each teacher for periods for which he/she will be absent. The student's work should be done before a teacher's signature is given. The consent form must be submitted to the office by 3:30 P.M. of the day prior to a morning activity or by 12:30 P.M. when activities are held during the afternoon. Replacement consent forms must require payment of a 25-cent fee. A student not properly cleared through the office by the designated time will not be allowed to participate in the activity in question.

To participate in an extra curricular event or practice, a student must attend at least one half of the school day (either all morning classes or all afternoon classes) on which it is scheduled.

Participation and Attendance from the Athletic Handbook

A team member is not allowed to practice or participate unless he or she is in school one half day on the day of the contest or practice. (One half day will consist of periods 5th through 8th or the final 4 periods of the day). Any exceptions to the ½ day rule must be approved by the Activities Director. 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 Activities 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, etc. If the Activities 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, they must contact the coach in advance. Exception: When the participant is absent from school they do not need to notify the coach, however, most coaches appreciate knowing the reason why the participant is absent from school.

EXTRA-CURRICULAR ACTIVITIES HELD DURING A SCHOOL DAY

With the exception of SPVA Conference tournaments, meets and/or clinics, and State Activities, only those students directly involved in an extra-curricular activity will be excused from regular scheduled classes. All other students must remain in classes unless a parent or guardian contacts school officials and states that they will be attending the activity and requests that their son and/or daughter go with them. Should the parent or guardian later decide not to attend the activity, then the student must return to scheduled classes as the excuse would no longer be valid. If the parent or guardian attending an activity leaves for a short time while it is in progress, it is expected that the student will accompany their parent or guardian during the leave. Any time a student attends an activity either in whole or in part during times of scheduled classes without their parent or guardian in attendance, exception of SPVA Conference tournaments, meets and/or clinics, and State Activities, is subject to an unexcused absence.

ADMISSION TO CLASS AFTER AN ABSENCE

A student who has been absent or tardy from school must, upon returning, report to the office. The office will then issue an admit slip which is to be given to the classroom teachers. Teachers are not to allow students to re-enter their classes without an authorized admit slip from the office. A student who attempts to enter class without a make-up slip will be asked by the teacher to go to the office for that slip, as well as receive a TARDY for causing the delay and interruption.

GRADING & GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

The Board of Education has developed the following minimum standards for graduation from high school. Each student shall successfully complete a minimum of 220 credit hours. One (1) credit hour is equivalent to approximately nine hundred (900) minutes of scheduled class time. To be eligible for graduation

in eight (8) semesters or less, all students shall successfully complete a minimum of 20 credit hours in their final semester. As part of the total 220 credit hours, the following must be included:

- English-----24 credit hours
(32 credit hours beginning with Class of 2015)
- Math- - - - - 16 credit hours
(24 credit hours beginning with Class of 2015)
To meet the graduation requirement for math, a student must have taken Pre-Algebra or Algebra and Applied Geometry or Geometry.
- Science- - - - - 16 credit hours
(24 credit hours beginning with Class of 2015)
- Social Studies- - - - - 16 credit hours
(24 credit hours beginning with Class of 2015)
Which must include eight (8) credit hours of American History or American Government.
- Fine Arts- - - - - 8 credit hours
- Physical Ed- - - - - 8 credit hours
- Speech- - - - - 4 credit hours
- Any combination of classes from
Business, Vocational Agriculture,
Family Consumer Science,
Or Industrial Arts ----- 16 credit hours

In order to meet the graduation requirement for vocational education, a student must have taken Personal Finance.

Beginning with the class of 2017 students must earn forty (40) hours of Community Service as one of their graduation requirements. Students may begin to earn these hours once they complete their eighth (8th) grade year. The hours may be earned all at one time, or in any manner that meets the student's schedule, during his/her high school years, but must be completed prior to the student's participation in a commencement ceremony and the granting of a diploma.

Community Service is any service that is done for non-profit agencies and organizations and/or religious organizations. School service is also included. For activities that do not fall in these categories, justification is required to demonstrate how the community is being served by the activities. For activities that occur over more than one day, a maximum of 10 hours/day is allowed for the 40 hours of community service required for graduation.

The graduating class of 2014 will complete 10 hours of community service by their commencement ceremony date.

The graduating class of 2015 will complete 20 hours of community service by their commencement ceremony date.

The graduating class of 2016 will complete 30 hours of community service by their commencement ceremony date.

Not more than eight (8) credit hours of Teacher Aide or more than sixteen (16) credit hours of vocational work experience will be included in fulfilling the minimum 220 credit hours.

Students transferring into the district from other schools will meet these graduation requirements when possible. When this condition is impossible due to variation in credits offered or required between the schools, the prior school requirements will be used as the criteria for determining a student's status toward graduation. To be eligible for graduation, all students transferring into the district shall successfully complete a minimum of 20 credit hours at Chase County High School.

CORRESPONDENCE COURSES: A student may enroll in a high school correspondence course through the University of Nebraska. These credits can count towards graduation requirements, but must have prior administrator approval before registration of the course.

STUDENTS GOING TO COLLEGE

The following courses are recommended as a minimum:

English	4 years
Math	3 years
Science	3 years
Social Studies	3 years
Foreign Language	2 years
Computer Science	2 years

Additional courses should be taken in each of the areas listed before when circumstances permit.

Also, as many courses as possible should be taken in your proposed college major or interest, i.e. - Business, Home Economics, Agriculture, etc.

PLANNING YOUR EDUCATION

The decisions you make in selecting courses will probably be the most important decisions made thus far in your life. Each pupil should attempt to determine his/her career aptitudes and interests and select his/her course of study accordingly.

COUNSELING

It is the duty of the Guidance Counselor to assist students with their problems-occupational, educational, or emotional-both present and future. If you have questions about your individual class schedule or your future academic plans, please make an appointment to meet with the guidance counselor.

ADDING AND DROPPING CLASSES

Once the registration process is completed, students who make changes in their schedules must pick up a Drop and Add Form from the counselor and obtain the signatures of the teachers involved. No student initiated drops or adds will be allowed during the first two days of school. During the first week of each semester, adding classes will be allowed only when the addition will not cause an overload in class size. After the first week of each semester, students will be allowed to withdraw from a class and replace it with a study hall. After the third week of each

semester, any student-initiated class drop will be noted as “withdrew failing” on the report card and transcript and averaged as an F grade.

STUDENT WITHDRAWAL FROM SCHOOL

To withdraw from Chase County High School, a student must first report to the office for a check-out sheet. The student then goes to the teachers and principal for their clearance and signature. When the sheet is completed, the student returns it to the office. Transcripts will not be sent to other schools until the student has paid all debts and met all obligations owed to Chase County High School.

SYSTEM OF MARKS

The grading system of Chase County High School is A, B, C, D, F, W and I. The following letter breakdown is used as a guide in grading:

A (93-100)	Outstanding
B (86-92)	Above Average
C (77-85)	Average
D (70-76)	Below Average
F (0-69)	Failing
I-----	Incomplete
W-----	Withdrawal from class without credit ("F" averaged into grades after 3 rd week of the semester)

GRADE LEVEL DESIGNATION

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

69% & Below = F

To receive credit from a course the student must achieve a letter grade of “D” or above.

Work not completed by the end of a 9th week or semester grading period due to illness or some other justifiable reason will be recorded as “I” and must be made up within a two week period thereafter. Acceptance of such work after the completion of a semester shall be at the discretion of the teacher and the administration. When work is not turned in to the instructors by the end of this two-week period it shall be considered missing and therefore an “F” will be given for such work in averaging a final semester grade.

CLASS RANK and GPA

A grade point average and class rank will be computed at the end of each semester for every student. This information along with a student’s grades and attendance records is considered confidential and will be released only to those

persons authorized to use these materials by law. The school can release such information to other people only at the request of a student and/or his legal guardians.

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

<u>Regular</u>	<u>Basic</u>
A--4 points	A--2 points
B--3 points	B--1.5 points
C--2 points	C--1 point
D--1 point	D--.5 point

In computing a student's overall grade point average, only the grades for one year of P.E., Vocal Music and Instrumental Music will be tabulated. Grades for the second and subsequent years of these classes will not be included in one's grade point average.

REPORTING PUPIL PROGRESS

There are two formal means by which the progress of students will normally be reported to parents. They are the report card and the four-week progress reports (mid quarter). The information from these lists will be used for counseling purposes and will be made available to parents upon their written requests.

STUDENT ELIGIBILITY POLICY (change)

The following is the student eligibility policy for participation in scheduled Chase County Grades 7-12 activities. An activity is defined as any event that is not a required part of a regularly scheduled class. Students also need to fulfill eligibility requirements in order to participate in field trips as well as other special classroom activities. 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 a 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.** Additionally, students in grades 9-12 who did not pass 20 academic hours of credit the previous semester are ineligible according to Nebraska School Activities Association (NSAA) guidelines.

Students who are ineligible for any reason, whether academic or social or behavior suspension, are not allowed to travel to an activity with the activity bus during the ineligible or suspension period. If ineligible students attend an activity during the period of ineligibility they must sit in the spectator section of the facility and will not be a part of the activity group (on the bench or other designated area). In addition to all participants, these regulations will apply to but are not limited to, film technicians, statisticians, student managers, back stage helpers and other support members of an activity group.

TENTH PERIOD (Grades 7-8) (delete policy)

This program provides an opportunity for students who are having difficulty with homework assignments, to get additional help from teachers and fellow students. Students who come to class without assignments will be required to attend 10th period. Assistance and partial credit will be provided to students attending 10th period. Guidelines are as follows:

1. The student is assigned 10th period (after school) and will receive a slip to take home to the parents.
 - a. Because the assignment was turned in late they will receive a 10% reduction in their grade.
 - b. Student will be allowed to leave 10th period as soon as the assignment is completed (4:30 at the latest) and the attending teacher has finished taking attendance.
2. If the student does not attend 10th period, they must attend 7:30 detention in the morning. They must stay at detention until dismissal time (8:00) and will receive a 20% reduction in their grade.
3. If the student fails to attend either the 10th period or the 7:30 detention option, they will receive no credit for the assignment but will be assigned to one hour after school detention on the same afternoon as the 7:30 detention.

We would like to encourage students to be responsible and hand in their assignments when due. If they do not, we hope that they will attend 10th period as that will result in the least consequence for the student.

REPORT CARDS

Report cards, as well as daily and weekly grades, attendance and assignments can be accessed through Infinite Campus. A request can be made with the school office for a paper copy of semester grades to be mailed home. During the first 9 weeks of the school year, Parent/Teacher conferences will be held in order to give parents the opportunity to schedule a time to communicate with teachers concerning their child's progress.

INFINITE CAMPUS

Current student information regarding individual attendance and/or grades is available by using the schools website <http://ccschools.cc/schools> and accessing "Infinite Campus". Each family has a secure individual login and password allowing them access to their children's information. Information regarding individual login and password information is available in the school office.

HONOR ROLL

In an effort to recognize those students who are achieving good grades, Chase County High School will publish an Honor Roll at the close of each nine-week period. To be eligible for the Honor Roll, a student must receive all "A's" or have an overall grade point average of at least 3.50 during the specified period.

In each graduating class, the top 10% (on the basis of grade point average) will receive special recognition.

An honor roll for **Jr. High students** is announced and displayed every quarter of the school year. The honor roll is designed to promote the area of academics and to give recognition to those students who achieve at a high level.

The criteria for being selected to the different levels of the honor roll are as follows:

ALL "A" HONOR ROLL: An "A" in every subject

HIGH HONOR ROLL: "A"s and "B"s only

HONOR ROLL: 3.0 grade average with no more than one "C"

EARLY GRADUATION

Although a four year program is normal for most high school students, Chase County High School recognizes the individual differences which exist among students and the need of a few to complete their high school program in a period of less than four years. A student who wishes to participate in this program must complete an "Early Graduation Application Form" prior to beginning their senior year. These forms may be obtained from the guidance counselor.

SERVICES

MEDIA CENTER

We are most fortunate in having a media center as good as the one at our school. It is hoped that the students will take proper care of all media center furniture and materials. The media center is a place for studious contemplation. Quietness must always prevail.

In order to keep books in circulation and thus available to all students, they are checked out for two weeks at a time. Magazines will be checked out for one class period only. Report cards will be withheld if books are not returned and a fee will be assessed for lost and/or damaged books.

Students whose conduct is unacceptable will be asked to leave. On first notice for a student to leave the media center they will be barred from the use of the media facilities for one week. After the second offense the restricted period is extended to one month. If a student must be asked to leave the media center a third time he/she will not be allowed to return for a full semester.

During the time that regular classes are in session a hall pass-permit is required to enter the media center. Upon entering the media center a student must sign in at the circulation desk, leaving their pass there. At the end of the visit, the pass must be signed by media personnel and returned to their regular classroom instructor before the bell ending the period rings.

CAFETERIA

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

1. Observing good dining room etiquette.
2. Leaving the table and the surrounding area clean and orderly.

3. Replacing chairs and putting trash in the proper containers.
4. Not leaving the cafeteria while eating or carrying food.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

“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, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

LEARNING LAB

The Learning Lab is an all day, supervised location for students to do homework. Some students, including Title I students, have been assigned study halls in the learning lab. The following is a list of suggested ways students may use the Learning Lab: Research, complete make up work, have materials read to them, independent study, testing, writing, extra practice. The learning lab does not replace the actual classroom instruction.

CAREER AND EDUCATION CENTER

We are pleased to offer students the comfort and convenience of a career and education center. Please avail yourself of the information on colleges and careers. If you need help in finding information, contact the guidance counselor.

STUDENT ACCIDENT INSURANCE

Several types of accident insurance are available for student coverage during school activities. Information about these policies is available at the office.

LOST AND FOUND

A lost and found department is maintained in the office. Any articles left in the classroom or turned in to teachers should be taken to the office. Items not claimed at the end of the school year will be disposed of.

STUDENT ACCESS TO TECHNOLOGY

Chase County High School encourages the use of technology for educational purposes. We believe this is a valuable tool for student learning. A comprehensive policy for the safe and lawful use of this media source has been developed and is available for review.

All of the policies, rules, and procedures for acceptable use of technology are intended to make the school's technology safer and more reliable for users.

In order to use the technology available at CCHS students will be required to annually read and sign an acceptable use agreement. Use of the school's technology resources is a privilege and not a right. Violation of the policies, rules and procedures concerning the use of technology may result in disciplinary action up to and including, but not limited to, loss of access, suspension and/or expulsion of students from school.

BEHAVIOR GUIDELINES & DISCIPLINE

GUIDELINES FOR STUDENT BEHAVIOR

A goal of the Chase County High School educational program is to encourage independence and responsibility which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school. Consequently, students shall follow these guidelines:

1. Constant respect for others whether they be teachers, students, staff, visitors or others in the building.
2. Respect for personal and communal property.
3. An atmosphere of order and direction must be maintained to create a situation conducive to learning.
4. As a student at Chase County High school, you have a responsibility to your school and community. Your fellow students, our community members as well as those from other communities judge our school on the basis of your conduct and attitude. Because of this leadership role, you can contribute to our school and community image. Make your school proud of you and your community proud of your school by your performance and your devotion to high ideals.

HALL BEHAVIOR

Hall behavior should be quiet. As a safety factor, walk at all times, avoid shoving and pushing, and do not sit in hallways. Only appropriate and acceptable language should be used. A show of affection between boys and girls anywhere on school grounds should not exceed the bounds of good taste and self-respect. Care and respect for all school property and the property of others is the responsibility of all students. There are designated Chase County High School and Chase County Elementary/Middle School areas in the school. You are expected to remain in the portion of the building designated as high school. Entry to the building should be made from the South, North, and Eastside.

STUDENT DRESS (changed)

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.

DRUG USE BY STUDENTS

The use or possession or being under the influence of intoxicants or controlled drugs in or on school property or while in attendance at any school sponsored event, activity or athletic event is prohibited. This rule also applies to any vehicle that is being used to transport students to or from a school or a school event.

Any person in violation of these provisions shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Lawful searches may be conducted to enforce this policy. Such searches may include: (1) searches of persons or property when school officials have a reasonable suspicion that the search will uncover a school rule violation, (2) searches of items placed in school property provided the Superintendent or Principal has given prior approval of the search (students should not expect privacy regarding student lockers and desks, as school property is subject to search or inventory at any time), and (3) searches of persons or property at school activities or events where consent to a search is a condition of admission, such as school dances and similar activities. The Principal or Superintendent should be contacted whenever practicable prior to any search of a person. No strip search shall be conducted. A breathalyzer or other similar testing device may be used as a method of conducting a search. Further, the administration may request the assistance of law enforcement officials to conduct lawful searches.

Additionally, any student found to be in the possession of or being under the influence of, or using alcoholic beverages and/or illegal drugs at school or a school

sponsored activity or outside of school shall be suspended from all activities, outside of their regular classroom responsibility, for a period of 40 calendar days. I.E.—FFA, FCCLA, FBLA, Speech, Music and Field Trips. The 40 days shall begin the date that the school officials determine there has been a violation of this policy. Students who self-report an off-school violation of this policy to the school administration within 48 hours of the time the violation occurs shall have their suspension reduced to 25 days. Students will remain in classes during this time but will not be allowed to participate in activities outside of class time.

Information about any available drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from either the guidance counselor or the school nurse.

TOBACCO USE BY STUDENTS

Use and/or possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while attending or participating in a school-sponsored event is prohibited and punishable under the school discipline codes.

Additionally, any student found to be in the possession of or using any tobacco product at school or a school-sponsored activity shall be suspended from all activities, outside of their regular classroom responsibility, for a period of 25 calendar days.

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, Chase County Schools 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, express 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.

DATING VIOLENCE (new addition)

Chase County Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Legal Reference: Neb. Rev. Stat. §§ 79-2139 to 79-2142

SEARCH AND SEIZURE

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 at the discretion of the administration.

The following rules shall apply to the search and 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 rule violation.
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 seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practicable.

Items which are used to disrupt or interfere with the educational process may be removed from student possession.

SCHOOL AUTHORITY

School employees have authority to correct students anywhere in the building, on the school grounds or at school sponsored functions, activities or athletic events or in a school owned or utilized vehicle being used for a school purpose. Students are expected to show respect and cooperation to such employees in dealing with problem situations.

REPORTING LAW VIOLATIONS AND STUDENT RELEASE TO POLICE

- A. Cases of law violations or suspected law violations by students will be reported to the police or other proper authorities as soon as possible.
- B. 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.

SUSPENSION

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

- a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for a school purposes 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, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - (3) Sexual assault or attempting to sexually assault any person.
 - (4) Willfully causing or attempting to cause damage to property, stealing or attempting to steal property, or repeated damage or theft involving property.
 - (5) Causing or attempting to cause personal injury to a school employee, volunteer, student, or any other person.
 - (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 - (8) Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
 - (9) Engaging in 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 alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
 - (10) Truancy or failure to attend assigned classes or assigned activities.
 - (11) Tardiness to school, assigned classes or assigned activities.
 - (12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive. 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.
 - (13) Public indecency.
 - (14) Repeated violation of any of the rules adopted by the school district or the school.
 - (15) Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
 - (16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
 - (17) Willfully violating the behavioral expectations for those students riding Chase County High or Imperial Grade School vehicles or other approved modes of transportation.
- b. In addition, a student may be suspended (short-term or long-term), expelled, or mandatory reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

- c. In addition, a student who engages in the following conduct on school grounds or during an educational function, an event off school grounds, or on a school-owned or authorized vehicle:
- (1) The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, student, or any other person, 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
 - (2) The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion 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. Such action may be modified or terminated by the school district at any time during the expulsion period.
 - (3) In addition, if the student is determined to have brought and/or to have possessed a firearm on school grounds or during an educational function, an event off school grounds, or on a school-owned or authorized vehicle, the student shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Short-Term Suspension

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

- (1) Conduct constituting grounds for expulsion as set forth; or
- (2) Other violations of rules and standards of behavior adopted by Chase County High School 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.

Long-Term Suspension

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

Expulsion

- a. Defined: Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or

b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or c) unless the expulsion is for conduct specified in Paragraph 4d, 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.

- b. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.
- c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: 1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent, or his or her designee, or 2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by the Superintendent or his or her designee.
- d. 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 Superintendent or Superintendent'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 the Superintendent or his or her 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 shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, 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.

PROCEDURES FOR LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT CAN BE OBTAINED FROM THE ADMINISTRATION.

STUDENT RIGHTS

PROTECTION OF RIGHTS

It is the responsibility of all school personnel to protect and preserve the legal and ethical rights of all individuals involved in the educational programs here at Chase County High School. Some of these rights are as follows:

1. The right to a free public education. All persons between the age of 5 through 21 who reside in the district may attend public schools without paying tuition. Proof of residency or legal guardianship must be provided. Students who live outside the district may attend if their option enrollment is properly submitted and approved.
2. The right to participate fully in classroom instruction and extra curricular activity. This right shall be dependent only on a student's individual capabilities and shall not be abridged or impaired for any other reason.
3. Freedom of speech, assembly and petition. Students shall have the right to advocate the change of any law, policy or regulation by lawful means. By exercising their right to this freedom of expression however, care must be taken not to use obscene or slanderous terms, defame the personal character of others or advocate violation of federal, state, local laws, including school policies, rules and regulations.
4. Students shall have the right of due process under the law. In brief this includes:
 - A. Access to the rules and standards governing a student's participation in school activities.
 - B. A clear outline of any alleged infraction.
 - C. A hearing held with the school principal when requested by the student.
 - D. An opportunity to testify, question and present evidence in one's defense during the hearing.

- E. Legal representation and an opportunity to call witnesses or confront those who testify.
- F. Chance to have the principal's decision reviewed by the superintendent, Board of Education, etc.

SEXUAL HARASSMENT POLICY

Chase County Schools has a Sexual Harassment Policy for students and employees. If you desire a copy of this policy contact the administration.

OPEN COMMUNICATION

The Chase County High School is maintained for the benefit of students and our local communities. We sincerely believe that the school and its students are benefited by a climate of open communication among all groups in the district. Ideas and constructive suggestions for the improvement of our school program are therefore always welcome and encouraged.

NON DISCRIMINATION STATEMENT

It is the policy of Chase County High School not to discriminate on the basis of race, color, national origin, sex, marital status or handicap in its educational programs.

Additional information about policies of the Chase County Schools Board of Education may be found in the Districts Policy Manual.

SCHOOL PLAN FOR ENGLISH LANGUAGE LEARNERS

Chase County Schools meets the needs of all students. Students with a home language other than English shall be tested for English language proficiency and instructed in reading, writing, speaking and listening of English language and content areas. The program shall be governed by No Child Left Behind legislation, the Office of Civil Rights, and The Equal Opportunity Act. Use of native language may be limited by classroom teachers to aid in learning the English language.

IDENTIFICATION AND ASSESSMENT OF ENGLISH LANGUAGE LEARNERS

The Home Language Survey will be completed upon registration to identify a primary home language other than English (PHLOTE).

PHLOTE students will be tested using Pre-LAS (Language Assessment Scales), LAS-O (Oral), and LAS R/W (Reading/Writing) within the first thirty days of the school year or within fifteen days of enrollment in the district. Students arriving with previous test information will be placed appropriately in the ELL programs.

Records will be kept at Chase County Schools.

Scores for LAS-O falling between 0-84 (Levels 1-4) will be considered LEP (Limited English Proficient). Scores for LAS R/W falling between 0-79 (Levels 1-2) will be considered LEP.

ELDA Test scores will be used for placement within the district's ELL program.

GRIEVANCE PROCEDURES

If a person wishes to state a concern regarding the education of their child, the following procedure is to be followed:

Step 1: Have a scheduled conference with the staff person involved with the concern. Please contact the staff member at school during school hours to set up an appointment to discuss the concern. This will allow the staff person to be prepared to answer questions during your scheduled face-to-face meeting. Both the parent and the staff member may be asked to submit written documentation of the meeting to the principal.

Step 2: If the matter is not resolved at Step 1, it may be necessary to arrange a meeting attended by the student(s), parent(s), teacher(s), and principal to resolve the issue. All parties may be asked to submit written documentation of the meeting to the Superintendent.

Step 3: If the matter has not been resolved after discussing the issue with the Principal, an appointment can be made with the Superintendent and Principal together to resolve the issue.

HIGHLY QUALIFIED TEACHERS

Nebraska school districts make teaching assignments based on Nebraska Administrative Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) which requires that certain percentages of instructional units be taught by highly qualified teachers. Rule 51 (*Special Education*) requires special education personnel to meet highly qualified personnel requirements to assist students with disabilities. These rules are designed to assure that the large majority of Nebraska teachers have specific preparation for the areas and levels they are assigned to teach.

Any parent who wishes to be apprised of the qualifications of their child's teacher may do so by presenting a written request to the principal.

