



Chase County Schools creates exceptional opportunities, fosters strong relationships, and empowers students to succeed.

Board of Education Regular Meeting

Tuesday, July 8, 2025 6:00 PM

Conference Room

520 E 9th Street

Imperial, NE 69033

Agenda

- I. CALL MEETING TO ORDER
- II. APPROVAL OF MINUTES
- III. APPROVAL OF FINANCIAL REPORT
- IV. PUBLIC COMMENT
- V. INFORMATION AND PROPOSALS
 1. ACTIVITY DIRECTOR'S REPORT
 2. PRINCIPALS' REPORT
 3. STUDENT COUNCIL REPORT
 4. SUPERINTENDENT'S REPORT
 5. BOARD COMMITTEE REPORT
 6. FOOD SERVICE REPORT
- VI. ACTION ITEMS
 1. Discuss, consider and take necessary action in regard to the updating of the central office furniture.
 2. Discuss, consider and take necessary action in regard to the adoption of policies 2006, 3012, 3016, 3026, 3039, 3057, 4002, 4051, 4059.
 3. Discuss, consider and take necessary action in the approval of the 25-26 handbooks.
- VII. DISCUSSION ITEMS
 1. Discuss potential roof repair/inspection.
- VIII. NOTICE OF SETTLEMENT OF CLAIM
 1. Alejandra Bencomo Leon and Luis H. Ballesteros Duarte individually and on behalf of Leonardo Ballesteros Bencomo asserted a claim for damages arising from injuries Leonardo Ballesteros Bencomo sustained from an accident that occurred on September 27, 2022 while Leonardo Ballesteros Bencomo was a student at Chase County Schools and a settlement was reached. A full release of liability has been executed in exchange for a lump

sum settlement of \$178,000.00 which will be paid by ALICAP, Chase County School's risk liability pool. A copy of the settlement agreement will be available upon request at the meeting.

2. Alejandra Bencomo Leon and Luis H. Ballesteros Duarte individually and on behalf of Oliver Ballesteros Bencomo asserted a claim for damages arising from injuries Oliver Ballesteros Bencomo sustained from an accident that occurred on September 27, 2022 while Oliver Ballesteros Bencomo was a student at Chase County Schools and a settlement was reached. A full release of liability has been executed in exchange for a lump sum settlement of \$462,500.00 which will be paid by ALICAP, Chase County School's risk liability pool. A copy of the settlement agreement will be available upon request at the meeting

IX. ADJOURN



Meeting the challenge, exceeding expectations and Continuing our legacy of excellence

Board of Education Regular Meeting

Tuesday, June 10, 2025 6:00 PM

Conference Room

520 E 9th Street

Imperial, NE 69033

Posted Locations:

Imperial Republican

Posted Date: 6/5/25

McCook Daily Gazette

Posted Date: 6/5/25

Attendance Taken at 6:00 PM.

Cindy Arterburn: Present

Jake Banks: Present

Jeff Banks: Present

Josh Fries: Absent

Jeff Olsen: Absent

Willy O'Neil: Absent

Dan Reeves: Present

Carrie Terryberry: Present

Steve Wallin: Absent

I. CALL MEETING TO ORDER

Treasurer Dan Reeves called meeting to order at 6:01 PM.

II. APPROVAL OF MINUTES

Motion to approve the minutes as presented Passed with a motion by Cindy Arterburn and a second by Jeff Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

III. APPROVAL OF FINANCIAL REPORT Motion to approve the financial report as presented in the amount of \$892,957.97 Passed with a motion by Jeff Banks and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

IV. PUBLIC COMMENT

V. INFORMATION AND PROPOSALS

V.1. ACTIVITY DIRECTOR'S REPORT

See report in Sparq

V.2. PRINCIPALS' REPORT

See reports in Sparq

V.3. STUDENT COUNCIL REPORT

V.4. SUPERINTENDENT'S REPORT

See reports in Sparq

V.5. BOARD COMMITTEE REPORT

V.6. FOOD SERVICE REPORT

VI. ACTION ITEMS

VI.1. Discuss, consider and take necessary action concerning the resolution on conflicting polices while adopting a new set of policies. Motion to approve the resolution on conflicting polices while adopting a new set of policies and making the dates current. Passed with a motion by Carrie Terryberry and a second by Cindy Arterburn. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VI.2. Discuss, consider and take necessary action concerning the resolution removing the 2-reading requirement when adopting new policies. Motion to approve the resolution removing the 2-reading requirement when adopting new policies and making the dates current. Passed with a motion by Carrie Terryberry and a second by Jeff Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VI.3. Discuss, consider and take necessary action in regard to the substitute teacher daily rate. Motion to approve to the substitute teacher daily rate to be \$150 per day. After 10 consecutive days at a rate of 150% for non-teaching certificate holders. Passed with a motion by Cindy Arterburn and a second by Jeff Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VI.4. Discuss, consider, and take necessary action in regard to the auditorium lighting bids submitted to the district. Motion to approve the auditorium lighting bids submitted to the district be done by Brophy Electric in the amount of \$365,472.74 Passed with a motion by Cindy Arterburn and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VI.5. Discuss, consider, and take necessary action in regard to the potential purchase of an SUV for the district. Motion to approve the potential purchase of an SUV for the district with the stipulation that the lease dollars go towards the purchase price of \$13,250.00. Passed with a motion by Carrie Terryberry and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VII. DISCUSSION ITEMS

VII.1. Discuss bus purchase/lease options for the 25-26 school year. Motion to approve the lease of a Coach bus month by month at \$3,650.00 a month. Passed with a motion by Cindy Arterburn and a second by Jake Banks. Cindy Arterburn: Yea, Jake Banks: Yea, Jeff Banks: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea

VIII. ADJOURN

Treasurer Dan Reeves adjourned the meeting at 7:08 PM.

Board President

Board Secretary

US Bank Report	Totals
Red Robin-meal, bus driver	31.79
Chase Co Motor Vehicle-registration	12
Imperial SuperFoods-Maintenance groc	51.86
BurgerKing-CTE Conf meal	10.97
Angus Burger-CTE Conf. meal	28.99
Amazon-FCS supplies	68.13
Amazon-Convertible Futon-FCS classroom	175.7
Amazon-FCS supplies	14.9
AnewTravel-fuel	59.06
ImperialSuperFoods-Maintenance supplies	71.89
CHATGPT-IA subscription	20
USPO-postage	28
TPT-Summer School supplies	58.59
TPT-Summer School Supplies	30.53
ImperialSuperFoods-Summer School supplies	69.55
Read Theory-3rd Grade subscription	10
ImperialSuperFoods-Summer School supplies	14.06
USPO-postage	14.81
USPO-postage	19.6
Dollar General-SPED supplies	40.16
509 Broadway-Retirement gift cards	100
Kevin Lovegreen books high interest for boys	193.85
Kevin Lovegreen books high interest for boys	258.48
T-Junction-Meal for maintenance workers	54.07
ImperialSuperFoods-Maintenance supplies	65.54
TJunction-Maintenance Workers meal	54.07
Amazon-Video	11.99
RusticLumbers-Woods supplies	1521.5
Activity Expenses	3239.97
July 2025 US Bank Expenses	6330.06

Chase Revenue and Expenditure Report

Printed: 07/03/2025 4:10:00PM
Chase County Schools

General 01								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
01-1-01100-000-000	Taxes Levied/Assessed by the School District	395,210.07	4,129,996.49	0.00	7,375,154.00	3,245,157.51	56.00	01-1-01100-000-000
01-1-01115-000-000	Carline Taxes	0.00	826.28	0.00	1,000.00	173.72	82.63	01-1-01115-000-000
01-1-01125-000-000	Motor Vehicle Taxes	27,344.65	383,891.99	0.00	420,000.00	36,108.01	91.40	01-1-01125-000-000
01-1-01140-000-000	Penalties & Interest	878.51	17,452.36	0.00	0.00	(17,452.36)	0.00	01-1-01140-000-000
01-1-01322-000-000	Tuition from Other Government Sources Within the S	0.00	30,281.25	0.00	10,000.00	(20,281.25)	302.81	01-1-01322-000-000
01-1-01510-000-000	Interest	5,431.57	33,499.25	0.00	5,000.00	(28,499.25)	669.99	01-1-01510-000-000
01-1-01800-000-000	Revenue From Community Services Activities	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-1-01800-000-000
01-1-01910-000-000	Rentals of School Equipment, Property, and Facilit	1,801.00	1,801.00	0.00	5,000.00	3,199.00	36.02	01-1-01910-000-000
01-1-01911-000-000	Local License Fees	2,819.39	27,670.55	0.00	0.00	(27,670.55)	0.00	01-1-01911-000-000
01-1-01980-000-000	Refund Of Prior Year's Expenditures	0.00	4,764.00	0.00	0.00	(4,764.00)	0.00	01-1-01980-000-000
01-1-01990-000-000	Miscellaneous Local Revenue	0.00	360.52	0.00	0.00	(360.52)	0.00	01-1-01990-000-000
01-1-02110-000-000	County Fines & License Fees	255.34	3,030.90	0.00	0.00	(3,030.90)	0.00	01-1-02110-000-000
01-1-02210-000-000	ESU Receipts	0.00	3,383.92	0.00	6,000.00	2,616.08	56.40	01-1-02210-000-000
01-1-03110-000-000	State Aid	133,979.00	1,339,781.00	0.00	310,475.00	(1,029,306.00)	431.53	01-1-03110-000-000
01-1-03120-000-000	SPED (School Age)	171,305.00	675,790.00	0.00	240,000.00	(435,790.00)	281.58	01-1-03120-000-000
01-1-03125-000-000	SPED Transportation (School Age)ents.	0.00	0.00	0.00	4,000.00	4,000.00	0.00	01-1-03125-000-000
01-1-03130-000-000	Homestead Exemption	9,352.04	72,821.33	0.00	0.00	(72,821.33)	0.00	01-1-03130-000-000
01-1-03131-000-000	Property Tax Credit	0.00	3,096,353.20	0.00	0.00	(3,096,353.20)	0.00	01-1-03131-000-000
01-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	12,436.83	0.00	15,000.00	2,563.17	82.91	01-1-03180-000-000
01-1-03400-000-000	State Apportionment	0.00	202,338.92	0.00	82,000.00	(120,338.92)	246.75	01-1-03400-000-000
01-1-03535-000-000	Payment for High Ability Learners	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-1-03535-000-000
01-1-03990-000-000	Other State Receipts	0.00	1,063.07	0.00	0.00	(1,063.07)	0.00	01-1-03990-000-000
01-1-04305-000-000	Title 8 (Impact Aid)	0.00	0.00	0.00	34,000.00	34,000.00	0.00	01-1-04305-000-000
01-1-04310-000-000	REAP	0.00	42,434.00	0.00	0.00	(42,434.00)	0.00	01-1-04310-000-000
01-1-04505-000-000	Title I, Part A ESSA Improving Basic Programs Oper	0.00	132,582.00	0.00	95,000.00	(37,582.00)	139.56	01-1-04505-000-000
01-1-04509-000-000	Title II, Part A, ESSA Supporting Effective Instru	0.00	28,939.00	0.00	0.00	(28,939.00)	0.00	01-1-04509-000-000
01-1-04512-000-000	IDEA Part B (611) Base Allocation	0.00	0.00	0.00	144,000.00	144,000.00	0.00	01-1-04512-000-000
01-1-04516-000-000	IDEA Preschool (619) Base/IDEA Enrollment Poverty	0.00	4,738.00	0.00	0.00	(4,738.00)	0.00	01-1-04516-000-000
01-1-04518-000-000	IDEA Part B (611) Base & Enrollment Poverty Alloca	0.00	125,033.00	0.00	0.00	(125,033.00)	0.00	01-1-04518-000-000

Chase Revenue and Expenditure Report

Printed: 07/03/2025 4:10:00PM
Chase County Schools

General 01									
Account Type		Revenue							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-1-04521-000-000	IDEA Part B Proportionate Share	0.00	3,038.00	0.00	0.00	(3,038.00)	0.00	01-1-04521-000-000	
01-1-04525-000-000	Federal Vocational & Applied Technology Education	0.00	67,134.00	0.00	0.00	(67,134.00)	0.00	01-1-04525-000-000	
01-1-04530-000-000	Other Federal Categorical Receipts	0.00	0.00	0.00	15,000.00	15,000.00	0.00	01-1-04530-000-000	
01-1-04708-000-000	Medicaid in Public Schools	0.00	12,104.15	0.00	5,500.00	(6,604.15)	220.08	01-1-04708-000-000	
01-1-04969-000-000	Title IV, Part A	0.00	20,000.00	0.00	0.00	(20,000.00)	0.00	01-1-04969-000-000	
01-1-04998-000-000	Elementary & Secondary School Emergency Relief	0.00	31,438.00	0.00	0.00	(31,438.00)	0.00	01-1-04998-000-000	
01-1-05200-000-000	Fund Transfers In	0.00	1,550.00	0.00	0.00	(1,550.00)	0.00	01-1-05200-000-000	
01-1-05300-000-000	Proceeds From the Disposal of Real or Personal Pro	6,921.00	9,091.00	0.00	0.00	(9,091.00)	0.00	01-1-05300-000-000	
I Revenue		755,297.57	10,515,624.01	0.00	8,779,629.00	(1,735,995.01)	119.77	* Account Type	
Expense									
01-2-01100-000-000	Regular Instruction	71.23	227.62	0.00	12,500.00	12,272.38	2.08	01-2-01100-000-000	
01-2-01100-111-000	Regular Instruction-Salaries of Regular Employees	736.00	736.00	0.00	0.00	(736.00)	0.00	01-2-01100-111-000	
01-2-01100-111-001	Regular Instruction-Salaries of Regular Employees	91,817.41	908,126.81	0.00	1,150,000.00	241,873.19	78.97	01-2-01100-111-001	
01-2-01100-111-002	Regular Instruction-Salaries of Regular Employees	86,584.71	878,305.46	0.00	1,150,000.00	271,694.54	76.37	01-2-01100-111-002	
01-2-01100-111-003	Regular Instruction-Salaries of Regular Employees	59,248.68	592,752.78	0.00	720,000.00	127,247.22	82.33	01-2-01100-111-003	
01-2-01100-112-002	Regular Instruction-Salaries of Regular Employees	4,642.05	58,731.72	0.00	43,000.00	(15,731.72)	136.59	01-2-01100-112-002	
01-2-01100-122-002	Regular Instruction-Salaries of Temporary Employee	516.00	4,254.00	0.00	12,000.00	7,746.00	35.45	01-2-01100-122-002	
01-2-01100-123-001	Regular Instruction-Salaries of Temporary Employee	7,283.07	55,946.84	0.00	50,000.00	(5,946.84)	111.89	01-2-01100-123-001	
01-2-01100-123-002	Regular Instruction-Salaries of Temporary Employee	2,119.00	38,315.25	0.00	47,000.00	8,684.75	81.52	01-2-01100-123-002	
01-2-01100-123-003	Regular Instruction-Salaries of Temporary Employee	1,403.71	20,109.67	0.00	22,000.00	1,890.33	91.41	01-2-01100-123-003	
01-2-01100-151-001	Regular Instruction-Additional Compensation Paid t	10,241.52	106,912.05	0.00	150,000.00	43,087.95	71.27	01-2-01100-151-001	
01-2-01100-151-002	Regular Instruction-Additional Compensation Paid t	1,513.49	6,943.49	0.00	11,000.00	4,056.51	63.12	01-2-01100-151-002	
01-2-01100-151-003	Regular Instruction-Additional Compensation Paid t	3,025.65	27,852.65	0.00	17,500.00	(10,352.65)	159.16	01-2-01100-151-003	
01-2-01100-152-001	Regular Instruction-Additional Compensation Paid t	587.50	37,067.50	0.00	44,500.00	7,432.50	83.30	01-2-01100-152-001	

Chase Revenue and Expenditure Report

Printed: 07/03/2025 4:10:00PM
Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-152-002	Regular Instruction-Additional Compensation Paid t	481.24	481.24	0.00	1,200.00	718.76	40.10	01-2-01100-152-002
01-2-01100-152-003	Regular Instruction-Additional Compensation Paid t	0.00	9,320.00	0.00	15,500.00	6,180.00	60.13	01-2-01100-152-003
01-2-01100-211-000	Regular Instruction-Group Insurance for Teachers/P	198.01	198.01	0.00	0.00	(198.01)	0.00	01-2-01100-211-000
01-2-01100-211-001	Regular Instruction-Group Insurance for Teachers/P	26,028.53	268,545.23	0.00	335,000.00	66,454.77	80.16	01-2-01100-211-001
01-2-01100-211-002	Regular Instruction-Group Insurance for Teachers/P	27,690.35	269,529.69	0.00	350,500.00	80,970.31	76.90	01-2-01100-211-002
01-2-01100-211-003	Regular Instruction-Group Insurance for Teachers/P	16,188.38	162,461.98	0.00	205,126.00	42,664.02	79.20	01-2-01100-211-003
01-2-01100-212-001	Regular Instruction-Addit (Inc	45.41	45.41	0.00	0.00	(45.41)	0.00	01-2-01100-212-001
01-2-01100-212-002	Regular Instruction-Salar (BCB	1,233.24	12,321.08	0.00	5,730.00	(6,591.08)	215.03	01-2-01100-212-002
01-2-01100-213-001	Regular Instruction-Salar (BCB	790.48	3,870.38	0.00	0.00	(3,870.38)	0.00	01-2-01100-213-001
01-2-01100-213-002	Regular Instruction-Salar (BCB	294.58	3,446.84	0.00	0.00	(3,446.84)	0.00	01-2-01100-213-002
01-2-01100-213-003	Regular Instruction-Salar (BCB	306.81	1,987.31	0.00	0.00	(1,987.31)	0.00	01-2-01100-213-003
01-2-01100-219-001	Early Retirement -ES (BCBS-DBe	0.00	193.27	0.00	0.00	(193.27)	0.00	01-2-01100-219-001
01-2-01100-219-002	Early Retirement -HS (BCBS-DBe	0.00	588.70	0.00	0.00	(588.70)	0.00	01-2-01100-219-002
01-2-01100-221-000	Regular Instruction-Social Security Payments for T	54.71	54.71	0.00	0.00	(54.71)	0.00	01-2-01100-221-000
01-2-01100-221-001	Regular Instruction-Social Security Payments for T	7,623.47	75,746.71	0.00	96,000.00	20,253.29	78.90	01-2-01100-221-001
01-2-01100-221-002	Regular Instruction-Social Security Payments for T	6,458.69	64,946.10	0.00	82,000.00	17,053.90	79.20	01-2-01100-221-002
01-2-01100-221-003	Regular Instruction-Social Security Payments for T	4,685.38	46,691.52	0.00	57,000.00	10,308.48	81.91	01-2-01100-221-003
01-2-01100-222-001	Regular Instruction-Addit (FIC	42.42	2,833.16	0.00	3,450.00	616.84	82.12	01-2-01100-222-001
01-2-01100-222-002	Regular Instruction-Salar (FIC	381.30	4,246.51	0.00	4,500.00	253.49	94.37	01-2-01100-222-002
01-2-01100-222-003	Regular Instruction-Addit (FIC	0.00	712.98	0.00	1,500.00	787.02	47.53	01-2-01100-222-003
01-2-01100-223-001	Regular Instruction-Social Security Payments for S	554.60	4,271.90	0.00	3,900.00	(371.90)	109.54	01-2-01100-223-001
01-2-01100-223-002	Regular Instruction-Social Security Payments for S	151.93	2,796.04	0.00	3,750.00	953.96	74.56	01-2-01100-223-002
01-2-01100-223-003	Regular Instruction-Social Security Payments for S	96.57	1,468.67	0.00	1,900.00	431.33	77.30	01-2-01100-223-003
01-2-01100-229-000	Regular Instruction-Early (FIC	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01100-229-000
01-2-01100-229-001	Early Retirement -ES (FICA)	0.00	152.93	0.00	0.00	(152.93)	0.00	01-2-01100-229-001
01-2-01100-229-002	Early Retirement -HS (FICA)	0.00	228.31	0.00	0.00	(228.31)	0.00	01-2-01100-229-002
01-2-01100-231-000	Regular Instruction-Retirement Contributions for T	54.12	54.12	0.00	0.00	(54.12)	0.00	01-2-01100-231-000

Chase Revenue and Expenditure Report

Printed: 07/03/2025 4:10:00PM
Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-231-001	Regular Instruction-Retirement Contributions for T	7,504.23	74,272.24	0.00	81,000.00	6,727.76	91.69	01-2-01100-231-001	
01-2-01100-231-002	Regular Instruction-Retirement Contributions for T	6,477.73	65,081.78	0.00	78,750.00	13,668.22	82.64	01-2-01100-231-002	
01-2-01100-231-003	Regular Instruction-Retirement Contributions for T	4,578.87	45,461.55	0.00	53,250.00	7,788.45	85.37	01-2-01100-231-003	
01-2-01100-232-002	Regular Instruction-Salar (NPE	341.32	4,310.95	0.00	4,500.00	189.05	95.80	01-2-01100-232-002	
01-2-01100-233-001	Regular Instruction-Retirement Contributions for S	234.11	975.62	0.00	1,000.00	24.38	97.56	01-2-01100-233-001	
01-2-01100-233-002	Regular Instruction-Retirement Contributions for S	53.50	559.38	0.00	1,200.00	640.62	46.62	01-2-01100-233-002	
01-2-01100-233-003	Regular Instruction-Retirement Contributions for S	48.96	307.44	0.00	500.00	192.56	61.49	01-2-01100-233-003	
01-2-01100-237-000	Regular Instruction-Increased Retirement Contrib	18.58	18.58	0.00	0.00	(18.58)	0.00	01-2-01100-237-000	
01-2-01100-237-001	Regular Instruction-Increased Retirement Contrib	2,657.37	25,848.41	0.00	27,000.00	1,151.59	95.73	01-2-01100-237-001	
01-2-01100-237-002	Regular Instruction-Salar (NPE	2,360.08	24,024.58	0.00	26,250.00	2,225.42	91.52	01-2-01100-237-002	
01-2-01100-237-003	Regular Instruction-Salar (NPE	1,589.26	15,729.43	0.00	17,750.00	2,020.57	88.62	01-2-01100-237-003	
01-2-01100-239-000	Regular Instruction-Early Retirement or Terminatio	0.00	0.00	0.00	3,000.00	3,000.00	0.00	01-2-01100-239-000	
01-2-01100-239-001	Early Retirement -ES	0.00	2,000.00	0.00	0.00	(2,000.00)	0.00	01-2-01100-239-001	
01-2-01100-239-002	Early Retirement -HS	0.00	3,000.00	0.00	0.00	(3,000.00)	0.00	01-2-01100-239-002	
01-2-01100-281-000	Regular Instruction-Health Benefits Paid for Teach	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-01100-281-000	
01-2-01100-281-001	Regular Instruction-Health Benefits Paid for Teach	1,122.82	16,543.11	0.00	5,000.00	(11,543.11)	330.86	01-2-01100-281-001	
01-2-01100-281-002	Regular Instruction-Health Benefits Paid for Teach	1,528.44	17,663.36	0.00	5,000.00	(12,663.36)	353.27	01-2-01100-281-002	
01-2-01100-281-003	Regular Instruction-Health Benefits Paid for Teach	657.27	9,932.86	0.00	5,000.00	(4,932.86)	198.66	01-2-01100-281-003	
01-2-01100-282-002	Regular Instruction-Salar (HSA	0.00	0.00	0.00	100.00	100.00	0.00	01-2-01100-282-002	
01-2-01100-283-001	Regular Instruction-Salar (HSA	58.61	288.62	0.00	600.00	311.38	48.10	01-2-01100-283-001	
01-2-01100-283-002	Regular Instruction-Salar (HSA	27.79	386.59	0.00	900.00	513.41	42.95	01-2-01100-283-002	
01-2-01100-283-003	Regular Instruction-Salar (HSA	38.18	240.34	0.00	225.00	(15.34)	106.82	01-2-01100-283-003	
01-2-01100-289-001	Early Retirement -ES (HSA)	0.00	17.09	0.00	0.00	(17.09)	0.00	01-2-01100-289-001	
01-2-01100-289-002	Early Retirement -HS (HSA-Pinn	0.00	51.60	0.00	0.00	(51.60)	0.00	01-2-01100-289-002	
01-2-01100-580-000	Regular Instruction-Travel	41.37	556.00	0.00	11,000.00	10,444.00	5.05	01-2-01100-580-000	
01-2-01100-580-001	Regular Instruction-Travel	31.78	8,132.88	404.85	6,000.00	(2,537.73)	149.71	01-2-01100-580-001	
01-2-01100-580-002	Regular Instruction-Travel	369.04	1,435.47	0.00	5,000.00	3,564.53	28.71	01-2-01100-580-002	
01-2-01100-580-003	Regular Instruction-Travel	0.00	249.90	0.00	1,000.00	750.10	24.99	01-2-01100-580-003	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-610-000	Regular Instruction-General Supplies	3,031.96	22,311.57	783.28	30,000.00	6,905.15	77.99	01-2-01100-610-000	
01-2-01100-610-001	Regular Instruction-General Supplies	2,618.97	8,915.02	0.00	5,000.00	(3,915.02)	178.54	01-2-01100-610-001	
01-2-01100-610-001-06	Regular Instruction-General Supplies-English 7-12	0.00	790.84	267.46	3,000.00	1,941.70	35.28	01-2-01100-610-001-06	
01-2-01100-610-001-08	Regular Instruction-General Supplies-Math 7-12	0.00	368.95	0.00	2,500.00	2,131.05	14.76	01-2-01100-610-001-08	
01-2-01100-610-001-10	Regular Instruction-General Supplies-Science 7-12	629.93	6,287.94	15.00	10,000.00	3,697.06	63.03	01-2-01100-610-001-10	
01-2-01100-610-001-12	Regular Instruction-General Supplies-Social S 7-12	11.99	131.49	0.00	2,000.00	1,868.51	6.57	01-2-01100-610-001-12	
01-2-01100-610-001-14	Regular Instruction-General Supplies-Art 7-12	0.00	2,571.50	665.63	6,000.00	2,762.87	53.95	01-2-01100-610-001-14	
01-2-01100-610-001-16	Regular Instruction-General Supplies-Music 7-12	0.00	2,769.62	40.99	6,000.00	3,189.39	52.12	01-2-01100-610-001-16	
01-2-01100-610-001-18	Regular Instruction-General Supplies-Band 7-12	0.00	1,170.92	229.75	4,000.00	2,599.33	35.02	01-2-01100-610-001-18	
01-2-01100-610-001-20	Regular Instruction-General Supplies-PE 7-12	0.00	1,307.40	0.00	4,500.00	3,192.60	29.45	01-2-01100-610-001-20	
01-2-01100-610-001-21	Regular Instruction-General Supplies-STEM	0.00	2,180.46	0.00	2,500.00	319.54	87.22	01-2-01100-610-001-21	
01-2-01100-610-001-22	Regular Instruction-General Supplies-Family Consum	835.59	9,447.46	331.10	10,000.00	221.44	98.62	01-2-01100-610-001-22	
01-2-01100-610-001-23	Regular Instruction-General Supplies-Woods	267.63	8,452.54	0.00	9,000.00	547.46	110.82	01-2-01100-610-001-23	
01-2-01100-610-001-24	Regular Instruction-General Supplies-Ag	447.29	10,940.41	0.00	7,500.00	(3,440.41)	151.16	01-2-01100-610-001-24	
01-2-01100-610-001-25	Regular Instruction-General Supplies-Spanish	0.00	1,493.61	0.00	1,500.00	6.39	99.57	01-2-01100-610-001-25	
01-2-01100-610-001-26	Regular Instruction-General Supplies-Business	0.00	3,665.93	0.00	3,500.00	(165.93)	104.74	01-2-01100-610-001-26	
01-2-01100-610-001-28	Regular Instruction-General Supplies-Technology	32.99	1,346.12	0.00	3,500.00	2,153.88	43.34	01-2-01100-610-001-28	
01-2-01100-610-001-29	Regular Instruction-General Supplies-JAG	617.43	641.43	106.60	2,500.00	1,751.97	29.92	01-2-01100-610-001-29	
01-2-01100-610-002	Regular Instruction-General Supplies	887.04	3,930.70	0.00	3,000.00	(930.70)	145.65	01-2-01100-610-002	
01-2-01100-610-002-00	Regular Instruction-General Supplies-Kindergarten	114.33	257.14	153.90	3,000.00	2,588.96	16.50	01-2-01100-610-002-00	

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General 01								
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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-610-002-01	Regular Instruction-General Supplies-First Grade	523.51	1,926.08	132.60	3,000.00	941.32	68.62	01-2-01100-610-002-01
01-2-01100-610-002-02	Regular Instruction-General Supplies-Second Grade	1,460.57	2,559.54	804.88	3,000.00	(364.42)	112.15	01-2-01100-610-002-02
01-2-01100-610-002-03	Regular Instruction-General Supplies-Third Grade	233.37	281.43	642.38	3,000.00	2,076.19	37.56	01-2-01100-610-002-03
01-2-01100-610-002-04	Regular Instruction-General Supplies-Fourth Grade	1,538.58	2,316.46	0.00	3,000.00	683.54	80.70	01-2-01100-610-002-04
01-2-01100-610-002-05	Regular Instruction-General Supplies-English 5-6	372.10	372.10	253.67	2,000.00	1,374.23	31.29	01-2-01100-610-002-05
01-2-01100-610-002-09	Regular Instruction-General Supplies-Science 5-6	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-002-09
01-2-01100-610-002-11	Regular Instruction-General Supplies-Social St 5-6	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-01100-610-002-11
01-2-01100-610-002-13	Regular Instruction-General Supplies-Art K-6	2,784.36	2,863.10	149.00	10,000.00	6,987.90	30.12	01-2-01100-610-002-13
01-2-01100-610-002-15	Regular Instruction-General Supplies-Music K-6	492.89	2,329.27	39.14	3,000.00	631.59	95.61	01-2-01100-610-002-15
01-2-01100-610-002-17	Regular Instruction-General Supplies-Band 5-6	0.00	0.00	0.00	10,000.00	10,000.00	0.00	01-2-01100-610-002-17
01-2-01100-610-002-19	Regular Instruction-General Supplies-PE K-6	1,844.09	5,880.96	1,875.89	3,000.00	(4,756.85)	259.69	01-2-01100-610-002-19
01-2-01100-610-003	Regular Instruction-General Supplies	1,279.64	3,453.78	0.00	2,000.00	(1,453.78)	172.69	01-2-01100-610-003
01-2-01100-610-003-05	Regular Instruction-General Supplies-English 5-6	303.15	1,290.03	0.00	1,500.00	209.97	88.40	01-2-01100-610-003-05
01-2-01100-610-003-06	Regular Instruction-General Supplies-English 7-12	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-003-06
01-2-01100-610-003-07	Regular Instruction-General Supplies-Math 5-6	62.76	569.21	0.00	2,000.00	1,430.79	28.46	01-2-01100-610-003-07
01-2-01100-610-003-08	Regular Instruction-General Supplies-Math 7-12	0.00	803.80	0.00	2,000.00	1,196.20	40.19	01-2-01100-610-003-08
01-2-01100-610-003-09	Regular Instruction-General Supplies-Science 5-6	617.02	1,149.95	106.95	1,000.00	(256.90)	125.69	01-2-01100-610-003-09
01-2-01100-610-003-10	Regular Instruction-General Supplies-Science 7-12	0.00	155.05	0.00	1,000.00	844.95	15.51	01-2-01100-610-003-10
01-2-01100-610-003-12	Regular Instruction-General Supplies-Social S 7-12	0.00	312.48	0.00	1,000.00	687.52	31.25	01-2-01100-610-003-12
01-2-01100-610-003-13	Regular Instruction-General Supplies-Art K-6	0.00	0.00	0.00	1,000.00	1,000.00	21.47	01-2-01100-610-003-13

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-610-003-14	Regular Instruction-General Supplies-Art 7-12	547.57	1,482.45	0.00	1,500.00	17.55	102.55	01-2-01100-610-003-14	
01-2-01100-610-003-16	Regular Instruction-General Supplies-Music 7-12	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-610-003-16	
01-2-01100-610-003-17	Regular Instruction-General Supplies-Band 5-6	0.00	3,341.57	89.94	4,000.00	568.49	85.79	01-2-01100-610-003-17	
01-2-01100-610-003-18	Regular Instruction-General Supplies-Band 7-12	0.00	971.63	0.00	2,000.00	1,028.37	48.58	01-2-01100-610-003-18	
01-2-01100-610-003-19	Regular Instruction-General Supplies-PE K-6	412.32	518.51	0.00	0.00	(518.51)	0.00	01-2-01100-610-003-19	
01-2-01100-640-000	Regular Instruction-Books and Periodical	0.00	31.67	0.00	5,500.00	5,468.33	0.58	01-2-01100-640-000	
01-2-01100-640-001	Regular Instruction-Books and Periodical	22,689.20	96,046.57	23,437.94	80,000.00	(39,484.51)	150.30	01-2-01100-640-001	
01-2-01100-640-002	Regular Instruction-Books and Periodical	6,044.00	25,720.26	987.00	80,000.00	53,292.74	33.38	01-2-01100-640-002	
01-2-01100-640-003	Regular Instruction-Books and Periodical	(5.00)	118.89	0.00	3,500.00	3,381.11	3.40	01-2-01100-640-003	
01-2-01100-643-000	Regular Instruction-Web/Cloud Based Software	0.00	30,579.00	0.00	49,000.00	18,421.00	62.41	01-2-01100-643-000	
01-2-01100-733-000	Regular Instruction - Furniture & Fixtures	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-733-000	
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-733-001	
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures	0.00	82.59	0.00	500.00	417.41	16.52	01-2-01100-733-002	
01-2-01100-734-000	Regular Instruction-Technology-Related Hardware	52,061.57	109,170.09	49,846.80	118,000.00	(41,016.89)	150.82	01-2-01100-734-000	
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware	0.00	340.00	0.00	13,000.00	12,660.00	2.62	01-2-01100-734-001	
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-734-002	
01-2-01100-734-003	Regular Instruction-Technology-Related Hardware	0.00	59.88	0.00	0.00	(59.88)	0.00	01-2-01100-734-003	
01-2-01100-735-000	Regular Instruction-Technology Software	140.00	22,820.33	0.00	19,000.00	(3,820.33)	120.11	01-2-01100-735-000	

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01-2-01100-735-001	Regular Instruction-Technology Software	0.00	1,963.00	0.00	500.00	(1,463.00)	392.60	01-2-01100-735-001	
01-2-01100-735-002	Regular Instruction-Technology Software	0.00	7,972.88	0.00	0.00	(7,972.88)	0.00	01-2-01100-735-002	
01-2-01100-735-003	Regular Instruction-Technology Software	0.00	59.88	0.00	0.00	(59.88)	0.00	01-2-01100-735-003	
01-2-01100-810-000	Regular Instruction-Dues and Fees	0.00	2,861.00	0.00	5,000.00	2,139.00	57.22	01-2-01100-810-000	
01-2-01100-810-001	Regular Instruction-Dues and Fees	275.00	1,923.20	575.00	9,000.00	6,501.80	27.76	01-2-01100-810-001	
01-2-01100-810-002	Regular Instruction-Dues and Fees	0.00	722.00	0.00	2,000.00	1,278.00	67.45	01-2-01100-810-002	
01-2-01100-810-003	Regular Instruction-Dues and Fees	309.00	996.00	0.00	750.00	(246.00)	132.80	01-2-01100-810-003	
01-2-01100-890-000	Regular Instruction-Miscellaneous Expenditures	0.00	3,080.23	0.00	3,000.00	(80.23)	102.67	01-2-01100-890-000	
01-2-01100-890-001	Regular Instruction-Miscellaneous Expenditures	214.00	3,247.00	0.00	12,000.00	8,753.00	27.06	01-2-01100-890-001	
01-2-01100-890-002	Regular Instruction-Miscellaneous Expenditures	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01100-890-002	
01-2-01150-111-001	Limited English Proficiency Programs-Salaries of R	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01150-111-001	
01-2-01150-111-002	Limited English Proficiency Programs-Salaries of R	6,183.33	61,833.33	0.00	74,200.00	12,366.67	83.33	01-2-01150-111-002	
01-2-01150-123-000	Limited English Proficiency Programs-Salaries of T	4,305.08	38,899.67	0.00	49,000.00	10,100.33	79.39	01-2-01150-123-000	
01-2-01150-211-002	Limited English Proficiency Programs-Group Insuran	789.01	7,781.23	0.00	9,562.00	1,780.77	81.38	01-2-01150-211-002	
01-2-01150-213-000	Limited English Proficien (BCB)	65.68	573.17	0.00	500.00	(73.17)	114.63	01-2-01150-213-000	
01-2-01150-221-002	Limited English Proficiency Programs-Social Securi	466.00	4,661.00	0.00	6,000.00	1,339.00	77.68	01-2-01150-221-002	
01-2-01150-223-000	Limited English Proficiency Programs-Social Securi	329.14	2,974.78	0.00	3,800.00	825.22	78.28	01-2-01150-223-000	
01-2-01150-231-002	Limited English Proficiency Programs-Retirement Co	454.66	4,546.63	0.00	5,625.00	1,078.37	80.83	01-2-01150-231-002	
01-2-01150-233-000	Limited English Proficiency Programs-Retirement Co	285.65	2,747.02	0.00	3,750.00	1,002.98	73.25	01-2-01150-233-000	
01-2-01150-237-000	Limited English Proficiency Programs-Increased Ret	98.09	943.32	0.00	3,125.00	2,181.68	30.19	01-2-01150-237-000	
01-2-01150-237-002	Limited English Proficien (NPE)	156.14	1,561.40	0.00	0.00	(1,561.40)	0.00	01-2-01150-237-002	
01-2-01150-281-000	Limited English Proficiency Programs-Health Benefi	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-01150-281-000	
01-2-01150-283-000	Limited English Proficien (HSA)	0.00	6.34	0.00	0.00	(6.34)	0.00	01-2-01150-283-000	
01-2-01150-580-000	Limited English Proficiency Programs-Travel	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-01150-580-000	

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01-2-01150-610-000	Limited English Proficiency Programs-General Suppl	0.00	498.00	0.00	3,500.00	3,002.00	14.23	01-2-01150-610-000	
01-2-01150-735-000	Limited English Proficiency - Technology Software	0.00	2,500.00	0.00	10,000.00	7,500.00	25.00	01-2-01150-735-000	
01-2-01150-890-000	Limited English Proficiency Programs-Miscellaneous	0.00	0.00	0.00	3,357.00	3,357.00	0.00	01-2-01150-890-000	
01-2-01200-111-001	Special Education Instructional Programs - School	10,403.61	104,211.21	0.00	126,500.00	22,288.79	82.38	01-2-01200-111-001	
01-2-01200-111-002	Special Education Instructional Programs - School	2,003.16	20,084.86	0.00	24,000.00	3,915.14	83.69	01-2-01200-111-002	
01-2-01200-111-003	Special Education Instructional Programs - School	6,597.19	65,665.41	0.00	79,000.00	13,334.59	83.12	01-2-01200-111-003	
01-2-01200-112-001	Special Education Instructional Programs - School	5,240.32	77,732.80	0.00	83,000.00	5,267.20	93.65	01-2-01200-112-001	
01-2-01200-112-002	Special Education Instructional Programs - School	11,918.68	155,423.74	0.00	209,000.00	53,576.26	74.37	01-2-01200-112-002	
01-2-01200-112-003	Special Education Instructional Programs - School	5,966.39	60,509.29	0.00	63,000.00	2,490.71	96.05	01-2-01200-112-003	
01-2-01200-122-001	Special Education Instructional Programs - School	657.00	6,039.00	0.00	4,500.00	(1,539.00)	134.20	01-2-01200-122-001	
01-2-01200-122-002	Special Education Instructional Programs - School	450.00	4,029.00	0.00	2,600.00	(1,429.00)	154.96	01-2-01200-122-002	
01-2-01200-122-003	Special Education Instructional Programs - School	0.00	246.00	0.00	500.00	254.00	49.20	01-2-01200-122-003	
01-2-01200-123-001	Special Education Instructional Programs - School	122.50	997.53	0.00	12,000.00	11,002.47	8.31	01-2-01200-123-001	
01-2-01200-123-002	Special Education Instructional Programs - School	0.00	980.19	0.00	750.00	(230.19)	130.69	01-2-01200-123-002	
01-2-01200-123-003	Special Education Instructional Programs - School	157.50	2,129.50	0.00	1,350.00	(779.50)	157.74	01-2-01200-123-003	
01-2-01200-211-001	Special Education Instructional Programs - School	4,280.13	42,716.23	0.00	54,960.00	12,243.77	77.72	01-2-01200-211-001	
01-2-01200-211-002	Special Education Instructional Programs - School	231.31	9,666.81	0.00	3,155.00	(6,511.81)	306.40	01-2-01200-211-002	
01-2-01200-211-003	Special Education Instructional Programs - School	275.21	2,763.23	0.00	3,652.00	888.77	75.66	01-2-01200-211-003	
01-2-01200-212-001	ES-Aide SPED Health Ins	(1,024.06)	14,353.98	0.00	16,060.00	1,706.02	89.38	01-2-01200-212-001	
01-2-01200-212-002	HS-Aide SPED Health Ins	1,165.08	13,437.30	0.00	17,396.00	3,958.70	77.24	01-2-01200-212-002	
01-2-01200-212-003	MS-Aide SPED Health Ins	15.91	154.36	0.00	175.00	20.64	88.21	01-2-01200-212-003	
01-2-01200-213-001	Special Education Instruc (BCB	0.99	34.56	0.00	0.00	(34.56)	0.00	01-2-01200-213-001	
01-2-01200-213-003	Special Education Instruc (BCB	1.29	103.53	0.00	0.00	(103.53)	0.00	01-2-01200-213-003	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01200-221-001	Special Education Instructional Programs - School	779.79	7,811.55	0.00	9,600.00	1,788.45	81.37	01-2-01200-221-001	
01-2-01200-221-002	Special Education Instructional Programs - School	153.01	1,534.20	0.00	1,820.00	285.80	84.30	01-2-01200-221-002	
01-2-01200-221-003	Special Education Instructional Programs - School	501.57	4,991.27	0.00	6,000.00	1,008.73	83.19	01-2-01200-221-003	
01-2-01200-222-001	ES-Aide SPED SS	506.92	5,531.27	0.00	6,400.00	868.73	86.43	01-2-01200-222-001	
01-2-01200-222-002	HS-Aide SPED SS	863.30	11,589.55	0.00	16,000.00	4,410.45	72.43	01-2-01200-222-002	
01-2-01200-222-003	MS-Aide SPED SS	454.75	4,633.45	0.00	4,900.00	266.55	94.56	01-2-01200-222-003	
01-2-01200-223-001	Special Education Instruc (FIC	9.30	75.77	0.00	1,000.00	924.23	7.58	01-2-01200-223-001	
01-2-01200-223-002	HS-Sub SPED SS	0.00	74.96	0.00	200.00	125.04	37.48	01-2-01200-223-002	
01-2-01200-223-003	MS-Sub SPED SS	11.99	162.36	0.00	150.00	(12.36)	108.24	01-2-01200-223-003	
01-2-01200-231-001	Special Education Instructional Programs - School	764.96	7,662.44	0.00	9,280.00	1,617.56	82.57	01-2-01200-231-001	
01-2-01200-231-002	Special Education Instructional Programs - School	147.29	1,476.76	0.00	1,800.00	323.24	82.04	01-2-01200-231-002	
01-2-01200-231-003	Special Education Instructional Programs - School	485.08	4,828.25	0.00	5,795.00	966.75	83.32	01-2-01200-231-003	
01-2-01200-232-001	ES-Aide SPED NPERS	385.31	5,715.55	0.00	8,200.00	2,484.45	69.70	01-2-01200-232-001	
01-2-01200-232-002	HS-Aide SPED NPERS	876.34	11,776.89	0.00	20,600.00	8,823.11	57.17	01-2-01200-232-002	
01-2-01200-232-003	MS-Aide SPED NPERS	438.70	4,449.12	0.00	6,200.00	1,750.88	71.76	01-2-01200-232-003	
01-2-01200-233-001	Special Education Instruc (NPE	9.02	63.08	0.00	800.00	736.92	7.89	01-2-01200-233-001	
01-2-01200-233-003	Special Education Instruc (NPE	11.60	22.66	0.00	0.00	(22.66)	0.00	01-2-01200-233-003	
01-2-01200-237-001	Special Education Instruc (NPE	398.10	4,615.75	0.00	3,095.00	(1,520.75)	149.14	01-2-01200-237-001	
01-2-01200-237-002	Special Education Instruc (NPE	351.54	4,551.44	0.00	600.00	(3,951.44)	758.57	01-2-01200-237-002	
01-2-01200-237-003	Special Education Instruc (NPE	321.21	3,196.10	0.00	1,930.00	(1,266.10)	165.60	01-2-01200-237-003	
01-2-01200-281-001	Special Education Instruc (HSA	300.06	3,000.60	0.00	1,600.00	(1,400.60)	187.54	01-2-01200-281-001	
01-2-01200-281-002	HS-Teach SPED HRA	31.44	705.67	0.00	1,000.00	294.33	70.57	01-2-01200-281-002	
01-2-01200-281-003	MS-Teach SPED HRA	263.76	2,709.36	0.00	1,800.00	(909.36)	150.52	01-2-01200-281-003	
01-2-01200-282-001	ES-Aide SPED HRA	0.00	467.23	0.00	0.00	(467.23)	0.00	01-2-01200-282-001	
01-2-01200-282-003	MS-Aide SPED HRA	0.00	0.00	0.00	1,800.00	1,800.00	0.00	01-2-01200-282-003	
01-2-01200-283-001	Special Education Instruc (HSA	6.26	42.20	0.00	0.00	(42.20)	0.00	01-2-01200-283-001	
01-2-01200-283-003	Special Education Instruc (HSA	6.26	10.07	0.00	0.00	(10.07)	0.00	01-2-01200-283-003	
01-2-01200-320-000	Special Education Instructional Programs - School	3,625.00	36,250.00	0.00	50,000.00	13,750.00	79.75	01-2-01200-320-000	
01-2-01200-540-000	Special Education Instructional Programs - School	0.00	671.60	0.00	115.00	(556.60)	584.00	01-2-01200-540-000	
01-2-01200-562-002	SPED tuition to other schools	0.00	12,452.00	0.00	0.00	(12,452.00)	0.00	01-2-01200-562-002	
01-2-01200-580-000	Special Education Instructional Programs - School	0.00	512.33	0.00	0.00	(512.33)	0.00	01-2-01200-580-000	

Chase Revenue and Expenditure Report

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General 01								
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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-580-001	Special Education Instructional Programs - School	0.00	84.00	0.00	0.00	(84.00)	0.00	01-2-01200-580-001
01-2-01200-580-002	Special Education Instructional Programs - School	84.00	2,292.14	0.00	0.00	(2,292.14)	0.00	01-2-01200-580-002
01-2-01200-591-000	Special Education Instructional Programs - School	648.00	648.00	0.00	0.00	(648.00)	0.00	01-2-01200-591-000
01-2-01200-610-000	Special Education Instructional Programs - School	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01200-610-000
01-2-01200-610-001	Special Education Instructional Programs - School	869.46	4,800.95	1,351.69	1,500.00	(4,652.64)	410.18	01-2-01200-610-001
01-2-01200-610-002	Special Education Instructional Programs - School	952.49	4,229.45	23.11	6,000.00	1,747.44	70.88	01-2-01200-610-002
01-2-01200-610-003	Special Education Instructional Programs - School	407.90	1,826.59	0.00	3,500.00	1,673.41	107.52	01-2-01200-610-002
01-2-01200-640-001	Special Education Instructional Programs - School	0.00	0.00	0.00	250.00	250.00	0.00	01-2-01200-640-001
01-2-01200-640-002	Special Education Instructional Programs - School	0.00	1,019.34	0.00	0.00	(1,019.34)	0.00	01-2-01200-640-002
01-2-01200-733-000	Special Education Instructional Programs - School	159.89	159.89	0.00	0.00	(159.89)	0.00	01-2-01200-733-000
01-2-01200-734-000	Special Education Instructional Programs - School	0.00	848.57	0.00	0.00	(848.57)	0.00	01-2-01200-734-000
01-2-01200-810-000	Special Education Instructional Programs - School	0.00	595.00	0.00	16,500.00	15,905.00	3.61	01-2-01200-810-000
01-2-01200-810-001	Special Education Instructional Programs - School	0.00	95.00	0.00	0.00	(95.00)	0.00	01-2-01200-810-001
01-2-01200-810-002	Special Education Instructional Programs - School	0.00	260.00	0.00	0.00	(260.00)	0.00	01-2-01200-810-002
01-2-01291-332-000	Special Education Instructional Programs - 3 to 5	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01291-332-000
01-2-01291-591-000	Special Education Instructional Programs - 3 to 5	0.00	0.00	0.00	967.00	967.00	0.00	01-2-01291-591-000
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Pa	5,006.75	50,067.52	0.00	60,500.00	10,432.48	82.76	01-2-02120-111-001
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Pa	4,412.50	44,125.00	0.00	53,500.00	9,375.00	82.48	01-2-02120-111-002
01-2-02120-111-003	Guidance Services-Salaries of Regular Employees Pa	3,139.75	31,397.56	0.00	37,750.00	6,352.44	83.17	01-2-02120-111-003
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Pro	1,584.88	16,023.66	0.00	19,484.00	3,460.34	82.24	01-2-02120-211-001

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Pro	1,561.09	15,808.38	0.00	19,466.00	3,657.62	81.21	01-2-02120-211-002	
01-2-02120-211-003	Guidance Services-Salarie (BCB	1,048.51	10,609.10	0.00	12,984.00	2,374.90	81.71	01-2-02120-211-003	
01-2-02120-221-001	Guidance Services-Social Security Payments for Tea	372.82	3,727.52	0.00	4,600.00	872.48	81.03	01-2-02120-221-001	
01-2-02120-221-002	Guidance Services-Social Security Payments for Tea	330.35	3,302.37	0.00	4,100.00	797.63	80.55	01-2-02120-221-002	
01-2-02120-221-003	Guidance Services-Salarie (FIC	234.36	2,342.88	0.00	2,900.00	557.12	80.79	01-2-02120-221-003	
01-2-02120-231-001	Guidance Services-Retirement Contributions for Tea	368.13	3,681.71	0.00	4,460.00	778.29	82.55	01-2-02120-231-001	
01-2-02120-231-002	Guidance Services-Retirement Contributions for Tea	324.47	3,244.56	0.00	3,925.00	680.44	82.66	01-2-02120-231-002	
01-2-02120-231-003	Guidance Services-Salarie (NPE	230.84	2,308.36	0.00	2,795.00	486.64	82.59	01-2-02120-231-003	
01-2-02120-237-001	Guidance Services-Salarie (NPE	126.42	1,264.36	0.00	1,490.00	225.64	84.86	01-2-02120-237-001	
01-2-02120-237-002	Guidance Services-Salarie (NPE	111.43	1,114.20	0.00	1,310.00	195.80	85.05	01-2-02120-237-002	
01-2-02120-237-003	Guidance Services-Salarie (NPE	79.27	792.68	0.00	935.00	142.32	84.78	01-2-02120-237-003	
01-2-02120-281-002	Guidance Services-Salarie (HSA	0.00	0.00	0.00	1,800.00	1,800.00	0.00	01-2-02120-281-002	
01-2-02120-610-000	Guidance Services-General Supplies	0.00	903.71	390.00	1,000.00	(293.71)	129.37	01-2-02120-610-000	
01-2-02120-733-000	Guidance Services-Furniture and Fixtures	859.98	859.98	0.00	0.00	(859.98)	0.00	01-2-02120-733-000	
01-2-02120-810-000	Guidance Services-Dues and Fees	0.00	1,601.00	0.00	0.00	(1,601.00)	0.00	01-2-02120-810-000	
01-2-02130-116-000	Health Services-Salaries of Regular Employees Paid	4,000.00	40,000.00	0.00	48,050.00	8,050.00	83.25	01-2-02130-116-000	
01-2-02130-120-000	Health Services-Salaries of Temporary Employees Pa	252.76	778.68	0.00	1,750.00	971.32	44.50	01-2-02130-120-000	
01-2-02130-210-000	Health Services-Group Insurance for Non-Instructio	0.31	0.78	0.00	0.00	(0.78)	0.00	01-2-02130-210-000	
01-2-02130-216-000	Health Services-Salaries (BCB	2,059.11	20,591.10	0.00	25,898.00	5,306.90	79.51	01-2-02130-216-000	
01-2-02130-220-000	Health Services-Social Security Payments for Non-I	19.33	59.55	0.00	160.00	100.45	37.22	01-2-02130-220-000	
01-2-02130-226-000	Health Services-Salaries (FIC	297.75	2,977.50	0.00	3,700.00	722.50	80.47	01-2-02130-226-000	
01-2-02130-230-000	Health Services-Retirement Contributions for Non-I	8.28	21.20	0.00	0.00	(21.20)	0.00	01-2-02130-230-000	
01-2-02130-236-000	Health Services-Salaries (NPE	294.12	2,941.20	0.00	3,560.00	618.80	82.62	01-2-02130-236-000	
01-2-02130-237-000	Health Services-Increased Retirement Contributions	103.84	1,017.27	0.00	1,190.00	172.73	85.48	01-2-02130-237-000	
01-2-02130-580-000	Health Services-Travel	376.01	376.01	0.00	0.00	(376.01)	0.00	01-2-02130-580-000	
01-2-02130-610-000	Health Services-General Supplies	0.00	1,425.04	787.83	1,250.00	(962.87)	177.03	01-2-02130-610-000	
01-2-02130-810-000	Health Services-Dues and Fees	150.00	150.00	0.00	443.00	293.00	33.86	01-2-02130-810-000	

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02140-320-000	Psychological Services-Professional Educational Se	7,214.67	72,146.70	0.00	0.00	(72,146.70)	0.00	01-2-02140-320-000	
01-2-02141-320-000	Psychological Services - SPED - School Age	0.00	0.00	0.00	80,000.00	80,000.00	0.00	01-2-02141-320-000	
01-2-02142-320-000	Psych ESU - Ages 3 to 5 - Professional Educational	557.33	5,573.30	0.00	0.00	(5,573.30)	0.00	01-2-02142-320-000	
01-2-02151-591-000	Speech ESU - school age	11,668.25	59,370.68	0.00	57,000.00	(2,370.68)	105.80	01-2-02151-591-000	
01-2-02171-320-001	PT Services - SPED School Age-Professional Educati	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02171-320-001	
01-2-02213-330-000	Instructional Staff Training-Employee Training and Staff Dev Travel (mil,meals,hotel)	0.00	6,397.80	0.00	10,000.00	3,602.20	63.98	01-2-02213-330-000	
01-2-02213-580-000	Library/Media Services-Salaries of Regular Employe	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02213-580-000	
01-2-02220-111-000	Library/Media Services-Salaries of Regular Employe	3,878.14	32,805.83	0.00	34,000.00	1,194.17	96.49	01-2-02220-111-000	
01-2-02220-112-000	Library/Media Services-Salaries of Regular Employe	1,825.46	18,948.48	0.00	19,150.00	201.52	98.95	01-2-02220-112-000	
01-2-02220-122-000	Library/Media Services-Salaries of Temporary Emplo	347.00	1,370.00	0.00	750.00	(620.00)	182.67	01-2-02220-122-000	
01-2-02220-211-000	Library/Media Services-Group Insurance for Teacher	940.31	9,183.65	0.00	12,973.00	3,789.35	70.79	01-2-02220-211-000	
01-2-02220-212-000	Library/Media Services-Group Insurance for Instruc	500.60	4,927.59	0.00	5,673.00	745.41	86.86	01-2-02220-212-000	
01-2-02220-221-000	Library/Media Services-Social Security Payments fo	219.91	1,762.21	0.00	2,575.00	812.79	68.44	01-2-02220-221-000	
01-2-02220-222-000	Library/Media Services-Social Security Payments fo	138.19	1,274.49	0.00	1,475.00	200.51	86.41	01-2-02220-222-000	
01-2-02220-231-000	Library/Media Services-Retirement Contributions fo	285.15	2,412.19	0.00	2,480.00	67.81	97.27	01-2-02220-231-000	
01-2-02220-232-000	Library/Media Services-Retirement Contributions fo	136.81	1,395.82	0.00	1,415.00	19.18	98.64	01-2-02220-232-000	
01-2-02220-237-000	Library/Media Services-Increased Retirement Contri	144.91	1,307.68	0.00	1,305.00	(2.68)	100.21	01-2-02220-237-000	
01-2-02220-281-000	Library/Media Services-Health Benefits Paid for Te	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-02220-281-000	
01-2-02220-382-000	Library/Media Services-Distance Education & Teleco	0.00	0.00	0.00	23,500.00	23,500.00	0.00	01-2-02220-382-000	
01-2-02220-610-000	Library/Media Services-General Supplies	3,786.90	4,285.41	2,710.80	6,000.00	(996.21)	131.51	01-2-02220-610-000	
01-2-02220-640-000	Library/Media Services-Books and Periodical	986.10	4,682.20	356.35	6,000.00	961.45	95.02	01-2-02220-640-000	

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02230-116-000	Instruction-Related	5,690.00	56,900.00	0.00	78,000.00	21,100.00	72.95	01-2-02230-116-000	
	Technology-Salaries of Regular								
01-2-02230-216-000	Instruction-Related Techn (BCB	1,421.79	15,017.98	0.00	19,475.00	4,457.02	77.11	01-2-02230-216-000	
01-2-02230-226-000	Instruction-Related Techn (FIC	413.32	4,133.20	0.00	6,000.00	1,866.80	68.89	01-2-02230-226-000	
01-2-02230-236-000	Instruction-Related Techn (NPE	418.37	4,183.70	0.00	5,850.00	1,666.30	71.52	01-2-02230-236-000	
01-2-02230-237-000	Instruction-Related	143.67	1,436.70	0.00	1,950.00	513.30	73.68	01-2-02230-237-000	
	Technology-Increased Retiremen								
01-2-02230-286-000	Instruction-Related	0.00	0.00	0.00	1,429.00	1,429.00	0.00	01-2-02230-286-000	
	Technology-Health Benefits Pai								
01-2-02310-317-000	Board of Education-Contracted	0.00	0.00	0.00	6,000.00	6,000.00	0.00	01-2-02310-317-000	
	Legal Services								
01-2-02310-810-000	Board of Education-Dues and Fees	0.00	5,590.86	0.00	6,000.00	409.14	93.18	01-2-02310-810-000	
01-2-02320-105-000	Executive Administration-Salaries	14,041.66	140,416.66	0.00	168,500.00	28,083.34	83.33	01-2-02320-105-000	
	Paid to Superint								
01-2-02320-110-000	Executive Administration-Salaries	3,917.84	39,320.83	0.00	45,500.00	6,179.17	86.42	01-2-02320-110-000	
	of Regular Emplo								
01-2-02320-116-000	Executive Administration-Salaries	6,495.00	64,950.00	0.00	78,000.00	13,050.00	83.27	01-2-02320-116-000	
	of Regular Emplo								
01-2-02320-210-000	Executive Administration-Group	1,942.93	19,429.30	0.00	26,540.00	7,110.70	73.21	01-2-02320-210-000	
	Insurance for Non-I								
01-2-02320-215-000	Executive Administration-Group	2,159.63	22,240.71	0.00	26,875.00	4,634.29	82.76	01-2-02320-215-000	
	Insurance for Super								
01-2-02320-216-000	Executive Administration- (BCB	2,219.29	22,192.90	0.00	26,640.00	4,447.10	83.31	01-2-02320-216-000	
01-2-02320-220-000	Executive Administration-Social	292.25	2,933.40	0.00	3,165.00	231.60	92.68	01-2-02320-220-000	
	Security Payments								
01-2-02320-225-000	Executive Administration-Social	1,063.16	10,627.84	0.00	12,900.00	2,272.16	82.39	01-2-02320-225-000	
	Security Payments								
01-2-02320-226-000	Executive Administration- (FIC	454.86	4,548.60	0.00	5,975.00	1,426.40	76.13	01-2-02320-226-000	
01-2-02320-230-000	Executive	243.95	2,450.01	0.00	3,065.00	614.99	79.94	01-2-02320-230-000	
	Administration-Retirement								
	Contributions								
01-2-02320-235-000	Executive	1,032.50	10,324.61	0.00	12,485.00	2,160.39	82.70	01-2-02320-235-000	
	Administration-Retirement								
	Contributions								
01-2-02320-236-000	Executive Administration- (NPE	477.56	4,775.60	0.00	7,700.00	2,924.40	62.02	01-2-02320-236-000	
01-2-02320-237-000	Executive Administration-Increased	602.35	6,026.89	0.00	5,190.00	(836.89)	116.13	01-2-02320-237-000	
	Retirement Cont								
01-2-02320-280-000	Executive Administration-Health	268.62	2,686.20	0.00	1,800.00	(886.20)	149.23	01-2-02320-280-000	
	Benefits Paid for								
01-2-02320-580-000	Executive Administration-Travel	0.00	2,830.55	0.00	2,000.00	(830.55)	141.53	01-2-02320-580-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02320-610-000	Executive Administration-General Supplies	0.00	524.00	0.00	750.00	226.00	69.87	01-2-02320-610-000
01-2-02320-810-000	Executive Administration-Dues and Fees	625.00	9,210.00	0.00	12,915.00	3,705.00	77.22	01-2-02320-810-000
01-2-02330-317-000	Contracted Legal Services	9,634.00	25,261.57	0.00	35,000.00	9,738.43	72.80	01-2-02330-317-000
01-2-02410-110-000	Office of the Principal-Salaries of Regular Employ	9,833.95	97,272.00	0.00	100,000.00	2,728.00	97.27	01-2-02410-110-000
01-2-02410-111-000	Office of the Principal-Salaries of Regular Employ	20,447.14	205,788.54	0.00	248,000.00	42,211.46	82.98	01-2-02410-111-000
01-2-02410-122-000	Office of the Principal-Salaries of Temporary Empl	192.00	2,890.07	0.00	5,000.00	2,109.93	57.80	01-2-02410-122-000
01-2-02410-150-000	Regular Instruction-Additional Compensation Paid t	19.88	19.88	0.00	0.00	(19.88)	0.00	01-2-02410-150-000
01-2-02410-210-000	Office of the Principal-Group Insurance for Non-In	5,982.38	61,134.96	0.00	72,803.00	11,668.04	83.97	01-2-02410-210-000
01-2-02410-211-000	Office of the Principal-Group Insurance for Teache	3,036.48	30,296.46	0.00	35,775.00	5,478.54	84.69	01-2-02410-211-000
01-2-02410-212-000	Office of the Principal-Group Insurance for Instru	0.00	3.47	0.00	0.00	(3.47)	0.00	01-2-02410-212-000
01-2-02410-220-000	Office of the Principal-Social Security Payments f	738.98	7,291.06	0.00	7,650.00	358.94	95.31	01-2-02410-220-000
01-2-02410-221-000	Office of the Principal-Social Security Payments f	1,534.73	15,448.17	0.00	19,000.00	3,551.83	81.31	01-2-02410-221-000
01-2-02410-222-000	Office of the Principal-Social Security Payments f	14.69	221.09	0.00	250.00	28.91	88.44	01-2-02410-222-000
01-2-02410-230-000	Office of the Principal-Retirement Contributions f	723.06	7,152.19	0.00	9,865.00	2,712.81	72.50	01-2-02410-230-000
01-2-02410-231-000	Office of the Principal-Retirement Contributions f	1,503.43	15,131.20	0.00	18,375.00	3,243.80	82.35	01-2-02410-231-000
01-2-02410-232-000	Office of the Principal-Retirement Contributions f	0.00	118.31	0.00	0.00	(118.31)	0.00	01-2-02410-232-000
01-2-02410-237-000	Office of the Principal-Increased Retirement Contr	764.60	7,692.87	0.00	6,125.00	(1,567.87)	125.60	01-2-02410-237-000
01-2-02410-280-000	Office of the Principal-Health Benefits Paid for N	0.00	1,308.18	0.00	900.00	(408.18)	145.35	01-2-02410-280-000
01-2-02410-281-000	00-Principal HRA	0.00	1,350.00	0.00	900.00	(450.00)	150.00	01-2-02410-281-000
01-2-02410-580-000	Office of the Principal-Travel	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02410-580-000
01-2-02410-610-000	Office of the Principal-General Supplies	0.00	1,627.02	0.00	1,500.00	(127.02)	108.47	01-2-02410-610-000
01-2-02410-810-000	Office of the Principal-Dues and Fees	1,806.00	1,866.00	0.00	1,357.00	(509.00)	137.51	01-2-02410-810-000

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Chase County Schools

General 01									
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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02510-315-000	Fiscal Services-Accounting/Auditing Services	0.00	18,306.44	0.00	19,000.00	693.56	96.35	01-2-02510-315-000	
01-2-02510-382-000	Fiscal Services-Distance Education & Telecommunica	888.40	9,046.59	0.00	12,000.00	2,953.41	80.49	01-2-02510-382-000	
01-2-02510-440-000	Fiscal Services-Rentals	3,206.43	40,499.59	0.00	45,000.00	4,500.41	96.95	01-2-02510-440-000	
01-2-02510-531-000	Fiscal Services-Postage	46.22	350.94	0.00	1,200.00	849.06	34.45	01-2-02510-531-000	
01-2-02510-540-000	Fiscal Services-Advertising	302.10	2,011.06	0.00	6,000.00	3,988.94	37.40	01-2-02510-540-000	
01-2-02510-610-000	Fiscal Services-General Supplies	111.15	6,124.02	0.00	4,000.00	(2,124.02)	155.60	01-2-02510-610-000	
01-2-02510-626-000	Fiscal Services-Gasoline	0.00	501.21	0.00	7,000.00	6,498.79	7.16	01-2-02510-626-000	
01-2-02510-734-000	Fiscal Services-Technology-Related Hardware	0.00	3,965.70	0.00	4,000.00	34.30	99.14	01-2-02510-734-000	
01-2-02510-810-000	Fiscal Services-Dues and Fees	682.10	2,975.34	0.00	19,000.00	16,024.66	16.15	01-2-02510-810-000	
01-2-02510-890-000	Fiscal Services-Miscellaneous Expenditures	0.00	0.00	0.00	2,300.00	2,300.00	0.00	01-2-02510-890-000	
01-2-02570-330-000	Personnel Services - Employee Training & Developme	0.00	0.00	0.00	500.00	500.00	0.00	01-2-02570-330-000	
01-2-02610-110-000	Operation of Buildings-Salaries of Regular Employee	27,366.29	272,016.68	0.00	300,000.00	27,983.32	90.67	01-2-02610-110-000	
01-2-02610-120-000	Operation of Buildings-Salaries of Temporary Emplo	1,820.99	21,323.61	0.00	15,000.00	(6,323.61)	142.16	01-2-02610-120-000	
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Ins	9,622.66	95,736.19	0.00	106,000.00	10,263.81	90.32	01-2-02610-210-000	
01-2-02610-220-000	Operation of Buildings-Social Security Payments fo	2,207.19	22,185.13	0.00	22,000.00	(185.13)	100.84	01-2-02610-220-000	
01-2-02610-230-000	Operation of Buildings-Retirement Contributions fo	2,012.19	19,343.71	0.00	18,185.00	(1,158.71)	106.37	01-2-02610-230-000	
01-2-02610-237-000	Operation of Buildings-Increased Retirement Contri	691.00	6,642.69	0.00	6,065.00	(577.69)	109.52	01-2-02610-237-000	
01-2-02610-280-000	Operation of Buildings-Health Benefits Paid for No	0.00	0.00	0.00	1,800.00	1,800.00	0.00	01-2-02610-280-000	
01-2-02610-410-000	Operation of Buildings-Utility Services	4,171.15	31,801.24	0.00	60,000.00	28,198.76	61.86	01-2-02610-410-000	
01-2-02610-430-000	Operation of Buildings-Repairs and Maintenance Ser	0.00	12,037.91	0.00	0.00	(12,037.91)	0.00	01-2-02610-430-000	
01-2-02610-431-000	Operation of Buildings-Repairs and Maintenance Ser	409.38	5,352.64	0.00	55,000.00	49,647.36	10.19	01-2-02610-431-000	
01-2-02610-440-000	Operation of Buildings-Rentals	300.00	8,295.70	0.00	12,000.00	3,704.30	69.78	01-2-02610-440-000	
01-2-02610-400-000	Other Purchased Property Service	8,492.60	93,697.30	0.00	100,000.00	6,302.70	96.38	01-2-02610-490-000	
01-2-02610-580-000	Operation of Buildings-Travel	0.00	225.00	0.00	200.00	(25.00)	122.74	01-2-02610-580-000	

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02610-610-000	Operation of Buildings-General Supplies	5,614.73	43,248.97	0.00	105,000.00	61,751.03	47.27	01-2-02610-610-000
01-2-02610-621-000	Operation of Buildings-Utility Energy Services	10,478.60	138,251.82	0.00	200,000.00	61,748.18	74.79	01-2-02610-621-000
01-2-02610-720-000	Operation of Buildings-Buildings	0.00	1,896.12	0.00	380,000.00	378,103.88	2.68	01-2-02610-720-000
01-2-02610-733-000	Operation of Buildings-Furniture and Fixtures	4,501.90	41,250.53	719.94	64,000.00	22,029.53	66.40	01-2-02610-733-000
01-2-02610-890-000	Operation of Buildings-Miscellaneous Expenditures	0.00	0.00	0.00	750.00	750.00	0.00	01-2-02610-890-000
01-2-02710-110-000	Vehicle Operation - Regular Education-Salaries of	15,305.45	159,470.45	0.00	285,000.00	125,529.55	55.95	01-2-02710-110-000
01-2-02710-120-000	Vehicle Operation - Regular Education-Salaries of	7,331.50	66,863.80	0.00	45,000.00	(21,863.80)	148.59	01-2-02710-120-000
01-2-02710-150-000	Vehicle Operation - Regular Education-Additional C	322.50	322.50	0.00	750.00	427.50	43.00	01-2-02710-150-000
01-2-02710-210-000	Vehicle Operation - Regular Education-Group Insura	992.40	7,883.01	0.00	9,600.00	1,716.99	82.11	01-2-02710-210-000
01-2-02710-220-000	Vehicle Operation - Regular Education-Social Secur	1,752.24	17,304.68	0.00	21,600.00	4,295.32	80.11	01-2-02710-220-000
01-2-02710-230-000	Vehicle Operation - Regular Education-Retirement C	866.63	8,143.83	0.00	20,810.00	12,666.17	39.13	01-2-02710-230-000
01-2-02710-237-000	Vehicle Operation - Increased Retirement Contribut	297.60	2,796.65	0.00	6,940.00	4,143.35	40.30	01-2-02710-237-000
01-2-02710-430-000	Vehicle Operation - Regular Education-Repairs and	0.00	33.08	(5.00)	750.00	721.92	3.74	01-2-02710-430-000
01-2-02710-431-000	Vehicle Operation - Regular Education-Repairs and	764.73	33,299.76	812.63	55,000.00	20,887.61	68.49	01-2-02710-431-000
01-2-02710-442-000	Vehicle Operation - Regular Education-Rentals of E	20,552.08	20,552.08	0.00	0.00	(20,552.08)	0.00	01-2-02710-442-000
01-2-02710-580-000	Vehicle Operation - Regular Education-Travel	2,008.52	7,771.94	0.00	6,500.00	(1,271.94)	121.71	01-2-02710-580-000
01-2-02710-610-000	Vehicle Operation - Regular Education-General Supp	687.77	5,022.66	0.00	7,400.00	2,377.34	70.20	01-2-02710-610-000
01-2-02710-626-000	Vehicle Operation - Regular Education-Gasoline	773.16	63,242.61	0.00	75,000.00	11,757.39	84.40	01-2-02710-626-000
01-2-02710-732-000	Vehicle Operation - Regular Education-Vehicles	0.00	110,168.00	0.00	120,000.00	9,832.00	91.81	01-2-02710-732-000
01-2-02710-733-000	Vehicle Operation - Regular Education-Furniture an	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02710-733-000

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01-2-02710-735-000	Vehicle Operation - Regular Education-Technology S	0.00	810.00	0.00	0.00	(810.00)	0.00	01-2-02710-735-000
01-2-02710-810-000	Vehicle Operation - Regular Education-Dues and Fee	642.00	2,573.00	0.00	2,750.00	177.00	110.36	01-2-02710-810-000
01-2-02710-890-000	Vehicle Operation - Regular Education-Miscellaneou	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-02710-890-000
01-2-02712-110-000	Vehicle Operation - School Age SPED-Salaries of Re	800.00	4,725.00	0.00	9,000.00	4,275.00	52.50	01-2-02712-110-000
01-2-02712-120-000	Vehicle Operation - School Age SPED-Salaries of Te	0.00	0.00	0.00	600.00	600.00	0.00	01-2-02712-120-000
01-2-02712-210-000	Vehicle Operation - School Age SPED-Group Insuranc	2.13	12.38	0.00	50.00	37.62	24.76	01-2-02712-210-000
01-2-02712-220-000	Vehicle Operation - School Age SPED-Social Securit	61.21	361.45	0.00	1,000.00	638.55	36.15	01-2-02712-220-000
01-2-02712-230-000	Vehicle Operation - School Age SPED-Retirement Con	58.83	347.40	0.00	750.00	402.60	46.32	01-2-02712-230-000
01-2-02712-237-000	Vehicle Operation - School Age SPED-Increased Retr	20.20	119.31	0.00	250.00	130.69	47.72	01-2-02712-237-000
01-2-02712-626-000	Vehicle Operation - School Age SPED-Gasoline	0.00	273.40	0.00	10,350.00	10,076.60	2.64	01-2-02712-626-000
01-2-02730-431-000	Vehicle Operation - Regular Education-Repairs and	0.00	0.00	0.00	900.00	900.00	0.00	01-2-02730-431-000
01-2-03551-610-001	Career Education-General Supplies	8,859.38	8,859.38	0.00	0.00	(8,859.38)	0.00	01-2-03551-610-001
01-2-03599-000-000	Other State Catagorical Programs	0.00	1,064.62	0.00	0.00	(1,064.62)	0.00	01-2-03599-000-000
01-2-06200-111-000	Federal Services - Title I, Part A ESSA Improving	3,933.33	39,333.33	0.00	47,500.00	8,166.67	82.81	01-2-06200-111-000
01-2-06200-112-000	Federal Services - Title I, Part A ESSA Improving	1,649.17	16,919.41	0.00	23,500.00	6,580.59	72.00	01-2-06200-112-000
01-2-06200-123-000	Federal Services - Title I, Part A ESSA Improving	0.00	60.68	0.00	0.00	(60.68)	0.00	01-2-06200-123-000
01-2-06200-151-000	Federal Services - Title I, Part A ESSA Improving	3.13	3.13	0.00	0.00	(3.13)	0.00	01-2-06200-151-000
01-2-06200-211-000	Federal Services - Title I, Part A ESSA Improving	1,737.18	17,629.71	0.00	25,900.00	8,270.29	68.07	01-2-06200-211-000
01-2-06200-212-000	Title I - Para Salary Group Ins (LTD&Health)	1,092.91	10,481.61	0.00	15,524.00	5,042.39	67.52	01-2-06200-212-000
01-2-06200-213-000	Federal Services - Title (BCB)	0.00	32.01	0.00	0.00	(32.01)	0.00	01-2-06200-213-000
01-2-06200-221-000	Federal Services - Title I, Part A ESSA Improving	295.20	2,950.12	0.00	3,615.00	664.88	81.61	01-2-06200-221-000
01-2-06200-222-000	Title I - Para Salary SS	68.79	746.21	0.00	1,750.00	1,003.79	42.64	01-2-06200-222-000

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01-2-06200-223-000	Federal Services - Title I, Part A ESSA Improving	0.00	2.95	0.00	0.00	(2.95)	0.00	01-2-06200-223-000	
01-2-06200-231-000	Federal Services - Title I, Part A ESSA Improving	289.22	2,892.22	0.00	3,505.00	612.78	82.52	01-2-06200-231-000	
01-2-06200-232-000	Title I - Para Salary NPERS	121.26	1,244.06	0.00	1,725.00	480.94	72.12	01-2-06200-232-000	
01-2-06200-233-000	Federal Services - Title I, Part A ESSA Improving	0.00	4.45	0.00	0.00	(4.45)	0.00	01-2-06200-233-000	
01-2-06200-237-000	Federal Services - Title (NPE	140.96	1,421.98	0.00	1,745.00	323.02	81.49	01-2-06200-237-000	
01-2-06200-281-000	Federal Services - Title I, Part A ESSA Improving	246.93	2,505.90	0.00	900.00	(1,605.90)	278.43	01-2-06200-281-000	
01-2-06200-282-000	Title I - Para HRA	155.71	1,490.25	0.00	900.00	(590.25)	165.58	01-2-06200-282-000	
01-2-06200-283-000	Federal Services - Title (HSA	0.00	4.56	0.00	0.00	(4.56)	0.00	01-2-06200-283-000	
01-2-06200-610-000	Federal Services - Title I, Part A ESSA Improving	1,275.25	1,490.85	0.00	200.00	(1,290.85)	745.43	01-2-06200-610-000	
01-2-06200-810-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	50.00	50.00	0.00	01-2-06200-810-000	
01-2-06406-591-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	0.00	0.00	4,738.00	4,738.00	0.00	01-2-06406-591-000	
01-2-06408-111-000	Federal Services - IDEA Enrollment/Poverty (611)-S	9,966.66	99,666.66	0.00	120,000.00	20,333.34	83.06	01-2-06408-111-000	
01-2-06408-112-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	5,000.00	0.00	4,500.00	(500.00)	111.11	01-2-06408-112-000	
01-2-06408-211-000	Federal Services - IDEA Enrollment/Poverty (611)-S	1,585.67	8,767.47	0.00	19,589.00	10,821.53	44.76	01-2-06408-211-000	
01-2-06408-212-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	500.00	0.00	0.00	(500.00)	0.00	01-2-06408-212-000	
01-2-06408-221-000	Federal Services - IDEA Enrollment/Poverty (611)-S	734.87	7,344.03	0.00	9,160.00	1,815.97	80.18	01-2-06408-221-000	
01-2-06408-222-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	350.00	350.00	0.00	01-2-06408-222-000	
01-2-06408-231-000	Federal Services - IDEA E (NPE	732.84	7,328.45	0.00	9,000.00	1,671.55	81.43	01-2-06408-231-000	
01-2-06408-237-000	Federal Services - IDEA E (NPE	251.66	2,516.55	0.00	3,000.00	483.45	83.89	01-2-06408-237-000	
01-2-06408-610-000	Federal Services - IDEA Enrollment/Poverty (611)-G	0.00	451.37	232.88	1,750.00	1,065.75	39.10	01-2-06408-610-000	
01-2-06700-650-001	Carl Perkins - Supplies - Technology Related	0.00	0.00	0.00	7,099.00	7,099.00	0.00	01-2-06700-650-001	
01-2-06992-734-000	REAP - Technology Related Hardware	0.00	0.00	0.00	39,000.00	39,000.00	0.00	01-2-06992-734-000	
01-2-08000-000-000	Transfers (Outgoing)	(1,385.96)	0.00	0.00	230,000.00	230,000.00	0.00	01-2-08000-000-000	
01-2-08000-913-000	Transfers (Outgoing)-Fund Transfers to Activities	0.00	0.00	0.00	120,000.00	120,000.00	0.00	01-2-08000-913-000	

Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-09000-000-000	Non-Program Expenditure	0.00	1.00	0.00	0.00	(1.00)	0.00	01-2-09000-000-000
	X Expense	901,059.74	8,366,388.74	89,319.98	11,243,000.00	2,787,291.28	76.24	* Account Type
	01 General	145,762.17	(2,149,235.27)	89,319.98	2,463,371.00	4,523,286.29	-78.89	Fund

Chase Revenue and Expenditure Report

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Depreciation 02									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
02-1-01510-000-000	Interest		23.41	3,002.87	0.00	0.00	(3,002.87)	0.00	02-1-01510-000-000
	I Revenue		<u>23.41</u>	<u>3,002.87</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,002.87)</u>	<u>0.00</u>	* Account Type
Expense									
02-2-02620-720-000	Maintenance of Buildings-Buildings		0.00	6,959.00	0.00	0.00	(6,959.00)	0.00	02-2-02620-720-000
02-2-02620-733-000	Maintenance of Buildings-Furniture & Fixtures		0.00	210,573.67	0.00	0.00	(210,573.67)	0.00	02-2-02620-733-000
02-2-02900-739-000	Other Support Services - Other Equipment		0.00	124,695.00	0.00	0.00	(124,695.00)	0.00	02-2-02900-739-000
	X Expense		<u>0.00</u>	<u>342,227.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(342,227.67)</u>	<u>0.00</u>	* Account Type
02 Depreciation			<u>(23.41)</u>	<u>339,224.80</u>	<u>0.00</u>	<u>0.00</u>	<u>(339,224.80)</u>	<u>0.00</u>	Fund

Chase Revenue and Expenditure Report

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Employee Benefit Fund 03

Account Type I Revenue
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
03-1-01510-000-000	Interest Income	19.15	236.20	0.00	0.00	(236.20)	0.00	03-1-01510-000-000
	I Revenue	19.15	236.20	0.00	0.00	(236.20)	0.00	* Account Type
	03 Employee Benefit Fund	19.15	236.20	0.00	0.00	(236.20)	0.00	Fund

Chase Revenue and Expenditure Report

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Activities 05								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
05-1-01990-000-000	FBLA Receipts	0.00	2,701.43	0.00	0.00	(2,701.43)	0.00	05-1-01990-000-000
Local Receipts								
05-1-1510	Interest Income	983.43	43,466.53	0.00	0.00	(43,466.53)	0.00	05-1-1510-000-000
1000	Local Receipts	983.43	43,466.53	0.00	0.00	(43,466.53)	0.00	** Source of Revenue/Function
	I Revenue	983.43	46,167.96	0.00	0.00	(46,167.96)	0.00	* Account Type
Expense								
05-2-09000-950-000	Non-Program Expenditures - Special Items	0.00	9,477.15	0.00	0.00	(9,477.15)	0.00	05-2-09000-950-000
05-2-03200-890-000	Enterprise Operations	0.00	81.75	0.00	0.00	(81.75)	0.00	05-2-3200-890-000
	X Expense	0.00	9,558.90	0.00	0.00	(9,558.90)	0.00	* Account Type
05	Activities	(983.43)	(36,609.06)	0.00	0.00	36,609.06	0.00	Fund

Chase Revenue and Expenditure Report

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School Nutrition 06								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
06-1-01510-000-000	Interest	19.44	352.13	0.00	0.00	(352.13)	0.00	06-1-01510-000-000
06-1-01611-000-000	Daily Sales?School Lunch Program	222.65	205,522.97	0.00	0.00	(205,522.97)	0.00	06-1-01611-000-000
06-1-03150-000-000	State Reimbursement (of Nutrition Programs)	0.00	1,019.74	0.00	0.00	(1,019.74)	0.00	06-1-03150-000-000
06-1-04210-000-000	Federal Reimbursement	16,127.10	165,791.77	0.00	0.00	(165,791.77)	0.00	06-1-04210-000-000
06-1-05200-000-000	Fund Transfers In	0.00	124,695.00	0.00	0.00	(124,695.00)	0.00	06-1-05200-000-000
I Revenue		16,369.19	497,381.61	0.00	0.00	(497,381.61)	0.00	* Account Type
Expense								
06-2-01100-352-000	Data Processing	7.00	3,968.23	0.00	0.00	(3,968.23)	0.00	06-2-03100-352-000
06-2-03100-430-000	Food Service Repairs & Maint	6,913.96	7,132.29	0.00	0.00	(7,132.29)	0.00	06-2-03100-430-000
06-2-03100-570-000	Food Service Management	37,891.49	395,949.57	0.00	0.00	(395,949.57)	0.00	06-2-03100-570-000
06-2-03100-610-000	Food Service Supplies	(170.60)	2,063.75	0.00	0.00	(2,063.75)	0.00	06-2-03100-610-000
06-2-03100-730-000	Food Service Equipment	0.00	60,700.00	0.00	0.00	(60,700.00)	0.00	06-2-03100-730-000
06-2-03100-733-000	Food Service Furniture and Fixtures	0.00	13,406.50	0.00	0.00	(13,406.50)	0.00	06-2-03100-733-000
X Expense		44,641.85	483,220.34	0.00	0.00	(483,220.34)	0.00	* Account Type
06 School Nutrition		28,272.66	(14,161.27)	0.00	0.00	14,161.27	0.00	Fund

Chase Revenue and Expenditure Report

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Bond 07									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
07-1-01510-000-000	Interest		0.01	0.12	0.00	0.00	(0.12)	0.00	07-1-01510-000-000
	I Revenue		<u>0.01</u>	<u>0.12</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.12)</u>	<u>0.00</u>	* Account Type
	07 Bond		<u>0.01</u>	<u>0.12</u>	<u>0.00</u>	<u>0.00</u>	<u>(0.12)</u>	<u>0.00</u>	Fund

Chase Revenue and Expenditure Report

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Special Building 08								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
08-1-01100-000-000	Taxes Levied/Assessed by the School District	20,253.63	252,918.24	0.00	0.00	(252,918.24)	0.00	08-1-01100-000-000
08-1-01115-000-000	Carline Taxes	0.00	46.95	0.00	0.00	(46.95)	0.00	08-1-01115-000-000
08-1-01510-000-000	Interest	64.58	1,116.85	0.00	0.00	(1,116.85)	0.00	08-1-01510-000-000
08-1-03130-000-000	Homestead Exemption	473.01	3,640.04	0.00	0.00	(3,640.04)	0.00	08-1-03130-000-000
08-1-03131-000-000	Property Tax Credit	0.00	156,610.62	0.00	0.00	(156,610.62)	0.00	08-1-03131-000-000
08-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	945.68	0.00	0.00	(945.68)	0.00	08-1-03180-000-000
08-1-09000-000-000	Non-Program Receipts	18,273.60	18,273.60	0.00	0.00	(18,273.60)	0.00	08-1-09000-000-000
Local Receipts								
08-1-1140-000-000	Interest & Penalties	84.22	1,957.80	0.00	0.00	(1,957.80)	0.00	08-1-1140-000-000
1000	Local Receipts	84.22	1,957.80	0.00	0.00	(1,957.80)	0.00	** Source of Revenue/Function
I	Revenue	39,149.04	435,509.78	0.00	0.00	(435,509.78)	0.00	* Account Type
Expense								
08-2-02515-720-000	Building and Sites-Buildings	0.00	14,800.00	0.00	0.00	(14,800.00)	0.00	08-2-02515-720-000
08-2-04700-450-000	Building Improvements-Construction Services	0.00	928,010.48	0.00	0.00	(928,010.48)	0.00	08-2-04600-450-000
08-2-05000-831-000	Debt Service-Redemption of Principa	0.00	125,000.00	0.00	0.00	(125,000.00)	0.00	08-2-05000-831-000
08-2-05000-832-000	Debt Service-Interest on Long-Term Debt	0.00	48,400.00	0.00	0.00	(48,400.00)	0.00	08-2-05000-832-000
X	Expense	0.00	1,116,210.48	0.00	0.00	(1,116,210.48)	0.00	* Account Type
08	Special Building	(39,149.04)	680,700.70	0.00	0.00	(680,700.70)	0.00	Fund

Chase Revenue and Expenditure Report

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Qualified Capital Purpose Undertaking 09									
Account Type		I	Revenue						
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue									
09-1-01100-000-000			0.00	7.31	0.00	0.00	(7.31)	0.00	09-1-01100-000-000
	Taxes Levied/Assessed by the School District								
09-1-01510-000-000			0.01	0.23	0.00	0.00	(0.23)	0.00	09-1-01510-000-000
	Interest								
Local Receipts									
09-1-1140-000-000			0.00	4.84	0.00	0.00	(4.84)	0.00	09-1-1140-000-000
	Interest & Penalties								
1000	Local Receipts		0.00	4.84	0.00	0.00	(4.84)	0.00	** Source of Revenue/Function
I	Revenue		0.01	12.38	0.00	0.00	(12.38)	0.00	* Account Type
09	Qualified Capital Purpose Undertaking		0.01	12.38	0.00	0.00	(12.38)	0.00	Fund

Chase Revenue and Expenditure Report

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Student Fee 12								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
Revenue								
12-1-01510-000-000	Interest	1.11	7.02	0.00	0.00	(7.02)	0.00	12-1-01510-000-000
12-1-01741-000-000	Drivers Ed Fees	0.00	3,800.00	0.00	0.00	(3,800.00)	0.00	12-1-01741-000-000
	I Revenue	1.11	3,807.02	0.00	0.00	(3,807.02)	0.00	* Account Type
	12 Student Fee	1.11	3,807.02	0.00	0.00	(3,807.02)	0.00	Fund
	Report Total:	(133,858.67)	1,184,135.82	(89,319.98)	(2,463,371.00)	(3,558,186.84)	-39.59	

Chase Cash Worksheet

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Chase County Schools

General 01					
Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
01-901	Cash Account	5,348,027.21	(106,922.02)	5,241,105.19	
01-904	Payroll Account	41,340.31	(42,378.46)	(1,038.15)	
01-907	Clearing Account	12,119.10	4,039.70	16,158.80	
01-916	County Treasurer Balance	0.00	0.00	0.00	
01-905	Sect 125 Account	446.52	0.73	447.25	
01-805	CD-716	68,561.15	757.23	69,318.38	
01-807	CD-784	71,988.27	0.00	71,988.27	
01-824	CD701	16,451.56	178.49	16,630.05	
01-831	CD845	61,360.41	0.00	61,360.41	
	01 General	<u>5,620,294.53</u>	<u>(144,324.33)</u>	<u>5,475,970.20</u>	Fund
02-901	Cash Account	275,601.86	23.41	275,625.27	
02-814	CD136	14,197.19	0.00	14,197.19	
02-832	CD952	65,747.02	0.00	65,747.02	
	02 Depreciation	<u>355,546.07</u>	<u>23.41</u>	<u>355,569.48</u>	Fund
03-0-110-05	Unemployment Account	22,543.63	19.15	22,562.78	
	03 Employee Benefit Fund	<u>22,543.63</u>	<u>19.15</u>	<u>22,562.78</u>	Fund
05-901	Cash Account	318,609.40	0.00	318,609.40	
05-902	Checking	53,355.44	0.00	53,355.44	
05-806	CD-851	67,386.26	621.62	68,007.88	
05-810	CD383	13,505.21	131.20	13,636.41	
05-826	CD333	6,016.47	62.52	6,078.99	
05-827	CD703	6,033.42	0.00	6,033.42	
05-828	CD195	6,168.46	56.90	6,225.36	
05-829	CD196	12,053.58	111.19	12,164.77	
05-903	FBLA Bank Account	33,452.49	0.00	33,452.49	
	05 Activities	<u>516,580.73</u>	<u>983.43</u>	<u>517,564.16</u>	Fund
06-901	Cash Account	239,469.91	(28,272.66)	211,197.25	
	06 School Nutrition	<u>239,469.91</u>	<u>(28,272.66)</u>	<u>211,197.25</u>	Fund
07-913	Bond Fund	66.37	0.01	66.38	
	07 Bond	<u>66.37</u>	<u>0.01</u>	<u>66.38</u>	Fund
08-909	Building Fund	742,878.70	39,149.04	782,027.74	
08-918	Public Funds	0.00	0.00	0.00	
	08 Special Building	<u>742,878.70</u>	<u>39,149.04</u>	<u>782,027.74</u>	Fund
09-908	QCPUF	128.81	0.01	128.82	
	09 Qualified Capital Purpose Undertaking	<u>128.81</u>	<u>0.01</u>	<u>128.82</u>	Fund
12-901	Cash Account	6,516.84	1.11	6,517.95	

Chase Cash Worksheet

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Chase County Schools

Student Fee 12

Account Number

Description

Balance
Forward

Current Year
Activity

Account
Balance

Fund

12 Student Fee

6,516.84

1.11

6,517.95

Report Total:

7,504,025.59

(132,420.83)

7,371,604.76

Vendor_Name	Description	Amount
Adams Lumber Co	Maintenance supplies	\$ 39.24
Adams Lumber Co	Pipes,plug, cap, valve, foam sealant, primers	\$ 332.64
Adams Lumber Co	pail liners, roller tray, white, shovels rebar	\$ 335.17
Adams Lumber Co	paint -gallons, brushes	\$ 1,619.21
Allo Communications	Telephone services	\$ 504.84
Amazon Capital Services	Heavy Duty Plastic folders	\$ 83.97
Amazon Capital Services	Computer desk chair	\$ 57.16
Amazon Capital Services	71" H File Caninet for Home Office	\$ 175.99
Amazon Capital Services	Desk chairs-3	\$ 85.74
Amazon Capital Services	VFINE Bookend, Black Metal Book Ends, Book Ends fo	\$ 17.99
Amazon Capital Services	YECAYE 6X15.7in Cable Management, Cord Organizer,E	\$ 33.92
Amazon Capital Services	compressed air duster	\$ 24.69
Amazon Capital Services	IRIS USA 13 Qt Stackable Plastic Storage Bins	\$ 32.99
Amazon Capital Services	IRIS USA 6 Qt Stackable Plastic Storage Bins with	\$ 29.69
Amazon Capital Services	YIHONG Clear Plastic Storage Bins, 8 Pack	\$ 31.49
Amazon Capital Services	Computer desk chairs-3	\$ 87.72
Amazon Capital Services	scraping tools -2	\$ 43.32
Amazon Capital Services	Freakanomics	\$ 50.62
Amazon Capital Services	Kite Runner	\$ 84.88
Amazon Capital Services	The Things They Carried	\$ 89.91
Amazon Capital Services	The Stranger	\$ 70.98
Amazon Capital Services	Case for iPad	\$ 15.99
Amazon Capital Services	summer school snacks	\$ 19.99
Amazon Capital Services	Snack mix snacks for summer school	\$ 24.99
Amazon Capital Services	Gatorade water-summer school	\$ 30.24
Amazon Capital Services	Cracker jack snack-summer school	\$ 9.98
Amazon Capital Services	suckers-summer school	\$ 12.05
Amazon Capital Services	helmet bowl for ice cream-summer school	\$ 12.99
Amazon Capital Services	goldfish-summer school	\$ 8.98
Amazon Capital Services	sport headbands-summer school	\$ 25.99
Amazon Capital Services	envelopes-heavy duty folders	\$ 15.99
Amazon Capital Services	Standing desk	\$ 770.88
Amazon Capital Services	case for ipads-80	\$ 1,199.20
Amazon Capital Services	top grain goatskin glove w/glide patch-Perkins	\$ 122.30
Amazon Capital Services	goatskin tig -perkins	\$ 101.92
Amazon Capital Services	Walls Welding gloves-Perkins	\$ 42.21
Amazon Capital Services	Lone Ranger/Tonto Fistfight	\$ 6.76
Amazon Capital Services	Wells Welding Gloves-Perkins	\$ 112.56
Amazon Capital Services	Badminton Birdies	\$ 33.98
Amazon Capital Services	Optical Level Kit-Perkins	\$ 301.88
Amazon Capital Services	Wood cabinet	\$ 264.30
Amazon Capital Services	Storage cabinet	\$ 32.99
Amazon Capital Services	desk chair	\$ 109.99
Amazon Capital Services	Cable organizer	\$ 6.99
Amazon Capital Services	Clipboard organizer	\$ 24.95
Amazon Capital Services	Laminator Sheets	\$ 16.56

Amazon Capital Services	Magic erasers	\$ 14.94
Amazon Capital Services	Hanging file folders	\$ 27.54
Amazon Capital Services	bulletin board border	\$ 18.17
Amazon Capital Services	Hot glue gun	\$ 16.85
Amazon Capital Services	File holder	\$ 39.76
Amazon Capital Services	Mounting tape	\$ 10.99
Amazon Capital Services	Sharpie fine markers	\$ 35.98
Amazon Capital Services	storage bins	\$ 19.99
Amazon Capital Services	MS SPED supplies for classroom	\$ 648.63
Amazon Capital Services	Shipping/handling	\$ 97.46
Amazon Capital Services	discounts	\$ (62.07)
Amerian Reading Company	Grades 1-2 Word Study Workbooks-2 years	\$ 5,610.00
Baney, Dallas	Reimbursement for meals (McCook trip)	\$ 20.48
Black Hills Energy	505 E 9th St gas usage 5/8-6/6	\$ 1,268.25
Blick Art Materials	Art supplies	\$ 55.82
Blick Art Materials	Art supplies	\$ 214.65
Bomgaars	Coupling,PVC pipes,bushing	\$ 59.46
Brico Pest Control	Spraying for Spiders	\$ 400.00
Brophy Electric	10/4 SO Cord, 3/4" Strain Relief	\$ 474.60
Bryan Kotschwar	Driver-Vans from Kansas City	\$ 300.00
BSN Sports	Rubber soccer balls/spikeball/volleyballs	\$ 117.97
BSN Sports	Credit	\$ (100.00)
B.T.'s Quality Machine	repair parts for maintenance	\$ 98.02
Chamberlain Concrete	1"-2" River rock per ton (4)	\$ 360.00
Chase County Hospital	PT services	\$ 84.00
Chris Mestl	Driver-Vans from Kansas City	\$ 300.00
City Of Imperial	520 E 9th St water/sewer 4/30-5/31	\$ 2,259.00
City Of Imperial	520 E 9th St electric 5/28-6/27	\$ 9,564.40
City Of Imperial	520 E 9th Water/sewer 5/28-6/27	\$ 2,259.00
City Of Imperial	Water Meter East parking lot 5/29-6/23	\$ 27.90
City Of Imperial	4" water meter 520 E 9th 5/20-6/23	\$ 285.10
City Of Imperial	New Track electricity 5/20-6/23	\$ 89.80
City Of Imperial	New Track water/sewer 5/20-6/23	\$ 439.25
City Of Imperial	New Bus Barn electric 5/20-6/23	\$ 279.80
City Of Imperial	New Bus Barn water/sewer 5/20-6/23	\$ 46.10
City Of Imperial	New FB field lights 5/27-6/18	\$ 118.64
comfort Inn Kearney	Hotel Room-Transportation Conf.	\$ 139.00
Computer Hardware	Service repair-Lenovo LED touch screen	\$ 315.00
Computer Hardware	Service Repair-Macbook Air	\$ 180.00
Cornhusker Cleaning Systems	cleaning supplies	\$ 35.92
Cornhusker Internationl Trucks, Inc.	knob, lamp, oil filters, fuel filters	\$ 1,805.76
Cornhusker Internationl Trucks, Inc.	Hubcap (2)	\$ 97.46
Cornhusker Internationl Trucks, Inc.	Air filters/freight	\$ 260.47
Cornhusker Internationl Trucks, Inc.	Hubcap-4	\$ 171.92
DataShield	Shredding services	\$ 77.42
E D Enterprises	bearings and seals axle 1 19-2492	\$ 335.10
E D Enterprises	Large Paint Marker	\$ 17.20

Eakes Office Solutions	Trash bags 4-33gall.	\$ 91.68
Eakes Office Solutions	Towels (3)	\$ 206.70
Eakes Office Solutions	Trash bags (4-33 gall.)	\$ 91.68
Eakes Office Solutions	Towels (3)	\$ 206.70
Eakes Office Solutions	X-tract, carpet shampoo (8)	\$ 108.40
Eakes Office Solutions	Contract Admn fees	\$ 55.00
Electronic Systems, Inc	Service Call-duct detector cleaning	\$ 140.00
Equipment & Engine Training Council	EETC Basic Tool Kit-Perkins	\$ 2,431.67
ESU #10	Firewall maintenance/find a network device	\$ 106.25
Follett School Solutions	remaining balance of 124 books (43)	\$ 662.89
Harchelroad Collision Center	Repair/parts for bus	\$ 1,534.47
Heartland Roofing Consultants	Bi-annual PM Contract	\$ 8,300.00
Hegwood Trenching Inc	New, Frost free hydrant head for Greenhouse	\$ 252.50
High Plains News	Legal Ads 5/1-5/29	\$ 232.80
Hills Family Foods	Kleenex etc for maintenance supplies	\$ 364.95
Hills Family Foods	Spot Shot/Resolve Carpet spray	\$ 28.08
Hometown Leasing	PMT 42 of copier lease	\$ 3,129.01
Ideal Linen Supply Inc	Bus Garage-Uniform/rag	\$ 165.39
Ideal Spectrum	Realtime landscaping Plus-Perkins	\$ 1,788.00
Imperial Country Ford	Key blank	\$ 20.72
Imperial Lanes	Reading Kids Party-bowling/pop/candy	\$ 627.00
Imperial NAPA	Transportation parts	\$ 688.55
Imperial Theatre	Dog Man movie/popcorn/drinks -Elementary	\$ 460.00
KCAV	shipping and handling	\$ 622.37
KCAV	Smart Board MX-075 display	\$ 8,390.00
KCAV	shipping & Handling	\$ 476.47
KCAV	extended 2 year warranty	\$ 759.45
KCAV	AM-60 smartboard module	\$ 6,835.65
Kimberly Mestl	Driver-Vans from Kansas City	\$ 300.00
KSB School Law	Contracted Legal Services-6/1-6/23	\$ 217.50
Laminator.com	Laminating film/shipping	\$ 894.66
LaQuinta Inn & Suites-Kearney	Hotel Room-Conf.	\$ 404.85
Lines, Leslie	Reimbursement CDL exam	\$ 165.00
Lines, Leslie	Reimburse for CDL	\$ 60.00
Lyman Linger	Vlock and Brick repair-Kitchen Wall	\$ 400.00
McConnell Psychological Services, PC	Psychological Services-Professional Educational Se	\$ 7,214.67
McConnell Psychological Services, PC	Special Education Instructional Programs - School	\$ 3,625.00
McConnell Psychological Services, PC	Psych ESU - Ages 3 to 5 - Professional Educational	\$ 557.33
McConnell Psychological Services, PC	Psychological Services-Professional Educational Se	\$ 7,214.67
McConnell Psychological Services, PC	Special Education Instructional Programs - School	\$ 3,625.00
McConnell Psychological Services, PC	Psych ESU - Ages 3 to 5 - Professional Educational	\$ 557.33
McCook Gazette	Legal Ads 6/5-6/20	\$ 25.38
Maaika Schilz	Driver-Vans from Kansas City	\$ 300.00
NAGI	CDL exam (WW)	\$ 125.00
NE Council School Administrators	25` Session Legal Implications livestream	\$ 75.00
NE Council School Administrators	NAEA 10 year club/NAEA Banquet/NCE Registration	\$ 688.00
Nebraska Air Filter	118 Air Filters	\$ 1,806.39

Nebraska Central Equipment	Latches for windows	\$ 162.28
Nebraska Safety Center	Level 2 Pupil Transportation course (KS)	\$ 100.00
OneSource	background check	\$ 39.00
Owens True Value	Greenhouse water pipe repair	\$ 9.56
Owens True Value	Plumbing supplies for greenhouse	\$ 45.05
Owens True Value	Caulking	\$ 29.34
Owens True Value	Algae Guard	\$ 36.12
Owens True Value	Tech supplies	\$ 36.50
Owens True Value	Maintenance supplies	\$ 344.11
Owens True Value	Bus Garage supplies	\$ 6.90
Owens True Value	Ag supplies-Perkins	\$ 921.69
Pivot Electric	electric labor work-moved circuits to west side	\$ 775.30
Popplers	Shipping	\$ 20.95
Popplers	RIUH (Chaotic Joy!) - Sheet Music	\$ 49.50
Popplers	Hope Arirang - Sheet Music	\$ 75.00
Popplers	Gloria from "Harmoniemesse" - Sheet Music	\$ 41.25
Popplers	By Night - Sheet Music	\$ 48.75
Popplers	Ave Maris Stella - Sheet Music	\$ 43.50
Popplers	Auld Lang Syne - Sheet Music	\$ 37.50
Power Distributors	Gasket, Cylinder head-Perkins	\$ 193.51
Power Distributors	Small Engines Workbook	\$ 280.00
Power Distributors	Small Engine Kits-Perkins	\$ 3,037.25
Prairie States Communicaiton	StreetTrek Software-One year 7/1/25-8/22/26	\$ 1,250.00
Prime Secured	Set up door access	\$ 150.00
Prime Secured	Door Activity-Security	\$ 75.00
Rapid Fire Protection, Inc	Annual Fire Sprinkler & backflow inspection	\$ 415.00
Red Willow County Household Hazard	Box Chemical, paint, lab chemical disposal	\$ 250.00
Rochester 100 Inc	Folders	\$ 104.50
Rowley Welding	.035 Tips for wire welders	\$ 31.90
Rowley Welding	Wire Welder Nozzles	\$ 70.95
Rowley Welding	Co2 Bottles - Wire Welding	\$ 144.10
Rowley Welding	PSTUBE/round-ag supplies	\$ 29.44
Rural Rehabilitation Services, LLC	Speech/mileage services	\$ 934.50
Samway Floor Covering	Carpet, cover base 4 gallon, adhesive	\$ 26,619.59
School Specialty	Pencil Topper Erasers	\$ 5.19
School Specialty	Post-it Sticky Notes	\$ 32.81
School Specialty	Fine tip permanent markers	\$ 19.04
School Specialty	Large Pink Erasers	\$ 5.65
School Specialty	Writing Notebooks	\$ 42.80
School Specialty	Felt tip pens	\$ 12.41
School Specialty	Take Home Folders	\$ 60.64
School Specialty	Birthday stickers	\$ 7.08
School Specialty	Mechanical pencils	\$ 7.27
ScoreVision, LLC	Annual Software Subscription 8/25-7/26	\$ 6,000.00
Sportboardz	Testing score updates for boards	\$ 117.00
Sportboardz	testing score updates for boards	\$ 3.75
Staples	Masking Tape	\$ 13.10

Staples	packing tape, elmers rubber cement	\$ 253.77
Superior Sanitation DBA Scotties Pot	Pottie rental (2)	\$ 300.00
Troxell`s Heating and Appliance	Sheet metal, labor metal build up for locker	\$ 45.90
US Bank	Activity/General Expenses	\$ 6,330.06
Viaero Wireless	3 hotspots	\$ 56.85
Viaero Wireless	Cellphone (maintenance/transportation)	\$ 112.84
Viaero Wireless	Credit	\$ (4.00)
Viaero Wireless	credit	\$ (1.72)
Yanda Music & Pro Audio	Nuvo recorder +	\$ 499.80
	July 2025 General Fund Expenses	\$ 153,452.99
	July 2025 General Payroll	\$ 594,337.21
	July 2025 Total General Fund Expenditures	\$ 747,790.20

Rex Kirkpatrick Trucking	One month trailer rental-freezer Kitchen	\$ 3,000.00
	July Lunch Fund Expenditures	\$ 3,000.00

Cash Report - For the Year

Printed: 07/08/2025 2:30:09PM

Chase County Schools - Activity Accounting

Activities 1							
Group	0	Activity Groups					
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
Activity Groups							
218		PBIS	9,558.42	5,070.00	(1,263.72)	0.00	13,364.70
	0	Activity Groups	9,558.42	5,070.00	(1,263.72)	0.00	13,364.70
Academic Clubs							
300		Show Choir	309.70	21,349.70	(14,395.73)	0.00	7,263.67
302		Musical	61.39	2,246.00	(1,851.48)	0.00	455.91
303		CCES Music Resale	419.00	0.00	0.00	0.00	419.00
304		Band Instrument Rental	0.00	100.00	0.00	0.00	100.00
305		Band Resale	0.00	3,489.50	(1,855.57)	0.00	1,633.93
308		Drama	0.00	2,746.35	(2,252.54)	0.00	493.81
309		Fine Arts	897.32	0.00	(330.96)	0.00	566.36
310		Young Americans	270.00	0.00	0.00	0.00	270.00
311		Tri-M	616.00	0.00	0.00	0.00	616.00
400		Alumni Clearing	0.00	3,971.57	(7,921.00)	0.00	(3,949.43)
402		CCES Activity Fund	0.00	33.20	(1,074.16)	0.00	(1,040.96)
	1	Academic Clubs	2,573.41	33,936.32	(29,681.44)	0.00	6,828.29
Athletics							
1-2		Youth Volleyball	0.00	0.00	0.00	0.00	0.00
9410		Weight Lifting	3,975.44	1,360.00	(42.68)	0.00	5,292.76
001		CCHS Athletics	121,701.88	36,986.46	(149,205.19)	0.00	9,483.15
002		CCHS Softball	530.46	495.54	(398.56)	0.00	627.44
003		CCHS Football	5,564.72	3,925.58	(4,008.44)	0.00	5,481.86
004		CCHS Volleyball	1,496.54	3,643.92	(2,835.00)	0.00	2,305.46
005		CCHS X-Country	1,151.94	1,024.00	(30.00)	0.00	2,145.94
006		CCHS Basketball - Girls	468.74	529.00	(975.00)	0.00	22.74
007		CCHS Basketball - Boys	248.12	3,292.21	(2,427.47)	0.00	1,112.86
008		CCHS Wrestling	2,577.64	1,598.93	0.00	0.00	4,176.57
009		CCHS Track - Girls	118.31	1,479.92	(137.85)	0.00	1,460.38
010		CCHS Track - Boys	1,056.07	874.94	(114.35)	0.00	1,816.66
011		CCHS Golf	531.20	634.00	(1,289.81)	0.00	(124.61)
013		JH Football	558.00	0.00	0.00	0.00	558.00
014		JH Volleyball	0.00	0.00	0.00	0.00	0.00
015		JH Basketball - Girls	0.00	0.00	0.00	0.00	0.00
016		JH Basketball - Boys	0.00	0.00	0.00	0.00	0.00
017		JH Wrestling	0.00	0.00	0.00	0.00	0.00
018		JH Girls Track	0.00	0.00	0.00	0.00	0.00
019		JH Boys Track	29.52	0.00	0.00	0.00	29.52
020		PE Uniform Resale	330.00	0.00	0.00	0.00	330.00
021		HS Milner Benefit Fund	250.00	0.00	0.00	0.00	250.00
023		AD Savings	131.00	0.00	(11.96)	0.00	119.04

Cash Report - For the Year

Printed: 07/08/2025 2:30:09PM

Chase County Schools - Activity Accounting

Activities 1							
Group 2		Athletics					
Account Number	Description	Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
024	Youth Volleyball	2,619.89	550.00	(1,209.90)	0.00	1,959.99	
025	Flag Football	91.17	1,180.00	(787.23)	0.00	483.94	
1-2-026	E-Sports	1,335.92	487.67	(765.40)	0.00	1,058.19	
100	Cheerleaders	1,194.54	4,667.78	(6,423.39)	0.00	(561.07)	
2 Athletics		145,961.10	62,729.95	(170,662.23)	0.00	38,028.82	* Group
Classes							
508	Class of 2019	0.00	0.00	0.00	0.00	0.00	
509	Class of 2020	0.00	0.00	0.00	0.00	0.00	
510	Class of 2021	0.00	0.00	0.00	0.00	0.00	
511	Class of 2022	4,035.25	(4,035.25)	0.00	0.00	0.00	
1-3-513	Class of 2023	90.82	(90.82)	0.00	0.00	0.00	
514	Class of 2024	3,975.17	0.00	0.00	0.00	3,975.17	
515	Class of 2025	444.09	2,794.59	(3,455.68)	0.00	(217.00)	
516	Class of 2026	6,943.51	4,682.47	(9,670.84)	0.00	1,955.14	
517	Class of 2027	3,073.51	1,186.78	0.00	0.00	4,260.29	
518	Class of 2028	420.47	4,383.37	0.00	0.00	4,803.84	
519	Class of 2029	387.09	(387.09)	0.00	0.00	0.00	
520	Class of 2030	387.11	(387.11)	0.00	0.00	0.00	
3 Classes		19,757.02	8,146.94	(13,126.52)	0.00	14,777.44	* Group
Clubs and Organizations							
1-4	Multicultural Club	0.00	0.00	0.00	0.00	0.00	
203	Art Club	150.00	0.00	0.00	0.00	150.00	
416	Decals	340.00	0.00	0.00	0.00	340.00	
101	CCHS Annual	13,629.31	9,934.00	(16,473.09)	0.00	7,090.22	
102	CCES Yearbook	8,764.85	2,465.00	(2,995.20)	0.00	8,234.65	
103	Thespians - Speech	254.25	168.00	0.00	0.00	422.25	
104	Student Council	1,984.81	395.00	(982.78)	0.00	1,397.03	
106	CCS Flower Fund	150.20	0.00	0.00	0.00	150.20	
107	Technology	2,700.00	0.00	0.00	0.00	2,700.00	
108	Electric Car Project	493.76	0.00	0.00	0.00	493.76	
109	Inter Acct	500.00	25.00	(525.00)	0.00	0.00	
200	FBLA	0.00	42,197.60	(37,580.57)	0.00	4,617.03	
201	FBLA - Sponsor	(5.00)	0.00	0.00	0.00	(5.00)	
202	FBLA Bank	21,390.64	0.00	0.00	0.00	21,390.64	
901	Student Deposits - FBLA Bank	(9,974.08)	0.00	0.00	0.00	(9,974.08)	
204	Multicultural Club	3,394.27	617.46	(334.54)	0.00	3,677.19	
205	FCCLA	3,061.91	4,868.80	(4,658.35)	0.00	3,272.36	
206	FCCLA - Sponsor	0.00	0.00	0.00	0.00	0.00	
207	Pro Start	0.00	0.00	0.00	0.00	0.00	
210	FFA	34,461.96	108,582.29	(74,705.18)	0.00	68,339.07	

Cash Report - For the Year

Printed: 07/08/2025 2:30:09PM

Chase County Schools - Activity Accounting

Activities 1								
Group	4	Clubs and Organizations						
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
211	FFA - Sponsor		0.00	0.00	0.00	0.00	0.00	
212	FFA-Farm Account		1,654.50	0.00	0.00	0.00	1,654.50	
213	FFA-Memorial		5,209.24	0.00	0.00	0.00	5,209.24	
219	Quiz Bowl		544.48	(140.00)	0.00	0.00	404.48	
1-4-220	National Honor Society		0.00	0.00	0.00	0.00	0.00	
220	National Honor Society		142.68	0.00	0.00	0.00	142.68	
420	PTO		1,751.03	166.04	0.00	0.00	1,917.07	
4 Clubs and Organizations			90,598.81	169,279.19	(138,254.71)	0.00	121,623.29	* Group
Miscellaneous								
418	Milk Fund		326.95	0.00	(50.00)	0.00	276.95	
419	Reading Intervention		62.38	0.00	0.00	0.00	62.38	
422	CCS Media & Production		0.00	1,459.50	(94.37)	0.00	1,365.13	
801	J & J Bernard Scholarship		4,500.00	1,500.00	0.00	0.00	6,000.00	
803	SPED Memorial		2,029.56	0.00	0.00	0.00	2,029.56	
804	Alta Heir Scholarship		19,992.42	0.00	0.00	0.00	19,992.42	
805	Rod Markee Scholarship		1,000.00	0.00	0.00	0.00	1,000.00	
806	Don Maucher Scholarship		215.00	0.00	0.00	0.00	215.00	
807	Gary Adler Memorial Scholarship		9,500.00	0.00	0.00	0.00	9,500.00	
214	I.A Resale		8,330.00	3,679.00	(4,755.97)	0.00	7,253.03	
215	Building Construction		714.37	0.00	(3,513.79)	0.00	(2,799.42)	
405	Art Resale		3,575.90	25.00	(10.00)	0.00	3,590.90	
408	Library Book Sales		0.00	0.00	0.00	0.00	0.00	
409	Defib Training/Flu Vac Fund		92.80	105.00	(102.00)	0.00	95.80	
412	Special Projects		0.00	0.00	0.00	0.00	0.00	
414	Staff/Student Appreciation		0.00	730.00	(1,052.11)	0.00	(322.11)	
415	Monthly Interest		13,693.92	2,796.56	0.00	0.00	16,490.48	
417	Concessions		3,773.48	38,356.40	(40,999.01)	0.00	1,130.87	
1-9-419	Reading Intervention		0.00	0.00	0.00	0.00	0.00	
421	Share The Love Fund		256.00	3,050.70	(2,540.03)	0.00	766.67	
423	FCS		0.00	1,156.00	(1,474.79)	0.00	(318.79)	
1-9-802	Gladys B & Les Smith Scholarship		0.00	0.00	0.00	0.00	0.00	
802	Gladys B & Les Smith Scholarship		17,044.16	0.00	0.00	0.00	17,044.16	
808	William & Phil Clancy Scholarship		0.00	1,000.00	0.00	0.00	1,000.00	
900	CD		102,709.40	0.00	0.00	0.00	102,709.40	
1-9-999-9	Activity Clearing		0.00	0.00	0.00	0.00	0.00	
999	Activity Clearing		338.01	5,014.90	(8,125.73)	0.00	(2,772.82)	
9 Miscellaneous			188,154.35	58,873.06	(62,717.80)	0.00	184,309.61	* Group
1 Activities			456,603.11	338,035.46	(415,706.42)	0.00	378,932.15	Location
Report Total:			456,603.11	338,035.46	(415,706.42)	0.00	378,932.15	

Board Report

July 8th, 2025

Beau McConnell

Summer Activities

- Our students and coaches have been busy with summer workouts and attending camps.
- The morning weight room sessions have been well attended throughout the summer.

Items for the Upcoming School Year

- Met with Dallas to plan improvements for the 7-12 staff workroom.
- Updated walk-through evaluation and field trip forms with Mrs. Odens.
- Met with the high school math department and Mrs. Lambert to discuss next year's curriculum.
- Worked with Holden Dreiling on curriculum, projects, and supply ordering for the fall.
- Coordinated with Mr. Hauxwell to establish next year's homecoming and prom dates.

Other Notes

- The maintenance staff has been doing a great job preparing the facilities for the upcoming school year.

Board Report

July 8, 2025

Adam Lambert
Superintendent of Schools

Academics & Students

- Met with the Policy committee to go through the new policies being presented this evening.
- Continue to fill out NDE paperwork to end the 24-25 school year and in preparation for the 25-26 school year.
- Had quite a few discussions with Mr. McConnell in preparation for the new year. He has done a nice job transitioning and preparing for the upcoming school year.
- Administrator Days will be coming up, which is July 22-25.
- I will start creating the 25-26 budget in July/August and will set up meetings with the budget committee as we prepare for next year's fiscal year.

Building & Grounds

- The 3 transit vans were sent down to Kansas City to be modified. The modifications have been complete and we will have all three vans back in our fleet this Thursday. NDE has also put their stamp of approval on the modifications.
- The new fridge freezer is being built today.
- All of the elementary classrooms have gotten all of their new carpet installed. The elementary science room (5th and 6th grade) is still awaiting new tile.
- Classroom carpets and hallways have been cleaned. Rooms with tile are starting to get waxed.
- The gym floor annual refinishing will happen towards the end of July.

Budget & Finance

Account Balances as of 7/8/2025.

Approximately 10% savings after 11 months of expenditures.

- General Fund Balance \$4,604,691
- Depreciation Fund Balance \$275,625
- Lunch Fund Balance \$208,197
- Special Building Fund Balance \$785,156
- QCPUF Balance \$129
- Bond Balance \$66

12 Locations Serving
the Midwest

www.eakes.com



Eakes
office solutions

520 North Vine Street
North Platte, NE 69101
(308)534-7800
(308)534-3936

Quotation 68330

Quote Date 2025-06-24

Customer 548979

Terms 10th of every month

Account Representative Renee Hill

Quote To

Chase Co Schools
520 EAST 9TH STREET
IMPERIAL NE 69033

Ship To

Chase Co Schools
520 EAST 9TH STREET
IMPERIAL NE 69033

Sales Location EAKES NORTH PLATTE

CCPS Admin Office

Description	Quantity	Unit Price	Extended Price
1 Wood Center Drawer 22W x 15-3/8D	2		
2 36" Cable Management Tray - Black Only	1		
3 Systems Rectangle Worksurface 18Dx72W Edgeban	1		
4 Systems Rectangular Worksurface Edgeband 24D x 48W	1		
5 24"D Support Leg: Freestanding	1		
6 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	1		
7 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel	1		
8 Series 66Wx30Dx29-1/2H SglPedDskLH B/B/F RectTop	1		
9 48Wx24D Rectangle Worksurface	1		
10 72Wx30D Rectangle Worksurface	1		
11 Single Dynamic Monitor Arm	2		
12 48x15x28-1/2 Wall Mount Storage lam doors	1		
13 72x15x28-1/2 Wall Mount Storage lam doors	1		
14 Sweep Handle Kit Black 3-Pack	2		
15 Laminate Modesty 13h x 48w	1		

12 Locations Serving
the Midwest

www.eakes.com



Eakes
office solutions

520 North Vine Street
North Platte, NE 69101
(308)534-7800
(308)534-3936

Quotation 68330

Description	Quantity	Unit Price	Extended Price
16 Laminate Modesty 13h x 72w	1		
17 High Density Stacker-Uph Seat Set/4	1		
18 800 Series Lateral File 3 Drawer 36W	1		
19 Stg Cab 39 1/8Hx36Wx18D R Pulls-2 Adj Shlf	1		
20 2 Stage 2 Leg Rectangle T Foot	2		
21 WM Tackboard for 48W WM Overhead	1		
22 Tackboard for 72" W Wallmount Tackboard	1		
23 60"W External Stiffener	1		
24 High Back Chair	2		
25 Deliver/Assemble/Install	1		
26 Design	1		
Quotation Totals			
Sub Total			15,022.11
SALES TAX NOT INCLUDED			0.00
Grand Total			15,022.11

End of Quotation

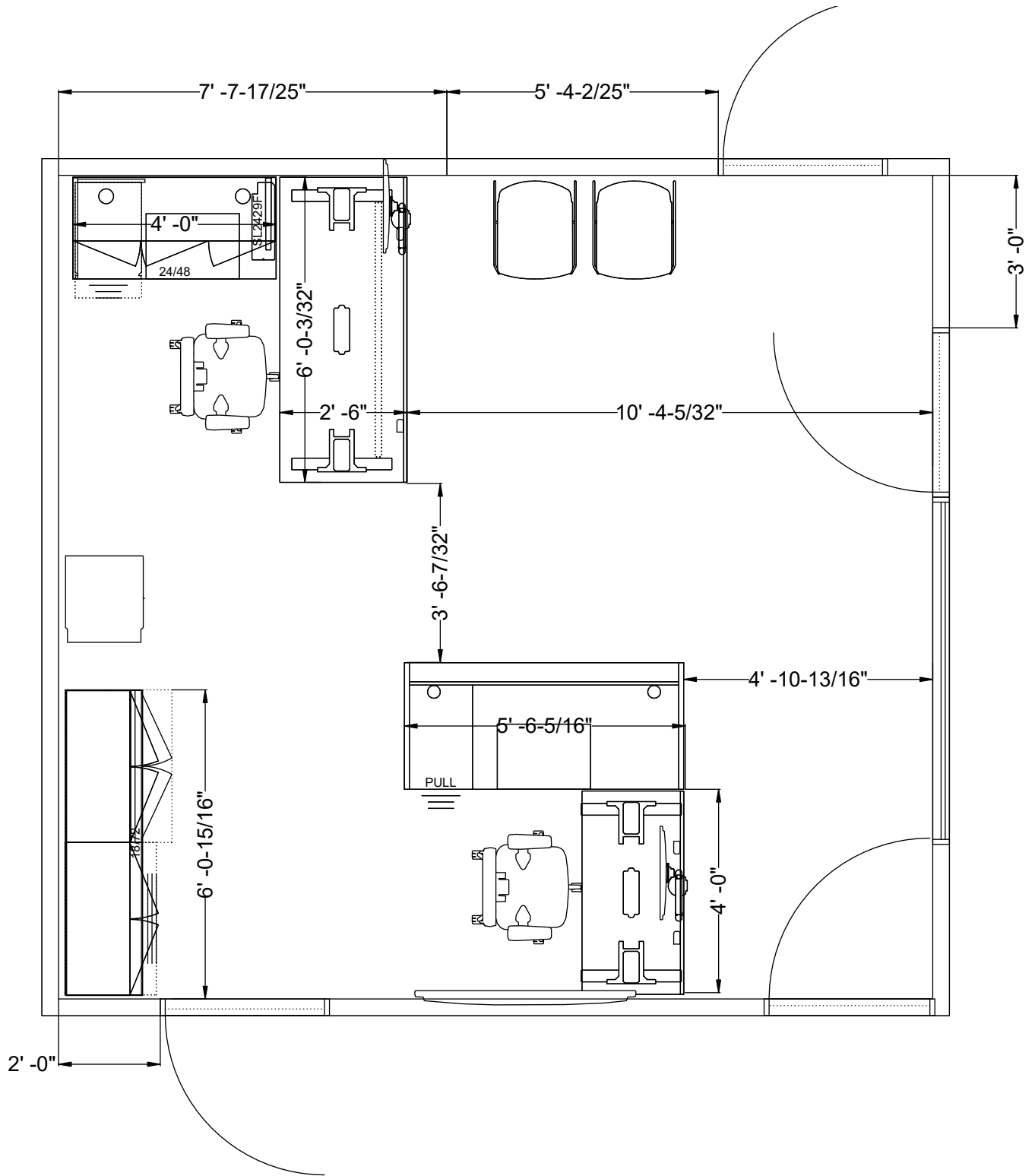
Furniture Proposal for
CHASE CO SCHOOLS
Administrative Office

6/23/2025

Salesperson:
Renee Hill
rhill@eakes.com



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MAY BE REPRODUCED OR DISTRIBUTED WITHOUT
PRIOR CONSENT OF EAKES.



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Salesperson:
Renee Hill
rhill@eakes.com

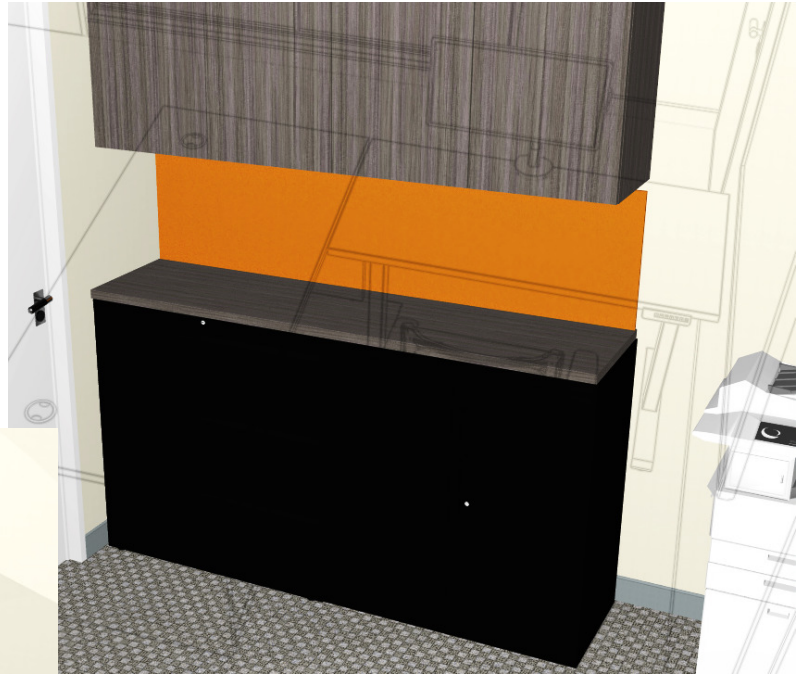
CHASE CO SCHOOLS | 6/23/2025

Administrative Office



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Salesperson:
Renee Hill
rhill@eakes.com



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2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of

command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3012

School Meal Program and Meal Charges

Meal Program. The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

Payment Options. Families may pay for school lunches using cash, check, credit card, or ACH payment. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3016
Smoking and Related Products

The use or possession of any smoking or tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**3026
Handbooks**

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district’s handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the board may approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district’s handbooks creates a “contract” between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3039

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or

emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, principals, school counselors, school nurse and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district’s crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district’s All-Hazard School Safety Plan.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4002
Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Longhorn Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff are required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for school-related communication with fellow educators, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, X, Instagram, Snapchat, and TikTok on school-owned devices or during school time unless permitted by district policy or preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media

applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory;
4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education’s list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Chase County Schools Activities Handbook

**Rules and Regulations
2025 - 2026**

Table of Contents

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Chase County Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: any building principal at (308) 882-4304, email them (email address found on school website) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304, email (found on school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed within the policy section of the school website.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Superintendent of Schools at (308) 882-4304, email (found on school website), 520 E. 9th Imperial, NE 69033 (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact a building principal at (308) 882-4304, email (found on school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policies.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants

may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The Chase County Schools colors are Orange, Black and White

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www.chasecountyschools.org

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

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

1. Who Can Attend: Only students of Chase County Schools and their guests may attend.
 - a. Students currently attending Chase County High School or another high school who have not been restricted from attending extracurricular activities at Chase County High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 and not attending high school or older than 20 years of age cannot attend.
 - c. Some school dances may be restricted to students attending specified grades levels at Chase County Schools. For any dances at the middle school level, only students attending Chase County Schools in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, vape devices and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

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

Junior High/Middle School Dances

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by a faculty member and at least one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to 9-12 High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by a faculty member and at least one additional adult. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and guests of Chase County High School.

The Junior/Senior Prom is open to students and guests of Chase County High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of district approved communication platforms (Rooms app) by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). *Please see the Social Media Policy For School District Employees for further explanation.*

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by the high school principal. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

Head coaches are required to have a handbook that spells out each individual activities lettering requirements. Please see the head sponsor for any questions.

Mascot

The official emblem for boys' and girls' athletic teams is the Longhorn. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not regularly allow Sunday practice sessions. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent/guardian. If requesting to go home with someone other than a parent/guardian needs to be approved through the AD's office no less than 24 hours prior.

Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete or student to maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for

use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Cross County (boys and girls)
Football
Golf
Track (boys and girls)
Softball
Volleyball
Wrestling (boys and girls)

Other Activity/Clubs

Multicultural Club
National Honor Society
FFA
FCCLA
FBLA
E-Sports
Musical
Band
Choir
Jazz Band
Show Choir
Quiz Bowl
Year Book
Speech
One Act
Student Counsel
Red Cross Blood Drive Team
Interact
Cheerleading

SECTION THREE: CODE OF CONDUCT

All students associated with Chase County Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs,

controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message

images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following

reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Drugs and Alcohol Violations

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

1. First Violation: 10 school days or a minimum of the next (1) school activity.
2. Second Violation: 20 school days or a minimum of the next two school activities.
3. Third Violation: If a student is caught a 3rd time, they will be ineligible to participate in ALL extra-curricular activities for the remainder of that school year.
4. Reduction for Self-Reporting: If the student has self-reported, the penalty will be reduced to 5 school days for the first offense and 10 school days for subsequent offenses. Minimum missed activities will not be reduced. ***A reduction for self-reporting does not qualify for a 3rd violation.***
5. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the

next activity in which the student was to participate (including at least one contest). If a student drops out of the approved chemical dependency program, the full violation will be put back into place starting the day after they quit. ***A reduction for participating in a chemical dependency program does not qualify for a 3rd violation.***

6. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
7. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses

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

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

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes

- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity with a doctor’s recovery plan.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider

and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

**Chase County Schools
Staff Handbook**

2025-26

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Superintendent at (308) 882-4304 (phone number), please check the school website for an up to date email address or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Paisely at (308) 882-4304 (phone number), email (please check school website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at on the school's website.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Superintendent at (308) 882-4304 (phone number), email (please see the website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 882-4304 (phone number), email (on the school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policies.

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent’s office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices. These passes only work for home events that are not NSAA sanctioned (ie. Districts, State etc.).

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made until authorization of the principal or superintendent has been obtained.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

	Begin	End
First Period	8:00	8:50
Second Period	8:53	9:43
Third Period	9:46	10:36
Fourth Period	10:39	11:29
Fifth Period	11:32	12:22
Sixth Period	12:54	1:44
Seventh Period	1:47	2:37

Eighth Period

2:40

3:30

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

- 6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex

discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access

to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures

and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is

permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology

protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: principals at (308) 882-4304 (phone number), email (found on school website) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304 (phone number), email (found on school website), 520 E. 9th Imperial, NE 69033 (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at (308) 882-4304 (phone number), email (found on the school website) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members should not transport students in a personal vehicle without prior written approval from the superintendent of schools. Staff members who drive school vehicles or have prior approval to use their personal vehicle to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.
- No athletic headbands or leggings should be worn during official duty time.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all prior approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should contact an administrator as soon as they need or see a maintenance problem. The administration and superintendent will approve or deny all maintenance request and will communicate such decisions with the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.05 per day. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a large deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as

is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of

behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete all offered professional development and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district ordering platform. Orders should not be placed until the district office has issued a purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building principal. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the Activities Director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

[Option 1: Team Concept]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to

immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the

administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of **superintendent, principals, guidance counselors, nurse, and law enforcement**. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;

- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking and Other Home Event Duties

All staff will be expected to take tickets or work one time or another at home events. Staff members who coach a sport may take tickets or work at an event they do not coach. Staff members who are unavailable to take tickets or work an event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place. This does not include running a concession stand where such employee is the sponsor of the group in assigned to that event.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian at the discretion of the administration.
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 10th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on CCS media and communication platforms.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school

district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. **Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. **Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests. (reference the current negotiated agreement) Staff members may not take personal leave adjacent to a school break. It is also understood that teachers will do their best to not miss contracted professional development days/teacher Inservice days.

3. **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

Each teacher must prepare a substitute folder and it should be left in a place that is easily accessible by the substitute (ie. on top of teacher desk). The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may work with the building principal if requesting a specific sub.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with the students that they are assigned to during that period to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Smart Pass

All teachers and subs are required to use the Smart Pass platform for the safety of all staff and students when allowing a student to leave a class. Students may not be in the hallways during class time without being signed into Smart Pass and approved by the classroom instructor. Every time a student leaves class during class time, Smart Pass should be utilized. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without permission from the teacher they want to go to through Smart Pass. No student may be in the halls during class or study time without utilizing Smart Pass and the specific destination. If a teacher retains a student after the period ends, staff must communicate with the student's next period teacher why the student is late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Commented [MOU1]: Add two grade min. per week?

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may ask a student to leave the classroom and send them to the building principal for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Serious discipline issues need to be communicated to the building principal as soon as possible. Any physical altercation between students needs to be communicated immediately.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body

fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Chase County Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. The public display of work should not include any type of grade for the public to see. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use any area of the building with prior approval from an administrator to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd

full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar by the beginning of each school year. Any additional events need to be communicated to the administrative team no later than one month prior to the event. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school and whose license is on file in the central office.

The principal who oversees the 7-12 building and the activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights, close the door, and place the green magnet outside of the door frame as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class, enter it in Raptor and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be announced by the administrative team. Once cleared, students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system and through the Raptor App. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.

- b) Once in the designated area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room and place the green magnet on the door frame;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Examinations

Semester examinations will be given in all high school classes. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

IEP meetings are mandatory meetings and cannot be missed by staff members without prior administrative approval.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal at least thirty calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning. Teachers are expected to enter a minimum of 2 grades per week to help with eligibility status for students.

Grades are given as letter or percentage as requested by the building principal. No incompletes, condition grades or the waiving of an assignment for select students will be allowed (unless it follows a 504 or IEP plan or with administrative approval due to an unforeseen situation), but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Participation Grade Policy:

Students are excused from participation grades when having an excused absence or participating in an approved school activity. Students that have an unexcused absence and a participation grade is given for the day, the teacher can excuse the participation grade or have the student make up the participation grade during the designated times of the school day and follow the make-up work policy. Teachers must communicate with the parents/students pertaining to the guidelines of how students earn points for participation and make up participation points within the classroom.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	878-90	B-	856-867
C+	834-845	C	8079-823	C-	777-798
D+	754-766	D	72-74	D-	70-71
F	0-69				

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	0
Developing Skills	-
Not Assessed at this time	x

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

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available by the district. Teachers are expected to use board approved instructional materials when instructing their classes. Any additional instructional materials need to be approved by the building principal/superintendent.

Lesson Plans

Each teacher will prepare and complete proper lesson plans which need to be inputted into the district approved lesson plan platform. Plans should be available for principal review by 7:30am on the Monday for the week of instruction. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes should be available. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans

of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, before or after school. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and/or preparing bulletin boards. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's

progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal.

Parking

Staff members have the south teacher's parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Student Information System

All teachers/classroom aides will be required to use the district's SIS platform. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be entered.

Certified staff who have trouble/problems with the SIS platform, should contact building principal.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are allowed to provide private tutoring in a school building with prior approval from the superintendent.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.

2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the school nurse, building principal, and superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Substituting during a teachers plan time will be compensated at the approved district rate.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to

year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Classified employees will receive 10 days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave accumulates to the district approved maximum amount. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

STAFF DIRECTORY

Members of the Board of Education:

.....
President
..... Vice-
President
.....
Secretary
.....
Treasurer
.....
Member
.....
Member

Administrative Staff:

.....
Superintendent
..... High
School Principal
.....
Elementary Principal

Teaching Staff:

Office Staff:

..... Bookkeeper/Superintendent's Secretary
..... Principal's
Secretary
.....
Office Aide

Child Nutrition Program:

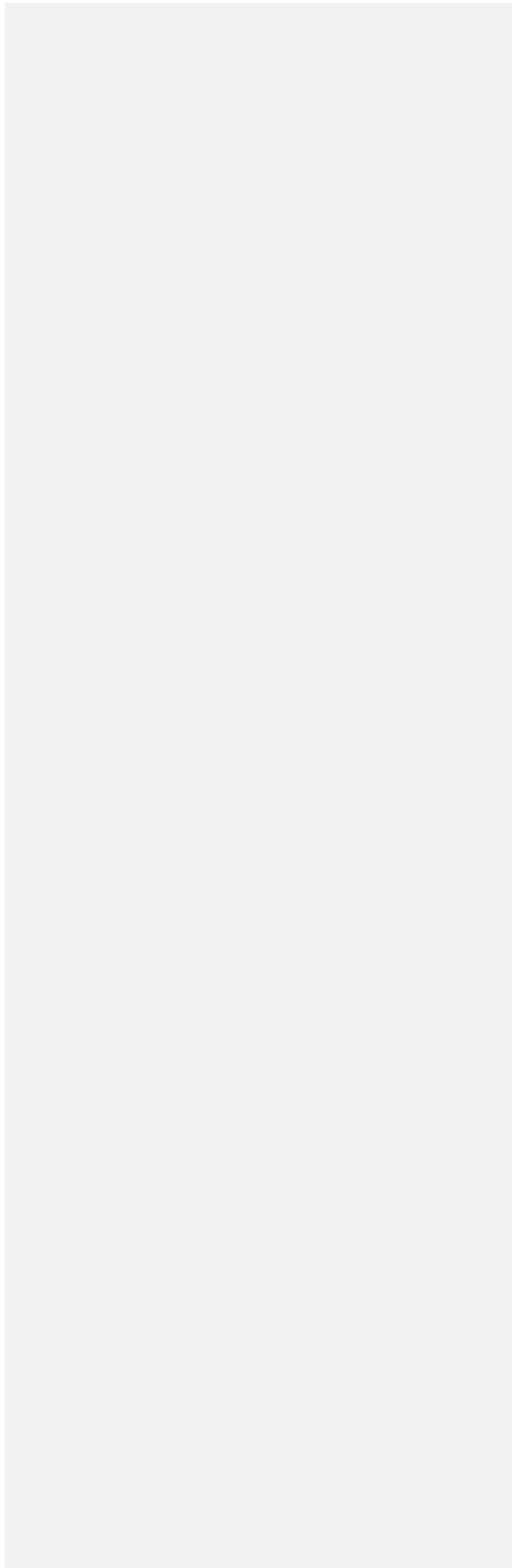
..... Cafeteria
Manager
..... Assistant
Cook
.....
Assistant Cook
.....
Assistant Cook

Custodians:

.....
Maintenance/Custodian
..... Secondary
Custodian
..... Elementary
Custodian

Transportation Department:

..... Route
Driver
..... Route
Driver
..... Route Driver
..... Activity
Driver
..... Activity
Driver



Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a

proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

[SCHOOL CALENDAR]

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Chase County Schools

STUDENT HANDBOOK

2025-2026

520 E. 9th Street
Imperial, NE 69033

Phone: (308) 882-4304
Fax: (308) 882-5629

Table of Contents

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return by the start of the school year.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, or contact a building administrator.

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: any principal at (308)882-4304, email address (found on the school website) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Paisley at (308)882-4304, e-mail address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. The School District's specific

Notice of Nondiscrimination on the Basis of Sex may be accessed on the school website under policies:

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Superintendent of Schools at (308)882-4304, email address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Paisley at (308)882-4304, e-mail address (found on the school website), 520 E. 9th St. Imperial, NE 69033 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review the school districts policies on the school website; – Nondiscrimination.

MISSION STATEMENT

Creates exceptional opportunities, fosters strong relationships, and empowers students to succeed.

BELIEF STATEMENTS

Small Town Kids, Big time Success

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5- Year- Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16- and 17- Year- Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the

district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting.
4. Death or serious illness of the student's family member
5. Attending a funeral
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits (prior administrator approval)

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent 20 or more days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days from the time they return to complete missed assignments unless otherwise specified by a building principal.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated and provided.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Chase County Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will

also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation

constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must follow the proper sign out procedures at the front office.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Food and Drink

Food (seeds, candy, etc), drinks (with the exception of water), are not allowed in the school classrooms during the school day without administrative approval.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Personal electronic devices such as cell phones, smart watches, and music players are not required by the school. If students choose to bring personal electronic devices they are subject to the following expectations and consequences:

Grades K-4: The use of personal electronic devices are not allowed in the classrooms, restrooms, during recess, or at lunch. Students should keep their devices turned off and stored in their book bags.

Grades 5-8: The use of personal electronic devices are not allowed in the classrooms, restrooms, during recess, or at lunch. Students should keep their devices turned off and stored in their lockers.

Grades 9-12: The use of personal electronic devices are not allowed between 8:00am and 3:30pm (excluding lunch). This includes, but is not limited to, classrooms, restrooms, hallways, locker rooms etc.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the activity sponsor.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately.

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

retrieves the electronic device from the building principal.

Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until the end of the school day.

Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall be turned in to the school administration for 20 consecutive school days. The student will get possession of the electronic device at the end of each day.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.

- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. We encourage students to eat a nutritious lunch. All students are required to remain on campus during the school day, except grades 9-12 who are allowed to leave campus during lunch. Open Campus is a privilege and may be revoked for students who violate school rules or need extra time to complete school work.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please contact the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;

- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow

another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in

this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use school issued computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for

- classroom projects.
3. Students may use the Internet to gain access to information about current events.
 4. Students may use the Internet to conduct research for school-related activities.
 5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the

performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without

permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's **technology coordinator** shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at or near the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes

reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence [NOTE: This section should be modified to include your school's dating violence policy verbatim.]

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: any building principal at (308) 882-4304, e-mail address (found on the school website) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Paisley at (308) 882-4304, email address (found on the school website), 520 E. 9th St. Imperial, NE 69033 (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact a building principal at (308) 882-4304, email address (found on the school website) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- 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. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- c. 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).
- d. Head wear including hats, caps, bandannas, scarves, headphones, and earbuds
- e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- f. Clothing or jewelry that is gang related.
- g. Clothing that has a hood including, but not limited to coats, hoodies, long sleeved t-shirt etc. may be permitted, but the hood/head covering is not allowed to be over a student's heads anytime during the school day.
- h. Winter coats are prohibited during academic hours including classrooms, hallways or common areas. Students may wear winter coats before and after school.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist,

which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.75 and adults \$2.50 for breakfast. Students also have the opportunity for second chance breakfast which is served right after first period. The cost is the same for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-8 is \$3.05. Lunch for 9-12 lunch is \$3.20 for students and \$4.05 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office or paid online through the student information services platform.

If a student has no funds available to pay for a meal, the student will be provided a meal and charged for a limited time.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

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

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

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent of schools, who may be contacted at (308) 882-4304.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the lost and found area. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each quarter.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools or it can be accessed on the school website under policies.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-

school-sponsored events may not be distributed at school. All food and drinks should be store bought and pre-packaged due to allergies. Please notify your classroom teacher if your child has a specific food allergy.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are required to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball.

3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a

written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: _____ . Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The NSCAS and MAP test are administered annually in grades 3-8, with the ACT administered for grades 9-12 to determine the students' achievement probability for individual success. Tests are administered throughout the school year, and the results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the MTSS Team. The MTSS team can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum

level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

- 3. Personal or Consumable Items.** The district doesn't provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

As with all school property, students may be charged for damage to such devices and will be determined on a case by case basis.

- 6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees

charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- All Club fees should not exceed \$50 per club
- Cheerleading:
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Sports
 - The district will provide the majority of all necessary sports equipment. Students are responsible for their own shoes and any other necessary personal sport specific equipment (ie. Mouthpiece, ball glove, practice clothes etc.)

7. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary and are determined on an annual basis.

8. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$0 per mile.

9. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's

parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.10 cents per page for reproduction of student records.

10. Participation in Before-School, After-School or Pre-Kindergarten Services. The district may charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. Participation in Summer School or Night School. The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

12. Charges for Food Consumed by Students. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$1.75
 - Reduced Price \$0.30
- Breakfast Program – Grades 9-12
 - Regular Price \$1.75
 - Reduced Price \$0.30
- Lunch Program – Grades K-8
 - Regular Price \$3.05
 - Reduced Price \$0.40
- Lunch Program – Grades 9-12
 - Regular Price \$3.20

- Reduced Price \$0.40
- Second milk or second entrée (each) \$0.50 (milk) \$1.80 (entrée)

13. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments or rent a school's instrument at fee of \$25.
- Show choir students may have to purchase outfits and shoes selected by the sponsor and/or student group. This is determined on an annual basis.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray. All fundraising activities need to be approved by the building principal prior to the fundraising activity.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

FERPA

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN),

password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than the Friday of the first week of school.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or

consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first week of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, or administrative approval will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

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

Tardy to Class (5-12). 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.

For K-4 a tardy is defined as up to 15 minutes late per half day. If a student shows up unexcused beyond 15 minutes they will be considered absent for that half day.

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. If seven absences is reached, the student may lose credit from that class for grades 9-12. Students may appeal their loss of credit to the district attendance committee.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response INSERT THE OPTION YOUR BOARD HAS SELECTED AND DELETE THE OTHER TWO

[Option 1: Team Concept]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a.** A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i.** The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii.** A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii.** A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of superintendent, principals, guidance counselors, nurse, and law enforcement. Not every team member

need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the

appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact bus dispatch if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the bus and they may be charged a fee to be established by the board of education. Non-resident students will also not be picked up at their place of residence, but a pick up/drop off point may be established within the district boundaries for such

student. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.

- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
- 16) No eating, drinking, use of tobacco, alcohol, drugs or flammables.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests for new drop off or pick up points will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student has communicated with bus dispatch 24 hours ahead of time. The request should include the date, the non-route rider's name, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses or if such notice wasn't given in an adequate timeframe (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent/guardian. If requesting to go home with someone other than a parent/guardian needs to be approved through the AD's office no less than 24 hours prior.

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising

staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on CCS media and communication platforms. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Grading System

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

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	87 8-90	B-	85 6- 86 7
C+	83 4- 84 5	C	80 79- 82 3	C-	77 7- 79 8
D+	75 4- 76 6	D	72-74	D-	70-71
F	0-69				

Participation Grade Policy:

Students are excused from participation grades when having an excused absence or participating in an approved school activity. Students that have an unexcused absence and a participation grade is given for the day, the teacher can excuse the participation grade or have the student make up the participation grade during the designated times of the school day and follow the make-up work policy. Teachers must communicate with the parents/students pertaining to the guidelines of how students earn points for participation and make up participation points within the classroom.

Grading Scale and Weighted Courses:

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

Regular	Weighted
A--4 points	A--5 points
B--3 points	B--4 points
C--2 points	C--3 point
D--1 point	D--1 point

Chase County Schools Weighted Courses:

Chemistry	Trigonometry&Analytical Geometry
Advanced Chemistry	Precalculus
Anatomy and Physiology	American History, DC
Physics	Information Technology I & II
Advanced English I, II, III	Personal Finance
Senior Composition I and II	Introduction to Visual Arts
Speech, Dual Credit (MPCC)	Design

Dual Credit Courses:

1. The course must be an ADVANCED course.
2. All courses must be pre-approved by the academic team consisting of: Principal, School Counselor, Superintendent, and Department representative.
3. All Dual Credit Courses OUTSIDE of CCS without prior approval from the academic team do not count toward H.S. GPA

Teacher's Aide Policy:

Students may serve as teacher aides in kindergarten – fourth grade classrooms. Teacher aides may be assigned in the library at times to assist secondary teachers. Students must meet the following criteria to become a teacher aide:

1. Sign the Teacher Aide Contract
2. High School graduation credits are in good standing

3. Students will receive 5 credits per semester if the student is rated satisfactory by the cooperating teacher.

The following scale will be used in grades K-3

Advanced	4
Proficient	3
Progressing	2
Beginning	1
Exceeds Grade Level	+
Meets Grade Level Expectations	0
Developing Skills	-
Not Assessed at this time	x

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

High School Yearly Course Requirements:

Chase County Schools recommends students register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

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

Graduation Requirements:

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

To be eligible for graduation from Chase County High School, a student must have earned a minimum of 275 credit hours in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education.

FASFA

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Credit Hours:

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

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E.	10 semester hours
Fine Arts	10 semester hours
Speech	Incorporated into English 2/3
CTE	10 Semester hours: 5 from Personal Finance and 5 from IT Fundamentals (IT Fund. '27-'28 Cohort)

10 hours per year of community service or 40 hours over the course of high school must be documented. Community service opportunities during the school day will be offered to the students as well. Exceptions to these requirements may be made by the board upon the recommendation of the administration, who will support the recommendation with justifiable reasons. The candidates for graduation shall be presented to the Board of Education for approval.

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

Promotion and Retention:

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

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

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

1. The students must have attended Chase County High School for a minimum of two complete consecutive semesters prior to graduation, which must be completed as a full-time student enrolled at Chase County

High School. Students who choose to graduate early will not be considered for valedictorian or salutatorian.

2. The highest grade point average will be determined by all semester grades in all courses taken during grades 9-12 that are accepted for credit by Chase County Schools. All grades will be calculated using the Chase County Schools weighted grade point system. The grade point average is calculated to the thousandths place.
3. If two or more students have the same grade point average, the following criteria in rank order will be used to determine the eligible student:
 - a. The highest composite American College Test (ACT) score available as of 10 days before graduation.

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

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

Other Graduation Requirements:

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence in grades 7-12. Honor rolls will be determined by semester. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as high honor roll.
2. Students receiving no lower than a "B" will be classified as regular honor roll.
3. All class grades are figured the same for honor roll status.

4. Honor roll lists are published in school and community publications.

National Honor Society

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

Admission to the National Honor Society

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

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

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

Removal from National Honor Society

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

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

from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

Early Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant early graduation based off of School Board Policy: Early Graduation 5206.

To be considered for early graduation from high school, the student and his/her parents or guardian should apply by February 1st of the students' senior year. The Board of Education will act on all requests. Any student who is granted early graduation from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

K- 6 report cards are sent home the week following the end of the nine-week reporting period.

7-12 report cards are available on Infinite Campus

Interim Reports

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

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's

academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the 3rd full week of each semester. Teachers must keep all grades up to date as eligibility will be pulled by 9am on Monday morning and again at 9am on Tuesday morning to officially create the ineligibility list. Eligibility runs from Wednesday to Tuesday at midnight every week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, FCCLA, Once Act Competitions, E-Sports, speech contests, and similar organizations or events not listed.
2. Cheerleading.
3. Music competitions and out of district performances and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or

other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office, detention room designated by the building principal, or in the teacher's classroom that the detention is being served.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to a full day of school-sponsored suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm,” as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

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

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than*

it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful

substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other

- school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend

long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if

the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student

Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All

previously purchased products will be used, and all existing contracts honored.

- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items

that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the

student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website

and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

STAFF DIRECTORY

Members of the Board of Education:

..... President
..... Vice-President
..... Secretary
..... Treasurer
..... Member
..... Member

Administrative Staff:

..... Superintendent
..... High School Principal
..... Elementary Principal

Teaching Staff:

Support Staff:

..... Upper Elementary
Aide
..... Lower Elementary
Aide
..... Study Hall
Supervisor
..... Special Education
Aide

Office Staff

..... Bookkeeper/Superintendent's Secretary
..... Principal's
Secretary
.....
Office Aide

Child Nutrition Program

..... Cafeteria
Manager
..... Assistant
Cook

.....
Assistant Cook

.....
Assistant Cook

Custodians

.....
Maintenance/Custodian

..... Secondary

Custodian

..... Elementary

Custodian

Transportation Department

..... Route
Driver

..... Route
Driver

..... Route Driver

..... Activity
Driver

..... Activity
Driver

..... Activity
Driver

SCHOOL CALENDAR

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN**

[REDACTED].

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before [REDACTED].

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the [REDACTED] School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the [REDACTED] Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature

Date

Parent/Guardian's Signature

Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address
Phone

Home

Father's Employer
Phone

Business

Mother's Employer
Phone

Business

Other Person Who May Be Contacted in Case of
Phone

Emergency

Choice of Doctor
Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____

Date administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone # 1 _____
Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Dallas,

I have the repair for the shop roof come in at \$29,715. To replace this roof entirely it would cost around \$350,000-\$400,000.

For the infrared scan of all the roofs we are at \$8,140.

The repair definitely needs done, however I would recommend doing the infrared scan first. If there is more spots that need replaced I can probably get you a better deal on the shop roof repair.

Let me know what you think.

Thanks,

