

**Cozad Community Schools
Board of Education Regular Meeting
Monday, July 15, 2024 7:00 PM
Office of the Superintendent**

Mission: Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision: Cozad Creates Success

Values - Guiding Principles

Respect - Trust, appreciate, celebrate, value, act with urgency

Integrity - Do the right thing, deliver highest quality instruction and practice full accountability

Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy

Innovation - Positive attitude, open to new ideas,

Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

1. BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.

1.1. Call to Order, Roll Call

1.2. Pledge of Allegiance

1.3. Nebraska Open Meeting Law, Publication of Meeting

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

1.4. Excused/Unexcused Board Member Absence

2. APPROVAL OF THE AGENDA

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

3. HAYMAKER HIGHLIGHT

- Tour of current district office

4. PUBLIC COMMENT (AGENDA ITEM SPECIFIC)

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters on the agenda. The public will also have the ability to speak to the board on non-agenda items at the end of the meeting.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct our business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until an individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now _____ p.m. Our first speaker _____

5. PARENT INVOLVEMENT POLICY PUBLIC HEARING

The public hearing is held to discuss, consider and receive information and opinions on the Parental Involvement Policy. The public is given the opportunity to present information and opinions on the Parental Involvement Policy.

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three school days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 8/14/2017

Revised on: _____

Reviewed on: 7/15/2024

6. **STUDENT FEES POLICY PUBLIC HEARING**

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2023-2024 school year.

A public hearing is held to discuss, consider and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on the proposed Student Fee Policy.

DATE	CK #	ENTRY	CASH IN/OUT	Interest	Skills USA	Activities	NHS	STAND	FBLA	Pep Club	Tri M	SR Class (2022)	JR Class (2023)	SO Class (2024)	FR Class (2025)	Band Inst Ins	MS Act: Guitar Rental	Device Ins	FCCLA	FFA	LINE TOTAL	BALANCE
9/1/2023	BEG	Balance Forward	\$6.10	\$6.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.10	\$6.10
9/13/2023	DEP	Activity fee	\$5,284.00			\$5,284.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,284.00	\$5,284.00
9/30/2023	DEP	Interest	\$3.37	\$3.37																	\$3.37	\$3.37
10/31/2023	DEP	Interest	\$5.80	\$5.80																	\$5.80	\$5.80
11/17/2023	DEP	Activity fee	\$122.50			\$122.50															\$122.50	\$122.50
11/30/2023	DEP	Activity fee	\$175.00			\$175.00															\$175.00	\$175.00
11/30/2023	DEP	Interest	\$5.69	\$5.69																	\$5.69	\$5.69
12/29/2023	DEP	Interest	\$6.14	\$6.14																	\$6.14	\$6.14
1/31/2024	DEP	Interest	\$6.14	\$6.14																	\$6.14	\$6.14
2/29/2024	DEP	Interest	\$5.75	\$5.75																	\$5.75	\$5.75
3/29/2024	DEP	Interest	\$6.16	\$6.16																	\$6.16	\$6.16
4/30/2024	DEP	Interest	\$5.97	\$5.97																	\$5.97	\$5.97
5/31/2024	DEP	Interest	\$6.17	\$6.17																	\$6.17	\$6.17
6/28/2024	DEP	Interest	\$5.98	\$5.98																	\$5.98	\$5.98
ENDING BALANCE			\$0.00									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$5,644.77	\$63.27	\$0.00	\$5,581.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,644.77	\$5,644.77

STAYS IN THIS ACCOUNT - DOES NOT GET TRANSFERRED AT EOY

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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.

A. 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.

B. Listing of Fees Charged by this District.

1. Guidelines for 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 does not 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 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 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. Some courses that require additional fees are as follows:

- Industrial Technology Classes
 - H.S. Woods I and II: \$50
 - Metals Shop: \$15
- Art Classes
 - H.S. Honors Art: \$20
- Family and Consumer Science Classes
 - 7th F.C.S. Sewing Project: \$10
 - 8th F.C.S. Sewing Project: \$10
 - High School F.C.S.: \$30

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students in grades 6-12 may, but are not required, to purchase a take-home protection fee. The maximum dollar amount of take-home protection fee will be \$20. Students in grades 6-12 who do not purchase the take-home protection fee will not be allowed to take their devices off school property. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

The 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:

- Student Activity Card: \$35
 - Covers admission to all extracurricular events
- Student Participation Fee: \$35
 - Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.

- National Honor Society: \$40
- Cheerleading, Jazz Team: Not to exceed \$1800
 - Students must purchase uniforms, poms, and shoes selected by the sponsor and/or student group.
- Football: \$ 300
 - Students must provide their own football shoes and undergarments.
- Golf: \$500
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Basketball: \$300
 - Students must provide their own shoes, gloves, belts and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
 - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- FFA:
 - State and Local Dues: \$35
 - Jacket:\$80
 - Clothing: \$120
- Physicals: \$50
 - Students are required to have a physical taken for participation in athletics.
- SKILLS USA: \$25
- Spirit Club: \$10
- Field Trips: \$40
 - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's 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.

8. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records.

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Parents of students 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.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$2500 annually.

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 PK-5
 - Regular Price \$ 1.65
 - Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
 - Regular Price \$ 1.90
 - Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
 - Regular Price \$ 3.00
 - Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
 - Regular Price \$ 3.20
 - Reduced Price \$ 0.40

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. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$90
 - Students must provide their own instruments and marching band shoes.
 - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
 - Concert Polo Shirt: \$25
(waived if student participates in Fall Choir Fundraiser)
 - Robe Cleaning Fee: \$16
 - A Cappella Gown/Vest Cleaning Fee: \$16
 - If purchased: \$70
 - Middle School T-shirt: \$10
(waived if student participates in Fall Choir Fundraiser)

14. Contributions High School Class Extracurricular Activities.

High school students are eligible to participate in a number of unique extracurricular activities, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The due for the class fund will be as follows:

- Grade 9: \$10
- Grade 10: \$15
- Grade 11: \$20
- Grade 12: \$10

C. 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. Actual participation in the free or reduced-price lunch program is not required 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.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, 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 clearly communicate that fact to students, parents and patrons.

F. 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.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7/15/2019

Revised on: 7/15/2024

Reviewed on: 7/17/2023

7. **DESIGNATION OF SUPERINTENDENT AS THE DISTRICT'S REPRESENTATIVE FOR FEDERAL AND STATE PROGRAMS**
8. **DESIGNATION OF FINANCIAL CONTROLLER FOR COZAD COMMUNITY SCHOOLS BANK ACCOUNTS**
9. **SUPERINTENDENT TRANSITION REPORT**

DR. DAN'S TRANSITION PLAN

Cozad Public Schools



Dr. Daniel P. Endorf, Ed.D.

March 5, 2024

TRANSITION PLAN OBJECTIVES

Objective #1: Provide a seamless transition into the role of Superintendent for the betterment of Cozad students.

Objective #2: Begin to build relationships

Objective #3: Analyze and understand the district budget and construction project

Objective #4: Respect the continuous improvement plan and make modifications in a collaborative and data-driven fashion to enhance student achievement.

INTRODUCTION

This plan will serve as a framework to guide my transition into the superintendency and ensure it is smooth for students, staff, Board of Education members, and other stakeholders within Cozad Community Schools. The contents of this plan are a draft that will be revised over time. Formal input from the Board of Education and other stakeholders will be solicited to ensure that goals and objectives established in this plan are productive for CCS.

The stages within this document will provide a roadmap to help me gather information from a variety of stakeholders as quickly as possible: establish a strong, visible presence in district schools and within the community; identify and build on district strengths; identify and begin to work on areas that need attention; and create a network of contacts and resources that will assist in the work of moving Cozad Public Schools to higher levels of achievement. The Board can expect regular progress updates and opportunities for input on actions within this plan.

TRANSITION PLAN TIMELINE

<i>Stage I</i>	Initiation	Pre-Hire Date – June 30
<i>Stage II</i>	Implementation	July 1 – October 9
<i>Stage III</i>	Evolution	October 10 – June 2025
<i>Stage IV</i>	Continuation	June 2025 – Future

STAGE I: INITIATION *(March – June)*

The primary objective during Stage I is to listen and learn. The intent while listening will be to begin cultivating relationships and to understand perceived strengths, growth opportunities, and critical issues. This phase will also involve gaining current and historical context from multiple vantage points. The learning aspect of this phase will involve a review of key internal documents and published materials. I will focus my energy on discovering the perception of CCS from internal contacts and see how educational operations function.

Additional activities that may occur during Stage I of the transition would include attendance at one or more Cozad Board of Education meetings, certain Cozad events, Cozad community exploration, and attendance at some early summer meetings that don't interfere with commitments in my current position.

Internal Stakeholders to Meet

Board of Education Members

Administration

Outgoing Superintendent

District Staff

SAMPLE QUESTIONS TO ASK:

- What are you most proud of at Cozad Public Schools?
- What is done well at Cozad Public Schools?
- What needs attention or could be improved?
- What are the greatest challenges the district will face in the years to come?
- What is most important for me to know and understand about the Cozad school community so that I can best serve the district as your Superintendent?

Document Review and Analysis

Continuous Improvement Plan

Board Policies

Accreditation Report Review

Annual Reports

District Website

State Aid/Budget Documents

Board Agendas, Minutes,
Calendars

District Safety Plans

Nebraska Education Profile &
Achievement Data

STAGE II: IMPLEMENTATION *(July 1– October 9)*

Once formally on the job in Stage II, the primary focus will be to continue building relationships within the Cozad school community. This phase will include collaborating with the board and members of the Cozad administrative team to develop a list of people to meet while also preparing for a successful start to the school year.

Cozad Area Contacts

State Senator & Legislative
Aides

Community Leaders

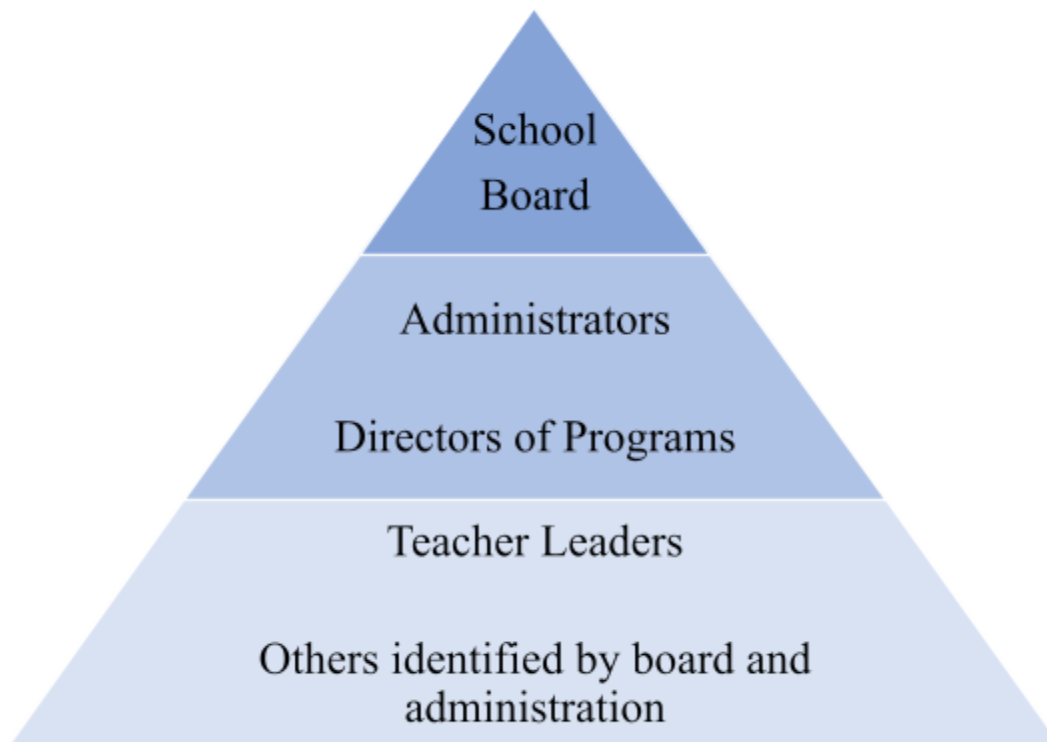
County Leaders

Former Board/District Leaders

Parent Organization Leaders

Middle & High School
Student Representatives

I will continue my conversations with district leaders, including but not limited to:



Once in Cozad full-time, an assortment of opportunities with key stakeholders will occur. Below is a partial list of duties I would undertake within the first six months as the superintendent.

Board of Ed.	Plan and prepare for the July board meeting and future meetings. Meet individually with board members. Coordinate with the board to schedule a meeting agenda item to discuss Superintendent expectations and evaluation process. Propose a calendar to the board as a guide in finalizing the budget and building construction project.
Administration	Learn about district operations. Determine fiscal priorities and finalize a budget for consideration Plan for staff 'Welcome Back' events. Plan and lead regularly scheduled administrative team meetings. Develop and implement student achievement goals

Staff & Students	Make connections with staff during back-to-school activities and during staff development time. Visit each building multiple times to interact with students, teachers, and classified staff. Develop a plan to understand instructional practices and learn the needs of students and staff. Develop and implement student achievement goals
Community	Prepare a district newsletter. Attend a variety of PreK-12 extracurricular activities. Make connections with local service organizations and offer to present to members. Explore joining such organizations.
Statewide	Make connections with neighboring Superintendents and statewide organizations. Serve on regional and state-level leadership committees and boards. Explore avenues to further my involvement in ways that advance the priorities and needs of CCS.

STAGE III: EVOLUTION *(October 10 – June 2025)*

Stage III consists of sustaining what occurs in terms of routines, relationships, and commitments made during the transition. It also signals the stage where collaborative work will begin to impact the current strategic plan of continuous improvement.

- Formally report transition report (strengths, needs, critical issues, etc. as determined through Stages I and II of the transition plan) to the board and propose short-term goals for the remainder of the school year.
- Strategize to implement practices that positively impact student achievement as evidenced by NSCAS and ACT results
- Implement an effective working district budget
- Progress with the construction project
- The Continuous Improvement Plan will continue to serve as the backbone that determines long-term priorities and goals, as well as focus the allocation of district resources. In this stage, continual conversations with the board, administrative team and stakeholders will set timelines, parameters, and refinements for the Continuous Improvement Plan.
- Formalize a plan that systematizes regular communication to the board, administration, staff, parents, and the community.
- Explore how to create regular interaction with key stakeholder groups either through the formation of advisory groups and/or by developing discussion forums
- Attend district activities and events.
- Formalize a regular schedule to visit schools and classrooms.
- Formalize avenues for collaboration with Superintendents as well as statewide leadership (e.g., NDE committee participation, NCSA involvement, etc.).
- Ensure that key traditions and events important to the Cozad school community are sustained and supported as part of its rich history.

STAGE IV: CONTINUATION *(Post June 2025)*

As the CCS Strategic Plan outlines, the separation between good and great organizations boils down to a few critical factors: a clear focus on student learning, recruitment, support, and retention of quality staff; shared vision and goals; discipline; a systematic approach to improvement; and a culture of collaboration. Priorities will be established collaboratively, and we will grow and improve together. You can expect a “we” and not a “me” approach to leadership.

One of my greatest leadership strengths has been my ability to work with others to develop a clear focus and strategic approach to continuous improvement and problem-solving. If I am selected as your Superintendent, we will be smart in our approach to improvement, disciplined in our commitment to priorities, and focused on aligning all aspects of our organization to be the best we can possibly be. I am confident that I can provide leadership as a member of the Cozad Community Schools team to achieve these results.

Here’s what you can count on from me:

I will lead with compassion, common sense, consistency, commitment, and transparency.

I will keep students first when making operational decisions.

I will be friendly and approachable.

I will communicate clearly with all stakeholders.

I will honor the importance of policies and rules when making decisions.

I will empower our administrators and teachers.

I will promote a supportive and collaborative environment amongst staff.

I will be consistent in my actions, words, and emotions.

I will make ethical decisions.

Let’s Start Makin’ Hay!

TRANSITION PLAN SUMMARY OF EVENTS		
DATE	EVENT	OBJECTIVE
June 5th and 6th	NASB Workshop	Training for Joel, Kiley and Dan from NASB
July 1st	Board-Admin Retreat	Board-Admin Training and Gallup Strengths from NASB
July 15th	July Board Meeting	Transition Plan Presented; Construction Tour; Admin Contracts; Perry Policy
July 11th	Admin Retreat	Connect with Admin; Review July 1st Meeting; Plan Opening Days and 2024-25
July 24 - 26	Administrator's Days	Connect with Admin Team and Prof Development from NCSA
August 5th??	Special Board Meeting	Current and 24-25 Financial Outlook from Dan and Carl Dietz; budget amendment; Superintendent Eval?
August 14th	Welcome Back with Staff	Set the Tone for 2024-25
August 12th	August Board Meeting	MTSS Presentation from CCS and ESU 10 Staff; Perry Policy; Construction Tour
September 16th	September Board Meeting	Budget; ACT presentation; Construction Tour
September 30th?	Special Board Meeting	Strategic Planning with NASB
October 14th	October Board Meeting	1st 100 Days Presentation; Construction Tour; Curriculum Adoption Cycle/Process

10. CONSENT AGENDA

10.1. Approval of the Minutes of Previous Meeting(s)

6.17.2024- Board of Education Regular Meeting
6.28.2024- Board of Education Special Meeting
7.2.2024- Board of Education Special Meeting

Board of Education Regular Meeting

Monday, June 17, 2024 7:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Local
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 6/13/2024

The meeting was called to order at 7:00 PM

Ann Burkholder: Present

Joel Carlson Absent

Will Geiger: Present

Kiley Goff: Present

John Peden: Present

Michele Starman: Present

Present: 5, Absent: 1.

1. BOARD OF EDUCATION REGULAR MEETING 7:00 P.M.**1.1. Call to Order, Roll Call****1.2. Pledge of Allegiance****1.3. Nebraska Open Meeting Law, Publication of Meeting**

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the West wall of the meeting room.

Notice of this meeting was given in advance by publication in the Cozad Local and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

1.4. Excused/Unexcused Board Member Absence

Motion to excuse board member Joel Carlson Passed with a motion by John Peden and a second by Michele Starman.

Will Geiger: Nay, Ann Burkholder: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 4, Nay: 1

2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by Ann Burkholder and a second by Michele Starman.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

3. HAYMAKER HIGHLIGHT

- Driver's Education has started. Can see student's out driving around town and the area.
- Boston Irish was State Champion in Pole vault
- Extend our gratitude to the students, custodial staff and admin for their invaluable help in moving the CEEC, CES, and CHS classrooms and offices. Your efforts made a significant difference!
- Summer Afterzone and lunch staff and their flexibility in working around our construction projects. Thank you!

4. PUBLIC COMMENTS (AGENDA ITEM SPECIFIC)

No members of the public spoke during agenda specific public comment.

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board about matters on the agenda. The public will also have the ability to speak to the board on non-agenda items at the end of the meeting.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any

statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct our business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until an individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now _____ p.m. Our first speaker _____

5. PRINCIPAL/ADMINISTRATIVE REPORTS

5.1. Patty Wolfe Report

Director of Technology Board Report

June 17, 2024

Patty Wolfe - Director of Technology

1. Responsible Use Agreement (RUA) & Mobile Device Agreement

1. Student & Staff Responsible Use Agreement 2024-2025 (attached)

- 1. Added: "All staff and students must obtain approval from the technology department for the use of any personal devices, including personal computers, to access our network. It is the responsibility of users to maintain the security of their personal devices when accessing school resources and the network. Staff members intending to purchase devices requiring network connectivity must also seek approval from the technology department."**

2. Mobile Device Agreement 2024-2025 (attached)

- 1. Added: "..damaged or lost chargers are NOT covered by the take home fee."**
- 2. Added: "Will adhere to the policy of utilizing only my school-issued device, unless explicit approval from the technology department has been granted for the use of personal devices such as personal computers or Chromebooks. Equipment required for IEPs, 504s, medical needs, etc., will be authorized, with the condition that the technology department must be informed for network integration."**

2. New Certified Staff Tech Orientation

- 1. June 18th (8:30 am to 12:00 pm)**
- 2. June 24th (12:30 pm to 4:00 pm)**
- 3. Accounts & Devices**

3. PowerSchool Conference (June 4th & 5th) at ESU10

- 1. Attended the Conference: Amy Mohler, Haleigh Hendricksen, Amber Ross, Lisa Wellmann, Bill Shaffer, Roxanne Reyes, Jordan Haarberg, Daniel Revelo, Patty Wolfe, and Brenna Richie**

4. Summer Projects

1. Infrastructure and Hardware

- 1. Construction: moving switches, wiring racks relocated, reconfiguration switches, working with security company (doors, FOBs, cameras), working with ScoreVision, HVAC, and phone company.**

2. Infrastructure-switches and new access points (E-rate). Items have been delivered. Will be installed as construction is completed.
3. Work with Cozad Telephone on VOIP phone system
4. Class of 2026 & 2027 Chromebooks arrived will be provisioned and set up for students
5. Class of 2024 chromebooks will be factory reset and set up for 3rd graders (class of 2034)
6. Reset lower elementary iPads and set up for grades K-2
7. New teacher devices set up
8. Rotation devices set up

2. Data Management and District Software/Programs

1. State reporting (Due June 30, 2024)
2. End of Year and Roll-over of PowerSchool, Apple School Manager, Mosyle, Clever, Canvas (after July 4, 2024)
3. Set up PowerSchool for the 2024-2025 school year

5.2. Corey Fisher Report

END OF YEAR PARENT COMMUNICATION: Individual report cards, MAP Growth reports (9th-12th grade), Pre-ACT reports (10th grade) and ACT reports (11th grade) we mailed home to parents at the end of the semester. Included in the mailing was the annual end-of-year letter. You can access the letter using this link: [CHS Spring 2024 End-Of-Year Letter.docx](#)

MIDDLE/HIGH SCHOOL STUDENT HANDBOOK SUMMER WORK: The 2024-2025 MS/HS Student Handbook summer update is nearly completed and should be ready for review and approval at the July Board meeting. Some key areas that have been updated or added include the Dress Code, Cell Phones and Other Electronic Devices, Commencement Ceremony, Academic Success, Title IX and Staff Directory.

SUMMER SCHOOL CREDIT RECOVERY PROGRAM: The CHS Summer School Credit Recovery Program began on Monday, June 3rd and will continue through Thursday, June 27th. We operate each week Monday through Thursday (NO Fridays). The students who are participating are well engaged and most are on track to recover the needed credits.

CHS HAYMAKER STAFF MAKING A DIFFERENCE:



(SPF-GP 1.1, 1.2, 2.1, 4.1, 5.1, 6.2)



A big SHOUT OUT to our Senior Class Sponsors. Planning for the end-of-year activities for the Senior class is no small task and it involves a tremendous amount of time and work throughout the school year culminating with the Commencement Ceremony. A big time THANK YOU Mrs. Beans and Mrs. Rossell for their hard work and dedication! Also, a big THANK YOU goes out to Mr. Vincent, Mrs. Thurn, Mr. Bussinger, Mrs. Reyes, Ms. Everett, Ms. Kidder and Mr. Larrington for their work leading up to and their efforts on Graduation Day! Well done one and all!

CHS STUDENT CREDIT ACQUISITION TRACKING:

The expectation at Cozad High School is for 97% or more of all high school students to earn full credits for the classes in which they are enrolled every semester. Below is updated semester data for credit acquisition.

2020-2021 School Year:

- **December 2020 - 83% of CHS students earned full credits for the semester for classes in which they were enrolled.**
- **May 2021 - 79% of all students earned full credits for classes in which they were enrolled.**

2021-2022 School Year:

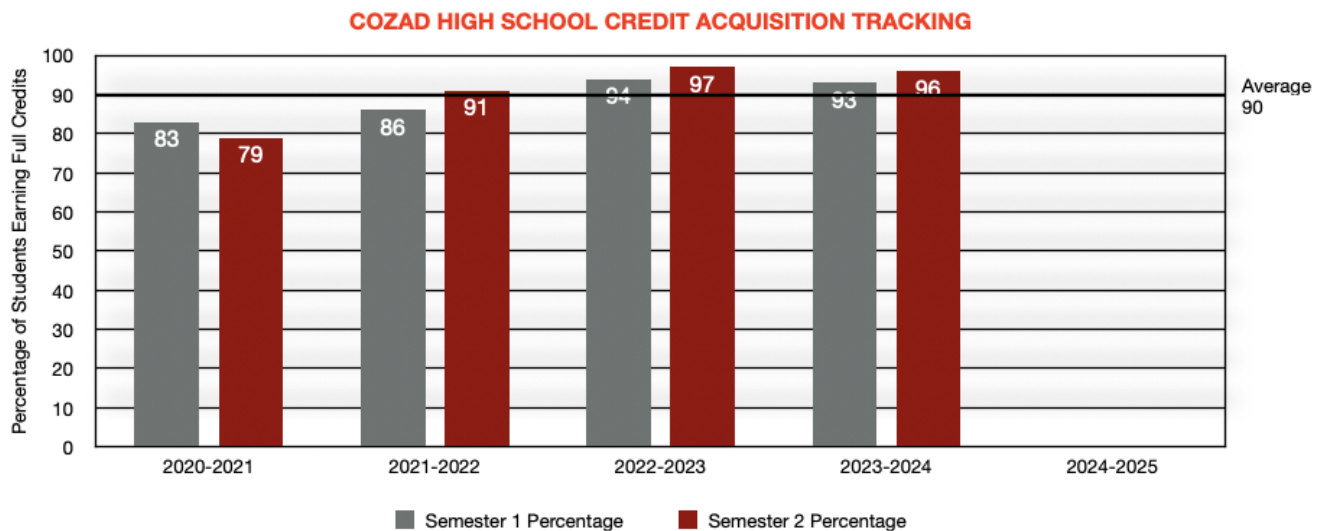
- **December 2021 - 86% of CHS students earned full credits for the semester for classes in which they were enrolled.**
- **May 2022 - 91% of CHS students earned full credits for the semester for the classes in which they were enrolled.**

2022-2023 School Year:

- **December 2022 - 94% of CHS students earned full credits for the semester for classes in which they were enrolled.**
- **May 2023 - 97% of CHS students earned full credits for the semester for the classes in which they were enrolled.**

2023-2024 School Year:

- **December 2023 - 93% of CHS students earned full credits for the semester for classes in which they were enrolled.**
- **May 2024 - 96% of CHS students earned full credits for the semester for the classes in which they were enrolled.**



- **96% of all Cozad High School students earned full credit this past semester. While that is 1% short of our goal, it is a 17% growth over the past three spring semesters.**
- **The 97% Student Acquisition Goal will not change. While the expectations will remain, we understand that there are always factors that impact student academic success including STUDENT MOBILITY and PARENT INVOLVEMENT. While these are factors that schools can not control, we can work to adjust how we teach and how we hold students accountable to the expectations and the goals we have in place.**
- **We may not always accomplish the 97% credit acquisition goal. However, we will continue to work to hold students accountable to a high academic standard and we will continue to communicate those expectations to students, parents and school stakeholders.**
- **Credit acquisition directly impacts drop-out and graduation rates. By maintaining a higher level of credit acquisition, we can continue to maintain our focus on accomplishing our school's mission.**

5.3. Jeremy Yilk Report

1. Summer Activities Update

- a. Summer Camps and Weights are underway
- b. Majority of items needed to outfit new gym and training room are set to arrive in June and July

2. Other

a. Addition of HS/MS Girls Wrestling - Update

i. Singlets and headgear = ordered

1. All new equipment and items needed will go towards 24-25 fiscal year

ii. Schedule for HS and MS = dates are established

1. HS Home Invite will be Friday, Dec 6th

2. Attending mostly invites with a couple of duals scheduled

a. A dual schedule will depend on numbers

b. Participation Numbers for NSAA sanctioned activities

Freshman Girls Sophomore Girls Junior Girls Senior Girls Girls All School Total

Athletics 8 6 12 7 33

Fine Arts 6 5 7 8 26

In Both (Athletics/Fine Arts) 4 4 3 2 13

Not Involved in anything 12 9 8 12 41

Total in Class 30 24 30 29 113

Freshman Boys Sophomore Boys Junior Boys Senior Boys Boys All School Total

Athletics 20 12 14 16 62

Fine Arts 2 3 4 2 11

In Both (Athletics/Fine Arts) 5 2 2 0 9

Not Involved in anything 10 12 15 11 48

Total in Class 37 29 35 29 130

243 students

SPORTS Participated FINE ARTS Participated

Football 38 One-Act 34

Softball 16 Band 19

Volleyball 22 Choir 18

Girls Golf 4 Speech 35

Girls XC 5

Boys XC 8

Girls Basketball 15

Boys Basketball 23

Boys Wrestling 25

Girls wrestling 0 new this fall

Girls Track 26

Boys Track 32

Boys Golf 12

c. Benefits of Participating

i. Improved Academic Performance (time management/increased brain function), High Self-Esteem (confidence), Social Opportunities (make friends/meet other kids from other communities), Life Skills (teamwork/leadership opportunities), Productive Breaks (a break from the daily routine of school), Resume' Builders (scholarships and job

applications), Allows you to find interests you might not have found otherwise - Strategy 2.1 (d), (f), (h) / Strategy 3.5 (a), (d)

5.4. Brian Regelin Report

Cozad Middle School

Home of the Haymakers

Brian Regelin, Board Report- June 17, 2024

As I reflect on this school year, I am very proud of what we have accomplished this year and I look forward to making improvements to make next school year even better!

Final grades were mailed out to all Middle School students that included NSCAS scores. I was very impressed with the students' scores and growth.

Mr. Shaffer is working on finalizing the scheduling process.

Mrs. Smith attended PowerSchool training at ESU 10 last week.

Thursday August 15th will be new student/parent orientation at 6:00 PM in the Middle School commons.

Grounds/Maintenance/Transportation: The custodial staff is very busy this summer with summer cleaning and maintenance projects. They are making very good progress. We are also in the process of doing DOT's and detailing all of our buses and vans.

5.5. Justin Dowdy Report

CES Board Report

Mr. Justin Dowdy

1. I am excited to join a great administration team and to work with many amazing professionals. I can't wait to begin the work to create a strong and supportive culture at CES. We have a lot of new members to our school and I look forward to welcoming them this summer.
2. Staff at CEEC have begun their move into their new classrooms. It's an exciting time as more and more classrooms are being filled and prepared for the 2024-2025 school year.
3. Amber Ross has taken the lead on developing next year's theme, which is a beach/paradise theme. Our slogan for the theme will be "Rise like the Sun and Shine!".

After Zone is off to a great start. The program goes M-F, 7:30am-5:30pm. They have been averaging 80-90 kids per day. The theme this summer is "What does your FUTURE look like?" with a focus on careers. Karmen Morse, director of After Zone, said "We have a different career field each week with specific careers daily to correspond. We have a guest speaker daily to discuss their jobs and bring equipment or items fundamental to their jobs. Our guest speakers have included parents, community partners and supporters of our program. We have some walking field trips to some locations, too. We walk to the splash pad on Friday afternoons so the kids can play at the park. We are participating with the activities sponsored by the Wilson Public Library, Future Kids Soccer Club and Outreach Girl Scouts. We have field trips planned for K-2nd and 3rd-5th in July as well as a trip to the Fox Theater for an afternoon movie." A Family Fun Night is planned for Thursday, July 11th from 6:00-8:00pm. The last day of summer AfterZone will be Friday, July 19th.

5.6. Jessica Edeal Report

CEEC Updates

1. **THANK YOU** to CCS students, custodial staff, community members, CCS staff and administration. Without these individuals, we would not have been able to complete the CEEC move in ONE day!!



Department of Student Services Update

1. ?NEW ?[Department of Student Services webpage](#)
2. SPED reporting locks June 30th
3. New handbook coming 24-25 school year

4. Hiring Fair - held June 6, 2024

5. ESSA Grant Funds Received

6. Technology Grant

5.7. Connor Williams Report

CEEC Goal: CEEC will ensure students are ready for Kindergarten by scoring proficient on the Kindergarten Readiness Screener. This will be measured by our Kindergarten Screener.

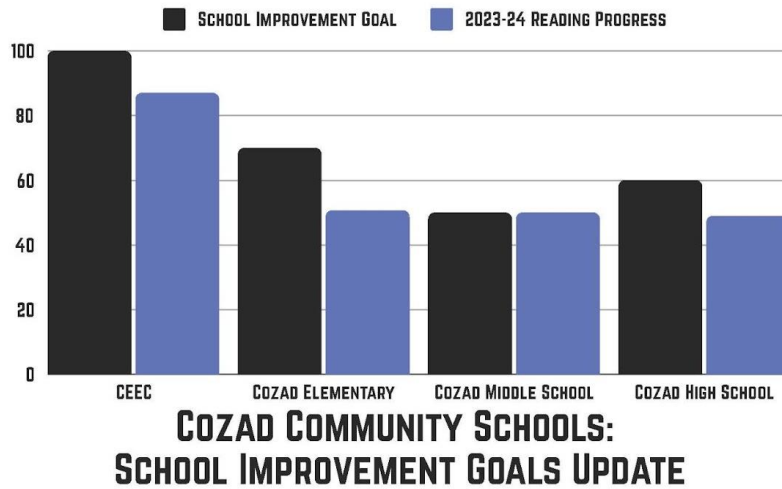
Cozad Elementary Goal: Cozad Elementary School will have at least 70% of students meet their growth goal in reading and math. This goal will be measured by the recommended NSCAS growth goal from fall to spring.

Cozad Middle School Goal: Cozad Middle School students in each grade will have 50% of students reach expected growth on NSCAS Growth. This will be measured by the NSCAS growth goal from fall to spring.

Cozad High School Goal: Cozad High School will have 60% of its students reach their individual expected growth goals on both the MAP Reading and Math RIT scores. This will be measured by the MAP growth goal from fall to spring.



**COZAD COMMUNITY SCHOOLS:
SCHOOL IMPROVEMENT GOALS UPDATE**



6. SUPERINTENDENT REPORT

Mr. Ford spoke about the enrollment for the last day of school and how it had not changed since April. James explained some of the summer maintenance and vehicle DOT schedule. Ford went on to say that he would talk about the budget during the General, Lunch, Activities and Depreciation financial reports.

7. COMMITTEE REPORTS

Curriculum, Instruction, Technology and American Civics committee Meeting and OAC Meeting reports were given.

8. REVIEW OF SCHOOL BOARD POLICIES

3037- Petty Cash
3039-Threat Assessment and Response
3040-School Safety and Security
3041-Crisis team duties
3042-Construction Management

9. CONSENT AGENDA

Motion to approve the consent agenda, as presented Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

9.1. Approval of the Minutes of Previous Meeting(s)

Monday, May 13, 2024- Board of Education Regular Meeting

9.2. Congratulations, Condolences, Correspondences

9.3. Classified Resignations

Jesse Armstead- SpEd Paraprofessional

Kay Armstead- SpEd Paraprofessional

9.4. Classified Hires

Kaleb Lussetto, Custodian

9.5. Standing Reports

9.5.1. Sub Reports

9.5.2. Nutrition Services SNP Claim for Reimbursement Summary

SFSP: \$3,279.05

SNP:\$25,116.38

Total: \$28,395.43

9.5.3. Bus Route Averages

9.6. Salary Advancement Applications

10. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS

Motion to approve the general, lunch, activities and depreciation financial report as presented, including monthly expenditures, which reflects the current financial standing of the District Passed with a motion by John Peden and a second by Michele Starman.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

10.1. Financial Report by Account

10.2. Financial Claims

11. BUILDING FINANCIAL CLAIMS

Motion to approve the building financial claim as presented, including monthly expenditures, which reflects the current financial standing of the District Passed with a motion by Michele Starman and a second by John Peden.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

11.1. Financial Claims

12. BOND FINANCIAL CLAIMS

12.1. Financial Claims

13. DISCUSS, CONSIDER AND TAKE ACTION ON APPROVAL OF COZAD COMMUNITY HEALTH SYSTEM- RANDOM DRUG TESTING PROPOSAL

Motion to approve the Random Drug Testing proposal, as presented, from Cozad Community Health System Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

14. DISCUSS, CONSIDER AND TAKE ACTION TO CONTRACT FOR PHYSICAL AND OCCUPATIONAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2024-2025 SCHOOL YEAR

Motion to approve the contract for physical and occupational therapy services with Cozad Community Hospital for the 2024-2025 school year Passed with a motion by John Peden and a second by Michele Starman.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

15. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2024-2025 RESPONSIBLE USE AGREEMENT

Motion to approve the 2024-2025 Responsible Use Agreement Passed with a motion by Michele Starman and a second by Ann Burkholder.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

16. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2024-2025 TAKE HOME AGREEMENT

Motion to approve the 2024-2025 Take Home Agreement Passed with a motion by Michele Starman and a second by John Peden.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

17. REQUIRED POLICY UPDATES

Motion to approve the required policy updates from Perry Law with the exception to Graduation, Firearms and Purchasing Policy updates. They will be updated in the July board meeting. Passed with a motion by Will Geiger and a second by Ann Burkholder.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

17.1. Policy 10150 Access to Records

17.2. Policy 3130 Purchasing Policy

17.3. Policy 3140 Contracting for Services

17.4. Policy 3571 Meal Charge

17.5. Policy 4141 Teacher Training

17.6. Policy 5006 Option Enrollment Policy

17.7. Policy 5008 Attendance

17.8. Policy 5101 Student Discipline

17.9. Policy 5201 Promotion & Retention

17.10. Policy 5205 Graduation

17.11. Policy 6111 Classroom Environment

17.12. Policy 6700 Firearms

17.13. Policy 8240 Membership in School Board Association

17.14. Policy 8342 Designated Method of Giving Notice of Meetings

17.15. Policy 8346 Public Participation at Board Meeting

18. DISCUSSION

18.1. Teammates

18.2. Review Bully Prevention Policy

18.3. Review Policy on appropriate relationships with students.

18.4. Review Parent and Family Engagement Policy

18.5. Review Backpack Program

60 students served in elementary during the 23-24 school year.

18.6. Transportation Program Report

18.7. Review NASB awards of achievement points report

18.8. Review Board Governance Standard IV Accountability and Student Achievement

The board continuously monitors the progress of district goals, utilizing data to support growth and promote shared accountability for maximizing student achievement.

19. PUBLIC COMMENTS (NON-AGENDA SPECIFIC)

No members of the public spoke during non-agenda specific public comment.

The Board of Education invites you to offer comments during the public comments portion of the non-agenda item. This is the portion of the meeting when members of the public may speak to the board about matters not on the agenda.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile

conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

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As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now_____ p.m. Our first speaker_____

20. AGENDA SETTING AND FUTURE MEETINGS

Monday July, 15, 2024- Board of Education Regular Meeting, 7 pm

21. ADJOURNMENT

Motion to adjourn the meeting at 8:07 PM. Passed with a motion by John Peden and a second by Michele Starman.

Ann Burkholder: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 8:07 PM.

Mr. James Ford, Superintendent
Cozad Community Schools District No. 11

Board of Education Special Meeting

Friday, June 28, 2024 6:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library
- Cozad City Office

Posted Date: 6/26/2024

The meeting was called to order at 6:00 PM

Ann Burkholder: Present

Joel Carlson: Present

Will Geiger: Present

Kiley Goff: Present

John Peden Absent

Michele Starman: Present

Present: 5, Absent: 1.

1. BOARD OF EDUCATION SPECIAL MEETING 6:00 P.M.**1.1. Call to Order, Roll Call****1.2. Pledge of Allegiance****1.3. Nebraska Open Meeting Law, Publication of Meeting**

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the West wall of the meeting room.

Notice of this meeting was given in advance and posted on the Cozad Community Schools website and at the District Office, Cozad Post Office, Wilson Public Library and Cozad City Office. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by Michele Starman and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

3. PUBLIC COMMENT

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask

that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until any individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now _____ p.m. Our first speaker _____

No members of the public were present.

4. DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION TO DETERMINE WHETHER TO SELL 1910 MERIDIAN AVENUE, AND AUTHORIZE BOARD PRESIDENT TO EXECUTE ANY DOCUMENTS NECESSARY TO EFFECTUATE THE SALE OF SAID REAL ESTATE

Motion to enter closed session for the protection of the public interest, strategy session and negotiations at 6:03pm Passed with a motion by Will Geiger and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

Motion to exit closed session 6:17 Passed with a motion by Ann Burkholder and a second by Michele Starman.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

Motion to approve the sale of 1910 Meridian Ave for an amount not less than \$275,000 and authorize the Board President to execute a purchase agreement and any other documents necessary to close on the sale of said real estate. The board elects to take the offer "as is" with purchaser negotiating with the district to potentially rent back the office area and other areas in the building until approximately October 31, 2024 Passed with a motion by Michele Starman and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

5. AGENDA SETTING AND FUTURE MEETINGS

July 1, Board of Education Special Meeting, 6 pm

July 15, Board of Education Regular Meeting, 7pm

6. ADJOURNMENT

Motion to adjourn the meeting at 6:19pm Passed with a motion by Michele Starman and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, Michele Starman: Yea

Yea: 5, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 6:19 PM.

Dr. Dan Endorf, Superintendent
Cozad Community Schools District No. 11

Board of Education Special Meeting

Tuesday, July 2, 2024 6:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Sonny's
- Cozad Community Schools District Office
- Cozad Post Office
- Wilson Public Library

Posted Date: 6/30/2024

The meeting was called to order at 6:00 PM

Ann Burkholder: Present

Joel Carlson: Present

Will Geiger: Present

Kiley Goff: Present

John Peden: Present

Michele Starman: Present

Present: 6.

1. BOARD OF EDUCATION SPECIAL MEETING 6:00 P.M.**1.1. Call to Order, Roll Call****1.2. Pledge of Allegiance****1.3. Nebraska Open Meeting Law, Publication of Meeting**

This meeting has been preceded by advance notice and is hereby declared to be in open session. A current copy of the Nebraska Open Meetings Act is posted on the West wall of the meeting room.

Notice of this meeting was given in advance by posting on the Cozad Community Schools website and at the District Office, Cozad Post Office Sonny's and Wilson Public Library. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

The board may choose to enter closed (executive) session to discuss any matter for which closed (executive) session is lawful and appropriate.

1.4. Excused/Unexcused Board Member Absence

All board members present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by John Peden and a second by Michele Starman.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

This agenda item enables the board to validate if an item was added prior to the 24-hour period before the board meeting. If an item was added, the board may verify when the modifications were made and when the updated agenda was posted to the district website.

3. PUBLIC COMMENT

The Board of Education invites you to offer comments during the public comments portion of the agenda. This is the portion of the meeting when members of the public may speak to the board.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

During the meeting, including during public comment, comments, outbursts, or interruptions from the audience will not be tolerated. After public comment, the Board will conduct its business. Remember that this is a public meeting, not a meeting of the public. Individuals wishing to speak must do so during public comment. Any attendee who chooses to interrupt Board business will be deemed out of order and may be asked to leave. Refusal to do so may result in removal.

The board needs to be allowed to conduct business in this public setting uninterrupted. Any questions or concerns that arise from this meeting can be addressed via phone or email to the administration or Board after the meeting has concluded.

If the subject of your public comment is related to a particular student or staff member, we ask that you not mention the student or staff member by name in the public session. The Board has a complaint procedure in policy, and the Board will not respond to or consider any complaints unless and until any individual follows the complaint policy.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now_____ p.m. Our first speaker_____

No public comment was made.

4. ANALYSIS AND ACTION RELATED TO THE COZAD HAILSTORM ON JUNE 28TH

- **Tim Dean,Paulsen's:** addressed the Board regarding the status of the construction project prior to and after the hailstorm.
 - Cozad Elementary School remains on track to complete construction and start the school year as originally planned.
 - Cozad Middle School/High School sustained most of the damage from the hailstorm. Tim shared that by the end of next week, Paulsen's should be back to moving construction forward at CHS. Roof and HVAC units were significantly damaged, electrical issues need further study, drainage must be addressed, and other buildings need to be assessed for amount of damage. Tim Dean and Principal Fisher both believe that the hailstorm slowed progress on the project greatly but that starting school on the original date as planned remains a realistic goal. Dr. Endorf mentioned that Dan Niles and many others went above and beyond expectation during the hailstorm crisis. Endorf also spoke about making sure that expenditures are categorized separately when paying bills for repairs.
- **Maurice Anderson, ALICAP Representative:** Representing the district's insurance carrier, Mr. Anderson shared that there is much to do to fully evaluate the exact extent that the district had sustained from this storm. Until that process is done, he can not identify priorities. Currently, ALICAP is in triage mode, working to mitigate water damage and address the most immediate concerns. He referenced transportation needs and advised Dr. Endorf to work with personnel to resolve immediate needs for reimbursement from the carrier at a later time. A primary concern are district roofs; every roof section in this district will be evaluated once the high school roof is sealed free from future rain water.

- **Josh Silvers, Wilkins Architect:** Architect Wilkins stated that he and his company will collaborate with the district and other companies involved in the construction and hail emergency response process.
- **Russ Koch, KEY Facility Consultants:** Introduced by Dr. Endorf, Russ Koch informed the Board of how he supports districts as an Owner's Representative during facility additions and renovations. He explained that his role for the district would be to advocate for district needs and partner with the other companies to complete the project on time, within budget and with the best quality possible. Mr. Koch outlined his experience in building construction projects and stated he would charge \$85 per hour plus mileage.

Motion to enter into closed session to receive legal advice to protect the attorney-client privilege and for the protection of the public interest at 7:23pm Passed with a motion by John Peden and a second by Michele Starman.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Goff proclaimed the Board out of closed session at 8:12pm

Motion to hire Russ Koch and Key Educational Facilities Services to serve as the district's representative related to facilities needs as determined by the superintendent Passed with a motion by Michele Starman and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Motion to hire Carl Dietz/ FNBO to advise the district on financial needs related to the insurance claim, the construction project and overall budgeting needs as determined by the Superintendent Passed with a motion by John Peden and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Motion to authorize the superintendent of schools to take any and all necessary action on behalf of the Board, including entering into agreements on Behalf of the board, to address repair and remedy District property damaged as a result of the recent hailstorm, and make any reasonable and necessary expenditures directly related to the recent hailstorm, so long as the Superintendent keeps the Board President and Vice President apprised of any such agreements and/or expenditures. Passed with a motion by Michele Starman and a second by Will Geiger.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

5. AGENDA SETTING AND FUTURE MEETINGS

July 15, 2024- Board of Education Regular Meeting

6. ADJOURNMENT

Motion to adjourn the meeting at 8:28pm Passed with a motion by Ann Burkholder and a second by Michele Starman.

Ann Burkholder: Yea, Joel Carlson: Yea, Will Geiger: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.

The meeting was adjourned at 8:28 PM.

Dr. Dan Endorf, Superintendent
Cozad Community Schools District No. 11

10.2. **Congratulations, Condolences, Correspondences**

Condolences to Megan Buss on the loss of her father, Tim.

10.3. **Classified Resignations**

- Martina Davis, TLC Paraprofessional, effective July 19



Carrie Haynie <carrie.haynie@cozadschools.net>

Fwd: 2024-2025 School Year

Connor Williams <connor.williams@cozadschools.net>

Wed, Jul 10, 2024 at 1:08 PM

To: Carrie Haynie <carrie.haynie@cozadschools.net>, Dan Endorf <dan.endorf@cozadschools.net>, Justin Dowdy <justin.dowdy@cozadschools.net>, Jessica Edeal <jessica.edeal@cozadschools.net>

FYI



Connor Williams

Director of Teaching and Learning, Cozad Community Schools

308-784-3462 | connor.williams@cozadschools.net

420 E 14th St, Cozad, NE 69130 | #HaymakerWay

Create your WiseStamp [email signature](#)

----- Forwarded message -----

From: **Martina Davis** <martina.davis@cozadschools.net>

Date: Wed, Jul 10, 2024 at 11:55 AM

Subject: 2024-2025 School Year

To: Connor Williams <connor.williams@cozadschools.net>

Hello everyone! Just wanting to inform everyone that I won't be returning in August! I have accepted a new position at a different school! Thank you all for everything you have all done for me these past 2 years! I am going to miss each and everyone of you including the students! I will forever be a Haymaker even if I am not working here anymore! Hope you all have a great school year starting in August! Enjoy the rest of your summer!

Sincerely, Martina Davis

10.4. **Classified Hires**

10.5. **Standing Reports**

10.5.1. **Nutrition Services SNP Claim for Reimbursement Summary**

SFSP Claim For Reimbursement Summary

240011 Status: Active
Cozad Community Schools
 DBA:
 1710 Meridian Avenue
 Cozad, NE 69130

Confirmation #: AAMEHH

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2024	0	07/09/2024	07/09/2024		Original

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	2	30	93	0
AM Snack	0	0	0	0
Lunch	2	30	110	0
PM Snack	0	0	0	0
Supper	0	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	2,442	0	0	0	0	0	2,442
AM Snack	0	0	0	0	0	0	0
Lunch	2,554	0	0	0	0	0	2,554
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	2,442	2.7100	6,617.82
AM Snack	0	1.1000	0.00
Lunch	2,554	4.7200	12,054.88
PM Snack	0	1.1000	0.00
Supper	0	4.7200	0.00
Total			18,672.70

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	2,442	0.2675	653.24
AM Snack	0	0.1350	0.00
Lunch	2,554	0.4925	1,257.85
PM Snack	0	0.1350	0.00
Supper	0	0.4925	0.00
Total			1,911.09

Claim Reimbursement Total **20,583.79**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals

10.6. **Salary Advancement Applications**

-Dawn Beans, University of Colorado, Right Start in Teaching Economics, 3 hrs

SALARY ADVANCEMENT APPLICATION

All faculty members who plan to take graduate credit hours which may be used in salary advancement on the district's salary schedule **must complete this application prior to enrolling in any courses**. All faculty members that plan on working toward a graduate degree, **must also submit a plan of study**.

In order to receive credit for salary advancement on the fall salary schedule, this application must be approved. All applications **must be submitted to the District Office by April 1st**. If April 1st is on a Saturday or Sunday, the applications must be received the prior business day. If an application is submitted after April 1st, hours of credit will not be given on the fall salary schedule.

Transcripts evidencing satisfactory completion of hours **must be on file in the District Office by October 1st**. If October 1st is on a Saturday or Sunday, the transcripts must be received the business day prior to October 1st. In the event that a teacher fails to submit a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement on the fall salary schedule.

*****This application must be submitted and approved PRIOR to registering for the course.*****

Name: Dawn Beans Date: 7/8/2024

College granting course credit: University of Colorado

Course number: ECON 6331-701 Course term date: Summer 2024

Number of graduate course hours: 3

Course title: Right Start in Teaching Economics

Course description: Right Start in Teaching Economics represents a unique experience in economics education that provides strategies and activities to help engage students in the classroom.

How will this course be used to improve your teaching methods and why do you wish to take it?

This course will help enhance my economic curriculum by providing new strategies and activities to

use in my classroom. Since I have only been teaching Economics for a few years this course will provide me

new ideas to help keep students engage in the classroom.

Submit this application to the District Office by April 1st (or prior business day if April 1st is on a Saturday or Sunday).

DISTRICT OFFICE USE ONLY

☒ Approved ☐ Not Approved for school year: 24-25/25-26 Board notified: 07-15-2024

Superintendent of Schools: [Signature] Date: 7-9-24

11. GENERAL, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS

11.1. Financial Report by Account

Revenue Summary Report

Processing Month: 06/2024

User ID: CCM

Regular; Processing Month 06/2024; Accounts to Include Accounts with
Activity; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local Property Taxes	8,915,880.00	401,788.99	7,878,380.51	88.36	1,037,499.49
01 1100 0000	Cash Balance - Placeholder	2,470,204.00	0.00	0.00	0.00	2,470,204.00
01 1115	Carline Taxes	30,000.00	0.00	21,720.71	72.40	8,279.29
01 1125	Motor Vehicle Taxes	455,000.00	38,434.78	422,292.42	92.81	32,707.58
01 1311	Tuition from Individuals Reg Education	9,200.00	0.00	7,200.00	78.26	2,000.00
01 1370	Preschool Tuition and Fees	58,000.00	125.00	53,020.00	91.41	4,980.00
01 1510	Interest on Investments	9,200.00	24,905.90	171,536.86	1,864.53	(162,336.86)
01 1800	Community Services Activities	37,000.00	978.00	21,726.00	58.72	15,274.00
01 1910	Rental of Equip/Prop/Facilities	100.00	0.00	5,463.36	5,463.36	(5,363.36)
01 1911	Local License Fees	3,700.00	0.00	0.00	0.00	3,700.00
01 1920	Contributions and Donations	0.00	0.00	0.00	0.00	0.00
01 1921	Police Court Fines	3,700.00	25.00	150.00	4.05	3,550.00
01 1925	Categorical Grants from Corp/Private	42,000.00	0.00	5,000.00	11.90	37,000.00
01 1980	Refund of Prior Year Expenditures	0.00	0.00	1,221.84	0.00	(1,221.84)
01 1990	Miscellaneous Local Receipts	3,000.00	0.00	1,800.00	60.00	1,200.00
Subtotal: 1000		12,036,984.00	466,257.67	8,589,511.70	71.36	3,447,472.30
01 2110	County Fines and License Fees	91,000.00	5,010.35	37,225.85	40.91	53,774.15
01 2210	ESU Receipts	0.00	0.00	875.00	0.00	(875.00)
Subtotal: 2000		91,000.00	5,010.35	38,100.85	41.87	52,899.15
01 3110	State Aid	2,883,292.00	287,943.00	2,883,292.00	100.00	0.00
01 3120	SPED Reimb (School Age)	625,000.00	193,474.00	1,230,014.00	196.80	(605,014.00)
01 3125	SPED Transportation Reimb (School Age)	15,000.00	41,237.00	41,237.00	274.91	(26,237.00)
01 3130	Homestead Exemption	0.00	28,342.89	112,934.74	0.00	(112,934.74)
01 3131	Property Tax Credit	0.00	0.00	548,432.28	0.00	(548,432.28)
01 3180	Pro-Rate Motor Vehicle	20,000.00	0.00	17,812.91	89.06	2,187.09
01 3400	State Apportionment	140,000.00	0.00	154,310.90	110.22	(14,310.90)
01 3535	Payments for High Ability Learners	10,000.00	0.00	8,007.00	80.07	1,993.00
01 3540	State Early Childhood	10,000.00	0.00	24,162.00	241.62	(14,162.00)
01 3551	CAREER EDUCATION	0.00	0.00	7,500.00	0.00	(7,500.00)
Subtotal: 3000		3,703,292.00	550,996.89	5,027,702.83	135.76	(1,324,410.83)
01 4421	IDEA PART-B ARP-BASE & ENROLLMENT POVERTY ALLOCATION	0.00	0.00	24,923.00	0.00	(24,923.00)
01 4422	IDEA PRESCHOOL ARP-BASE/ENROLLMENT POVERTY ALLOCATION	0.00	0.00	3,279.00	0.00	(3,279.00)
01 4505	Title I, Part A	270,600.00	0.00	188,950.00	69.83	81,650.00
01 4509	Title II, Part A	0.00	0.00	26,874.00	0.00	(26,874.00)
01 4512	IDEA Base	90,000.00	0.00	0.00	0.00	90,000.00
01 4516	IDEA Preschool	10,000.00	0.00	9,200.00	92.00	800.00
01 4518	IDEA Part B (611) Base & Enroll/Poverty	90,000.00	0.00	266,100.00	295.67	(176,100.00)
01 4530	OTHER FEDERAL RECEIPTS	0.00	0.00	1,920.48	0.00	(1,920.48)
01 4531	Title IV, Part B - 21st Century Grant	0.00	0.00	57,600.00	0.00	(57,600.00)
01 4708	MIPS	50,000.00	2,611.71	10,814.08	21.63	39,185.92
01 4709	MAAPS	50,000.00	2,028.50	10,983.85	21.97	39,016.15
01 4969	Title IV-A, SSAE Grant	0.00	0.00	13,587.00	0.00	(13,587.00)
01 4988	ARP-EXPANDED LEARNING AFTERSCHOOL (ARP ESSER III)	0.00	0.00	18,627.00	0.00	(18,627.00)
01 4989	ARP-EXPANDED LEARNING SUMMER (ARP ESSER III)	0.00	0.00	21,692.00	0.00	(21,692.00)
Subtotal: 4000		560,600.00	4,640.21	654,550.41	116.76	(93,950.41)
01 5300	Sale of Property	550.00	0.00	0.00	0.00	550.00
01 5301	Insurance Adjustments*	5,000.00	0.00	0.00	0.00	5,000.00
01 5690	OTHER NON-REVENUE RECEIPTS	280,000.00	0.00	1,080.93	0.39	278,919.07
Subtotal: 5000		285,550.00	0.00	1,080.93	0.38	284,469.07

Fund: 01 GENERAL FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	Fund Total:	16,677,426.00	1,026,905.12	14,310,946.72	85.81	2,366,479.28

Regular; Processing Month 06/2024; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	16,677,426.00	1,026,905.12	14,310,946.72	85.81	2,366,479.28

County of Dawson Cozad City Schools District
011

07/10/2024 09:28 AM

Function Number

**Expenditure Report by Function/Object -
Summary**

Regular; Processing Month 06/2024; Fund Number 01

User ID: CCM

		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
		5,983,100.00	460,662.63	4,385,264.33	74.73	1,597,835.67	0.00	86,182.68	1,511,652.99
1100	REGULAR INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1101	1101 - WOODS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1102	1102 - METALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1103	1103 - VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1105	1105 -ART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1106	1106 - FCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1108	1108 - GREENHOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1109	1109 - AGRICULTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	1110 - BUSINESS_FBLA/SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1111	1111 - HAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	REG INSTR PROG SCHOOL AGE (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	398.33	(33,717.56)
1150	LIMITED ENGLISH PROF PROGRAMS	130,000.00	15,296.72	163,319.23	125.94	(33,319.23)	0.00	0.00	(50,346.91)
1160	PROVERTY PROGRAMS	475,000.00	50,915.11	525,346.91	110.60	(50,346.91)	0.00	7,400.13	36,529.66
1190	EARLY CHILDHOOD PROGRAMS	140,800.00	10,442.42	96,870.21	74.06	43,929.79	0.00	0.00	0.00
1195	REG INSTR PROG BELOW AGE 5 (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	4,410.33	520,214.60
1200	SPED INSTR PROGRAM SCHOOL AGE	1,722,000.00	105,984.75	1,197,375.07	69.79	524,624.93	0.00	0.00	0.00
1201	1201 - SPED DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1202	1202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	1203	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	1204	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1205	1205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1206	1206	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1207	1207	0.00	0.00	0.00	0.00	0.00	0.00	191.30	46,251.17
1291	SPED INSTR PROGRAMS (AGE 3-5)	49,000.00	1,372.65	2,557.53	5.61	46,442.47	0.00	0.00	0.00
1292	SPED INSTR PROGRAMS (AGE 0-2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,173.63
1300	SUMMER SCHOOL	30,000.00	2,060.87	5,826.37	19.42	24,173.63	0.00	0.00	8,100.00
2110	ATTENDANCE AND SOCIAL WORK SERVICES	8,100.00	0.00	0.00	0.00	8,100.00	0.00	139.95	418,688.47
2120	GUIDANCE SERVICES	546,500.00	13,396.28	127,671.58	23.39	418,828.42	0.00	880.99	207,713.89
2130	HEALTH SERVICES	245,600.00	3,960.89	37,005.12	15.43	208,594.88	0.00	0.00	0.00
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	255.00	17,722.13
2141	PSYCHOLOGICAL SERVICES SCHOOL AGE	113,500.00	9,463.82	95,522.87	84.39	17,977.13	0.00	0.00	42,175.84
2151	SPEECH PATH & AUDIOLOGY SVCS SCHOOL AGE	149,000.00	9,860.29	106,824.16	71.69	42,175.84	0.00	0.00	2,169.01
2152	SPEECH PATH & AUDIOLOGY SVCS (AGE 3-5)	51,000.00	4,944.86	48,830.99	95.75	2,169.01	0.00	0.00	(18,238.19)
2153	SPEECH PATH & AUDIOLOGY SVCS (AGE 0-2)	26,000.00	3,799.98	44,238.19	170.15	(18,238.19)	0.00	0.00	(16,359.35)
2161	OCCUPATIONAL THERAPY SVCS SCHOOL AGE	0.00	0.00	16,359.35	0.00	(16,359.35)	0.00	0.00	(364.50)
2162	OCCUPATIONAL THERAPY SVCS (AGE 3-5)	0.00	0.00	364.50	0.00	(364.50)	0.00	0.00	0.00
2163	OCCUPATIONAL THERAPY SVCS (AGE 0-2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,156.53)
2171	PHYSICAL THERAPY SERVICES SCHOOL AGE	0.00	0.00	2,156.53	0.00	(2,156.53)	0.00	0.00	(121.50)
2172	PHYSICAL THERAPY SERVICES (AGE 3-5)	0.00	0.00	121.50	0.00	(121.50)	0.00	0.00	0.00
2173	PHYSICAL THERAPY SERVICES (AGE 0-2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
2181	VISUALLY IMP/VISION SVCS SCHOOL AGE	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00	44,142.72
2190	OTHER SUPPORT SERVICES - STUDENT	318,300.00	25,166.70	274,157.28	86.13	44,142.72	0.00	0.00	0.00
2191	2191 - SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2192	2192 - FALL PLAY/MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2193	2193 - DIG JOURNALISM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2194	2194 - NHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
2195	2195 - ONE ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,900.00
2210	IMPROVEMENT OF INSTRUCTION	700.00	0.00	0.00	0.00	700.00	0.00	0.00	5,900.00
2211	SCHOOL IMPROVEMENT	5,900.00	0.00	0.00	0.00	5,900.00	0.00	0.00	(35,727.80)
2212	INSTR AND CURR DEVELOPMENT	44,000.00	8,175.28	79,727.80	181.20	(35,727.80)	0.00	0.00	17,765.00
2213	INSTRUCTIONAL STAFF TRAINING	25,100.00	0.00	7,335.00	29.22	17,765.00	0.00	0.00	(6,462.09)
2219	OTHER IMPROVEMENT OF INSTRUCTION SVCS	4,000.00	0.00	10,462.09	261.55	(6,462.09)	0.00	11,732.02	57,562.98
2220	LIBRARY/MEDIA SERVICES	196,700.00	13,560.03	127,405.00	70.74	69,295.00	0.00		

Regular; Processing Month 06/2024; Fund Number 01

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Revised Budget	Expended During Month	Expenditures to Date	% of Budget	19,600.00	0.00	0.00	19,600.00
19,600.00	0.00	0.00	0.00	106,000.00	0.00	0.00	106,000.00
106,000.00	0.00	0.00	0.00	10,900.00	0.00	0.00	10,900.00
13,000.00	0.00	2,100.00	16.15	13,816.94	0.00	62.51	13,754.43
67,750.00	5,785.76	53,933.06	79.70	63,009.59	0.00	7,111.75	55,897.84
278,750.00	23,068.46	215,740.41	79.95	20,279.34	0.00	0.00	20,279.34
50,000.00	2,144.28	29,720.66	59.44	209,194.82	0.00	26,051.04	183,143.78
850,500.00	64,959.92	641,305.18	78.47	74,716.70	0.00	0.00	74,716.70
170,500.00	9,539.83	95,783.30	56.18	141,104.08	0.00	30.96	141,073.12
306,000.00	15,133.40	164,895.92	53.90	(701.53)	0.00	0.00	(701.53)
27,200.00	0.00	27,901.53	102.58	1,500.00	0.00	0.00	1,500.00
1,500.00	0.00	0.00	0.00	10,597.32	0.00	0.00	10,597.32
31,000.00	2,684.49	20,402.68	65.82	5,748.35	0.00	0.00	5,748.35
9,850.00	1,569.00	4,101.65	41.64	155,196.27	0.00	85,137.74	70,058.53
397,450.00	60,679.73	242,253.73	82.37	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,030,900.00	30,557.46	360,916.36	36.25	669,983.64	0.00	12,801.93	657,181.71
802,300.00	43,589.17	429,316.79	58.99	372,983.21	0.00	43,971.13	329,012.08
132,500.00	6,485.24	61,473.72	46.40	71,026.28	0.00	0.00	71,026.28
1,700.00	0.00	0.00	0.00	1,700.00	0.00	0.00	1,700.00
5,800.00	303.15	3,958.41	68.25	1,841.59	0.00	0.00	1,841.59
9,650.00	199.99	7,090.22	73.47	2,559.78	0.00	0.00	2,559.78
10,750.00	0.00	4,015.07	37.35	6,734.93	0.00	0.00	6,734.93
400.00	0.00	120.00	30.00	280.00	0.00	0.00	280.00
294,400.00	17,309.46	205,359.05	69.76	89,040.95	0.00	0.00	89,040.95
42,600.00	1,449.61	16,521.41	38.78	26,078.59	0.00	0.00	26,078.59
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4,000.00	87.59	225.66	5.64	3,774.34	0.00	0.00	3,774.34
93,000.00	7,485.41	105,623.03	113.92	(12,623.03)	0.00	319.82	(12,942.85)
600.00	32.45	1,402.41	233.74	(802.41)	0.00	0.00	(802.41)
19,000.00	2,763.55	10,225.87	53.82	8,774.13	0.00	0.00	8,774.13
120,000.00	0.00	10,000.00	8.33	110,000.00	0.00	0.00	110,000.00
0.00	0.00	3,985.77	0.00	(3,985.77)	0.00	190.00	(4,175.77)
198,400.00	19,680.60	204,754.80	103.20	(6,354.80)	0.00	0.00	(6,354.80)
32,600.00	1,862.14	18,621.40	57.12	13,978.60	0.00	0.00	13,978.60
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
198,500.00	18,444.24	184,975.84	93.19	13,524.16	0.00	0.00	13,524.16
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12,000.00	861.70	9,049.32	75.41	2,950.68	0.00	0.00	2,950.68
264,350.00	15,849.43	190,684.87	72.13	73,665.13	0.00	0.00	73,665.13
0.00	0.00						

County of Dawson Cozad City Schools District
011
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Function Number

User ID: CCM

Expenditure Report by Function/Object - Summary								
Regular; Processing Month 06/2024; Fund Number 01								
		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding
								Unencumbered Balance
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		200,000.00	0.00	46,500.00	23.25	153,500.00	0.00	153,500.00
6998	ARP ESSER III							
8000	TRANSFERS (OUTGOING)	215,326.00	0.00	0.00	-0.00	215,326.00	0.00	215,326.00
9000	NON PROGRAM EXPENDITURES	16,677,426.00	1,153,645.58	10,968,592.92	67.52	5,708,833.08	0.00	291,173.47
01	GENERAL FUND							6,417,659.61

County of Dawson Cozad City Schools District
011

07/10/2024 09:28 AM

Function Number

Grand Total:

Expenditure Report by Function/Object -
Summary

Regular; Processing Month 06/2024; Fund Number 01

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
16,677,426.00	1,153,645.58	10,968,592.92	67.52	5,708,833.08	0.00	291,173.47	5,417,659.61

SCHOOL DISTRICT NO. 11—Treasurer's Report

Beginning balance as of June 1, 2024 \$6,252,735.47

Receipts:	Custer Co Treasurer	14,024.55	
	Dawson Co Treasurer	459,577.46	
	State of Nebraska	527,294.21	
	Afterzone	978.00	
	Pre School	125.00	
	Interest	24,905.90	\$1,026,905.12
Disbursements			\$1,140,869.15
Closing balance May 31, 2024			\$6,138,771.44

ACCOUNTS:	Waypoint Bank-mma526	\$5,515,936.52	
	Waypoint Bank-Rev0602	\$5,000.00	
	Waypoint Bank-ckg009	\$617,834.92	\$6,138,771.44

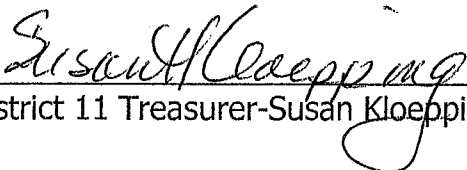
BOND FUND

Balance 06-01-24	1,505,921.36	Security 1 st Bank-391	\$ 867,378.34
Receipts	121,749.60		
Disbursements	<u>760,292.62</u>		
Balance 06-30-24	\$ 867,378.34		

BUILDING ACCOUNTS

	NLAF	775,245.56
Balance 06-01-24 \$	3,903,086.38	Homestead Bank-902 1,421,752.98
Receipts	61,421.94	Homestead Bank-6444 270,923.30
Disbursements	1,099,838.59	PNC <u>396,747.89</u>
Balance 06-30-24 \$	2,864,669.73	\$2,864,669.73

Respectfully submitted:

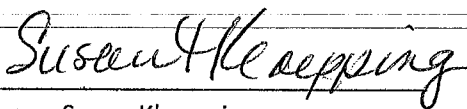

District 11 Treasurer-Susan Kloepping

SCHOOL DISTRICT NO. 11-Homestead Bank

Nebraska Bankers Insurance and Services Company meets 102% of the Statutory Pledge Required.

ACCOUNTS:	798058	\$	323,308.13
	79702		1,421,752.98
	798017		1,537,733.34
	6444		270,923.30
			3,553,717.75

Dated this first day of July, 2024


Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11--SECURITY 1ST BANK

Nebraska Bankers Insurance and Services Company meets 102% of the Statutory Pledge Required.

ACCOUNTS:	STUDENT FEES -1095	5,644.77
	BOND FUND-9391	867,378.34
	EMP BENEFITS-6735	2,931.47

\$875,954.58

Dated this first day of July, 2024.


Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11

COZAD CITY SCHOOLS

Activities Account

Beginning balance as of June 1, 2024	\$339,754.18

Income: Receipts	15,676.58	
Interest	1,308.16	\$ 16,984.74

Disbursements:		\$ 33,430.79

Closing balance as of June 30, 2024		\$ 323,308.13

Homestead Bank #058		\$ 323,308.13

Respectfully submitted,


Susan Kloepping
District No. 11 Treasurer

GENERAL FUND*Comparison*

Beginning Balance as of 6/1/2024	\$ 6,129,235.82		
Deposits	\$ 1,001,999.22		
Interest	\$ 24,905.90		
Voided checks	\$ -		
Payroll expenses	\$ 913,430.95	\$ 899,938.30	as of 5/20/2023
ACH Fee	\$ 75.00	\$ 75.00	as of 5/20/2023
Accounts Payable expenses	\$ 240,139.63	\$ 267,546.02	as of 5/20/2023
Total book balance as of 6/30/2024	\$ 6,002,495.36	\$ 3,675,927.59	as of 5/31/2023
Projected tax deposit	\$ 125,673.53	\$ 115,892.56	as of 6/15/2023
Other deposits to date	\$ 1,547.85	\$ 553.61	as of 6/15/2023
Payroll to date	\$ 865,715.08	\$ 839,196.92	as of 6/15/2023
Accounts Payable to date	\$ 220,420.35	\$ 141,763.37	as of 6/15/2023
Total book balance as of 7/11/2024	\$ 5,043,581.31	\$ 2,811,413.47	as of 6/15/2023

BOND FUND

Beginning Balance as of 6/1/2024	\$ 1,505,921.36		
Deposits	\$ 29,857.75		
Deposit-2022 Bond	\$ 87,617.53		
Interest	\$ 4,274.32		
Disbursements	\$ 760,292.62		
Total book balance as of 6/30/2024	\$ 867,378.34	\$ 723,737.95	as of 5/31/2023
Interfund Loan	\$ -	\$ -	
Interfund Loan Payment	\$ -		
Bond payment-Series 2020	\$ -	\$ -	as of 6/15/2023
Bond payment-Series 2022	\$ -	\$ -	
Wire Fee	\$ -		
Projected tax deposit	\$ 11,925.07	\$ 6,502.18	as of 6/15/2023
Projected tax deposit-2022	\$ 18,296.51	\$ 15,901.19	
Total book balance as of 7/10/2024	\$ 897,599.92	\$ 746,141.32	as of 6/15/2023

BUILDING FUND

Beginning Balance as of 6/1/2024	\$ 3,903,086.38		
Deposits	\$ 14,233.10		
Interest	\$ 47,188.84		
Disbursements	\$ 1,099,838.59		
Total book balance as of 6/30/2024	\$ 2,864,669.73	\$ 16,485,450.36	as of 5/31/2023
Projected tax deposit	\$ 2,642.43	\$ 3,056.45	as of 6/15/2023
Other deposits to date	\$ -	\$ -	
Disbursements to date	\$ 29,351.95	\$ 1,443,966.31	as of 6/15/2023
Total book balance as of 7/11/2024	\$ 2,837,960.21	\$ 15,044,540.50	as of 6/15/2023

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Beginning Balance as of 6/1/2024	\$ 1,990,348.94
Deposits	\$ -
Interest	\$ 654.36
Disbursements	\$ -
Total book balance as of 6/30/2024	\$ 1,991,003.30
Accounts Payable to date	\$ 730,181.00
Total book balance as of 7/11/2024	\$ 1,260,822.30

DEPRECIATION FUND

Beginning Balance as of 6/1/2024	\$ 1,531,612.76		
Deposits	\$ -		
Interest	\$ 6,120.58		
Disbursements	\$ -		
Total book balance as of 6/30/2024	<u>\$ 1,537,733.34</u>	\$ 967,606.83	as of 5/31/2023

LUNCH FUND

Beginning Balance as of 6/1/2024	\$ 538,600.63		
Deposits	\$ 32,764.96		
Voided Checks	\$ -		
Interest	\$ 2,157.70		
Payroll expenses	\$ -		
Accounts Payable expenses	\$ 42,638.76	\$ 43,630.27	as of 5/20/2023
Total book balance as of 6/30/2024	<u>\$ 530,884.53</u>	<u>\$ 509,082.34</u>	as of 5/31/2023
Projected federal reimbursement	\$ 20,583.79	\$ 15,013.75	as of 6/15/2023
Other deposits to date	\$ 70.15	\$ 118.54	as of 6/15/2023
Payroll to date	\$ -		
Accounts Payable to date	\$ 18,421.20	\$ 12,489.84	as of 6/15/2023
Total book balance as of 7/11/2024	<u>\$ 533,117.27</u>	<u>\$ 511,724.79</u>	as of 6/15/2023

EMPLOYEE BENEFIT FUND

Beginning Balance as of 6/1/2024	\$ 3,123.23		
Deposits	\$ -		
Interest	\$ 3.24		
Disbursements	\$ 195.00		
Total book balance as of 6/30/2024	<u>\$ 2,931.47</u>	\$ 1,962.41	as of 5/31/2023
Expected transfer from General Fund	\$ -	\$ -	
Disbursements to date	\$ -	\$ -	as of 6/15/2023
Total book balance as of 7/2/2024	<u>\$ 2,931.47</u>	<u>\$ 1,962.41</u>	as of 6/15/2023

STUDENT FEE FUND

Beginning Balance as of 6/1/2024	\$ 5,638.79		
Deposits	\$ -		
Interest	\$ 5.98		
Disbursements	\$ -		
Total book balance as of 6/30/2024	<u>\$ 5,644.77</u>	\$ 6.08	as of 5/31/2023
Other deposits to date	\$ -	\$ -	as of 6/15/2023
Disbursements to date	\$ -	\$ -	as of 6/15/2023
Total book balance as of 7/2/2024	<u>\$ 5,644.77</u>	<u>\$ 6.08</u>	as of 6/15/2023

11.2. Financial Claims

Checking Account: 1

GENERAL CHECKING

Check Number: 671	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: BLACHILL	BLACK HILLS ENERGY	Check Total:	1,315.12
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE2024	06/26/2024		SG285404: Gas services - Trans House	01 2610 621 001	40.30	
JUNE2024	06/26/2024		BHE350720: Gas services - FB Stadium	01 2610 621 001	67.43	
JUNE2024	06/26/2024		BHE363178: Gas services - HS	01 2610 621 001	401.21	
JUNE2024	06/26/2024		BHE363178: Gas services - MS	01 2610 621 002	401.21	
JUNE2024	06/26/2024		BHE363102: Gas services - EL	01 2610 621 004	369.30	
JUNE2024	06/26/2024		SG584718: Gas services - CEEC	01-2610-621-005	35.67	

Check Number: 672

Check Type: Automatic Payment Check Date: 07/15/2024 Vendor: PUMPPANTRY

PUMP & PANTRY

Check Total: 1,309.39

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
98072704	06/30/2024		Driver's Education - Fuel	01 1300 610 001	259.62	
98072704	06/30/2024		#204 - Fuel	01 2650 626 000	167.00	
98072704	06/30/2024		#102 - Fuel	01 2650 626 000	0.00	
98072704	06/30/2024		#201 - Fuel	01 2650 626 000	0.00	
98072704	06/30/2024		#202 - Fuel	01 2650 626 000	0.00	
98072704	06/30/2024		#206 - Fuel	01 2650 626 000	75.50	
98072704	06/30/2024		New cards shipping	01 2710 610 000	0.00	
98072704	06/30/2024		#93A - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#312 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#314 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#122 - Fuel	01 2710 626 000	50.64	
98072704	06/30/2024		#123 - Fuel	01 2710 626 000	129.65	
98072704	06/30/2024		#311 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		Rebates and reversals	01 2710 626 000	0.00	
98072704	06/30/2024		#117 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#308 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#309 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		Card replacement fee	01 2710 626 000	0.00	
98072704	06/30/2024		#303 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#116 - Fuel	01 2710 626 000	46.46	
98072704	06/30/2024		#114 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#304 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#305 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#119 - Fuel	01 2710 626 000	52.01	
98072704	06/30/2024		#310 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#120 - Fuel	01 2710 626 000	293.65	
98072704	06/30/2024		#121 - Fuel	01 2710 626 000	28.45	
98072704	06/30/2024		#306 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#300 - Fuel	01 2710 626 000	0.00	
98072704	06/30/2024		#118 - Fuel	01 2710 626 000	206.41	
98072704	06/30/2024		#302 - Fuel	01 2710 626 000	0.00	

Checking Account: 1 GENERAL CHECKING

98072704	06/30/2024	#307 - Fuel	01 2712 626 000	0.00
98072704	06/30/2024	#111 - Fuel	01 2712 626 000	0.00
98072704	06/30/2024	#110 - Fuel	01 2712 626 000	0.00

Check Number: 673	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: VERIZON	VERIZON WIRELESS	Check Total:	160.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9966297779	06/10/2024		Cellular Services- May 2024-June 2024	01 2510 382 000	160.04	

Check Number: 30156	Check Type: Check	Check Date: 07/15/2024	Vendor: 222HARD	222 HARDWARE	Check Total:	1,031.21
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2406-247997	06/04/2024		Drinking fountain hose	01 6989 610 004	29.99	
2406-248717	06/12/2024		2 way faucet connector	01 2610 610 004	25.98	
2406-248824	06/13/2024		Philip pn sms z 12x3/4	01 2610 610 002	11.99	
2406-248841	06/13/2024		Mole poison peanuts	01 2630 610 001	18.98	
2406-248841	06/13/2024		Moletox II killer	01 2630 610 001	12.99	
2406-249246	06/17/2024		Paint-Art room	01 2610 610 002	173.97	
2406-249362	06/18/2024		Fast WD blades	01 2610 610 005	25.98	
2406-249402	06/18/2024		HD hand truck	01 2610 610 001	124.99	
2406-249487	06/19/2024		Sprayer	01 2610 610 001	26.99	
2406-249966	06/24/2024		Paint and supplies-Art room	01 2610 610 002	92.56	
2406-250290	06/27/2024		Paint and supplies	01 2610 610 001	23.53	
2406-250290	06/27/2024		Paint and supplies	01 2610 610 002	23.54	
2406-250295	06/27/2024		Custodial supplies-pumice, scraper blade	01 2610 610 002	19.96	
2406-250328	06/27/2024		Paint and supplies	01 2610 610 001	170.34	
2406-250605	06/29/2024		Clothesline & bungee cords	01 2610 610 004	91.96	
2407-250962	07/01/2024		Drywall screws	01 2610 610 004	26.98	
2407-251041	07/02/2024		Tape measures	01 2610 610 001	22.98	
2407-251164	07/03/2024		Tape & sheeting for vehicles(Hail)	01 2710 610 000	63.95	
2407-251190	07/03/2024		Super hook	01 2610 610 001	27.98	
2407-251282	07/05/2024		Trowel and adhesive	01 2610 610 002	12.78	
2407-251566	07/08/2024		Rubber hose washers	01 2630 610 000	2.79	

Check Number: 30157	Check Type: Check	Check Date: 07/15/2024	Vendor: AAASPRI	Cory Allen	Check Total:	7,500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3626	07/06/2024		Install sprinklers and sod-MS	01 2630 431 002	7,500.00	

Check Number: 30158	Check Type: Check	Check Date: 07/15/2024	Vendor: AMAZON	AMAZON.COM	Check Total:	954.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
111-4423507-6673069	06/06/2024	CCS32940	Under the Sea bulletin board border	01 1100 610 004	9.98	
111-4423507-6673069	06/06/2024	CCS32940	Mr. Pen-Self Adhesive magnet dots	01 1100 610 004	6.98	
111-4423507-6673069	06/06/2024	CCS32940	12 pcs Under the Sea posters	01 1100 610 004	11.99	
111-4423507-6673069	06/06/2024	CCS32940	24 pcs sea turtle wall decals	01 1100 610 004	9.79	
111-4423507-6673069	06/06/2024	CCS32940	260 pcs letters combo pack Ocean Sea Wat	01 1100 610 004	12.99	

Checking Account:	1	GENERAL CHECKING				
111-4423507-6673069	06/06/2024	CCS32940	Kids headphones	01 1100 610 004	17.95	
111-4423507-6673069	06/06/2024	CCS32940	Big Dot of Happiness ocean creatures-pap	01 1100 610 004	13.99	
111-4423507-6673069	06/06/2024	CCS32940	Fish net decoration nautical netting dec	01 1100 610 004	13.09	
111-4423507-6673069	06/06/2024	CCS32940	40ft Under the Sea party decorations	01 1100 610 004	16.79	
111-4423507-6673069	06/06/2024	CCS32940	XL wavy blue foil fringe curtain	01 1100 610 004	12.96	
111-4423507-6673069	06/06/2024	CCS32940	6 pack jellyfish paper lanterns	01 1100 610 004	19.88	
111-4423507-6673069	06/06/2024	CCS32940	Heavy duty electric pencil sharpener	01 1100 610 004	24.00	
111-4423507-6673069	06/06/2024	CCS32940	Swingline stapler	01 1100 610 004	21.54	
111-5643473-78306451	06/06/2024	CCS32922	Laser remote clicker	01 1100 610 004	36.99	
111-6679001-04434691	06/04/2024	CCS32820	Shop Fox Roller Table	01 1100 610 001 0001	195.00	
112-8087946-3671425	06/21/2024	CCS32935	GBC Pinnacle EZ Load Blue End Cap Lamina	01 1190 610 005	241.26	
113-7638574-1169011	06/05/2024	CCS32934	Scotch Thermal Laminating Pouches,200 Pa	01 2120 610 004	22.77	
113-7638574-1169011	06/05/2024	CCS32934	School Counselor Log Book: Daily School	01 2120 610 004	5.99	
113-7638574-1169011	06/05/2024	CCS32934	JUNEBRUSHS 64pcs Motivational Quote Sili	01 2120 610 004	13.89	
113-7638574-1169011	06/05/2024	CCS32934	m&h invites School Counselor Postcards -	01 2120 610 004	9.99	
113-7638574-1169011	06/05/2024	CCS32934	Green & Blue Liquid Motion BubblerGreen	01 2120 610 004	8.06	
113-7638574-1169011	06/05/2024	CCS32934	JINHEQIAO School Counselor Door Sign Whe	01 2120 610 004	9.49	
113-7638574-1169011	06/05/2024	CCS32934	ColourNoise Sound Machine White Noise Ma	01 2120 610 004	23.99	
113-7638574-1169011	06/05/2024	CCS32934	96 Pcs Breath Calm Anxiety Sensory Stick	01 2120 610 004	15.99	
113-7638574-1169011	06/05/2024	CCS32934	StarBurst Chewy Candy Made with Real Fru	01 2120 610 004	21.99	
113-7638574-1169011	06/05/2024	CCS32934	SUNMORY Floor Lamp with Shelves, Modern	01 2120 610 004	45.99	
113-7638574-1169011	06/05/2024	CCS32934	Breathing Pal 'Ted'- Mindfulness Breathi	01 2120 610 004	21.89	
113-7638574-1169011	06/05/2024	CCS32934	I Have Ants in My Pants: Learning Self-C	01 2120 610 004	8.59	
113-7638574-1169011	06/05/2024	CCS32934	I Just Don't Like the Sound of No! My St	01 2120 610 004	9.95	
113-7638574-1169011	06/05/2024	CCS32934	That Rule Doesn't Apply to Me! (Responsi	01 2120 610 004	10.85	
113-7638574-1169011	06/05/2024	CCS32934	I Just Want to Do It My Way! My Story ab	01 2120 610 004	8.50	
113-7638574-1169011	06/05/2024	CCS32934	Soda Pop Head: A Picture Book About Tami	01 2120 610 004	7.99	
114-8003092-7686613	06/06/2024	CCS32937	Bluetooth Keyboard for Mac, Wired Keyboa	01 2580 650 001	31.99	
114-8003092-7686613	06/06/2024	CCS32937	ZERU Bluetooth Mouse,Rechargeable Wirele	01 2580 650 001	11.86	

Check Number: 30159	Check Type: Check	Check Date: 07/15/2024	Vendor: APPLINC	APPLE INC.	Check Total:	214.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MA85645306	06/13/2024	CCS32947	10.9 Inch iPad WIFI 64 GB MPQ03LL/A	01 6988 650 004	658.00	
MA85645306	06/13/2024	CCS32947	3 Year AppleCare+	01 6988 650 004	158.00	
MA85645306	06/13/2024	CCS32947	Credit memo	01 6988 650 004	(900.00)	
MA86809470	06/19/2024	CCS32951	Apple TV 4K Wi-Fi + Ethernet with 128GB	01 2580 650 001	298.00	

Check Number: 30160	Check Type: Check	Check Date: 07/15/2024	Vendor: BEANDAWN	Dawn Beans	Check Total:	167.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SKILLSNAT	07/01/2024		Meal reimbursement-SkillsUSA nationals	01 1100 580 001 0010	167.40	

Check Number: 30161	Check Type: Check	Check Date: 07/15/2024	Vendor: BOOSTRD	Boostr Digital Displays	Check Total:	15,789.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Checking Account: 1		GENERAL CHECKING				
2446	06/24/2024	CCS32771	Scorer's Table for New Gym	01 2620 610 001	15,789.00	
Check Number: 30162	Check Type: Check	Check Date: 07/15/2024	Vendor: BYTESPEE	BYTESPEED, LLC	Check Total:	895.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV0172143	06/18/2024	CCS32952	MONITOR, ASUS 27" IPS 16:9 1920x1080 5MS	01 2580 650 000	895.00	
Check Number: 30163	Check Type: Check	Check Date: 07/15/2024	Vendor: CARDMEMB	CARDMEMBER SERVICES	Check Total:	6,296.22
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1063443	05/30/2024		Office Max: Keyboard case for Ipad	01 2410 610 001	106.99	
1408366341	05/24/2024		DHHS: Background check	01 6968 340 004	4.00	
140840056	05/24/2024		DHHS: Background check	01 6968 340 004	4.00	
2000117-81192929	05/24/2024	CCS32849	Walmart: Great Value dishwasher tabs	01 1200 610 002	9.98	
2000117-81192929	05/24/2024	CCS32849	Walmart: Gain Liquid laundry detergent	01 1200 610 002	9.94	
2000117-81192929	05/24/2024	CCS32849	Walmart: Mainstays laundry basket	01 1200 610 002	13.88	
2000117-81192929	05/24/2024	CCS32849	Walmart: Great Value dishwasher detergent	01 1200 610 002	4.46	
2000117-81331589	05/24/2024	CCS32849	Walmart: Kid's Edition Find It Game	01 1200 610 002	34.95	
2000118	05/29/2024	CCS32936	Walmart:onn 55" 4K UHD LED Roku Smart TV	01 1100 610 001	1,596.00	
2000118	05/29/2024	CCS32936	Walmart: Refund of on 65" TV	01 1190 610 005	(298.00)	
2000118	05/29/2024	CCS32936	Walmart:onn 65" 4K UHD LED Roku Smart TV	01 1190 610 005	596.00	
2504351	06/10/2024		USPS: Postage to mail fingerprints	01 6968 531 004	10.60	
513051	06/03/2024		USPS: Postage to mail fingerprints	01 6968 531 004	1.63	
99476698	06/13/2024	CCS32948	NFM: Washer/dryer combo	01 2610 610 004	3,864.00	
99476698	06/13/2024	CCS32948	NFM: Duct kit	01 2610 610 004	74.97	
99476698	06/13/2024	CCS32948	NFM: Hoses	01 2610 610 004	45.00	
BD5C6E37-0059	06/14/2024		EDPuzzle: Monthly subscription	01 1100 610 002	9.50	
MAY2024	05/23/2024		Walmart: Summer AZ supplies	01 6989 610 004	208.32	
Check Number: 30164	Check Type: Check	Check Date: 07/15/2024	Vendor: COACMAST	COACH MASTER'S, INC.	Check Total:	4,154.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4294	06/26/2024		#303 DOT	01 2730 431 000	1,216.21	
4294	06/26/2024		#303 Repair fan gearbox leak	01 2730 431 000	2,039.28	
4294	06/26/2024		#303 Air leak at driver's seat	01 2730 431 000	422.73	
4294	06/26/2024		#303 Replace mirrors (Hail)	01 2730 431 000	226.21	
4294	06/26/2024		#303 shop supplies	01 2730 431 000	250.00	
Check Number: 30165	Check Type: Check	Check Date: 07/15/2024	Vendor: CORNHUSK	THE CORNHUSKER MARRIOTT HOTEL	Check Total:	398.25
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
9656	06/06/2024		Lodging-School Leaders/Law Conf-JCarlson	01 2310 580 000	129.00	
9656	06/06/2024		Lodging-School Leaders/Law Conf-K Goff	01 2310 580 000	129.00	
9656	06/06/2024		Lodging-School Leaders/Law Conf-D Endorf	01 2320 580 000	140.25	
Check Number: 30166	Check Type: Check	Check Date: 07/15/2024	Vendor: COUNTRYCOO	COUNTRY PARTNERS COOPERATIVE	Check Total:	105.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	

Checking Account: 1

GENERAL CHECKING

121063	06/11/2024		Ruby Diesel 26.7GL/\$2.879gl	01 2630 626 000	105.66	
Check Number: 30167	Check Type: Check	Check Date: 07/15/2024	Vendor: COZAAUTO	COZAD AUTO SUPPLY	Check Total:	277.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
855826	06/04/2024		Battery for JD lawnmower	01 2630 610 000	146.09	
855951	06/05/2024		Belt for lawn edger	01 2630 610 000	17.21	
856027	06/06/2024		#201 oil filter	01 2650 610 000	11.15	
856027	06/06/2024		Tie downs	01 2710 610 000	16.36	
856376	06/11/2024		Belt for lawnmower	01 2630 610 000	29.51	
856412	06/12/2024		#122 windshield wiper blades	01 2710 610 000	47.31	
856844	06/19/2024		Belt for lawnmower	01 2630 610 000	10.24	
Check Number: 30168	Check Type: Check	Check Date: 07/15/2024	Vendor: CCSREVOLV	Cozad Community Schools	Check Total:	20.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FEB24-JUNE24	07/03/2024		Dawson Co Sheriff's Office-fingerprints	01 6968 340 004	20.00	
Check Number: 30169	Check Type: Check	Check Date: 07/15/2024	Vendor: CULLIGAN	CULLIGAN	Check Total:	574.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE2024	06/27/2024		Water cooler rental	01 2320 610 000	23.03	
june24	06/27/2024	CCS32946	Water softener salt- Pallet	01 2610 610 000	551.25	
Check Number: 30170	Check Type: Check	Check Date: 07/15/2024	Vendor: DREAMSEA	DreamSeats, LLC	Check Total:	8,257.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
4767578	07/01/2024	CCS32740	Team Seat D1000 Folding Chair	01 2610 610 001	5,162.40	
4767578	07/01/2024	CCS32740	Team Seat 2 color logo on backrest	01 2610 610 001	540.00	
4767578	07/01/2024	CCS32740	Team Seat 2 color Logo top of seat	01 2610 610 001	756.00	
4767578	07/01/2024	CCS32740	DreamSeat Team Seat hanging chair storag	01 2610 610 001	999.00	
4767578	07/01/2024	CCS32740	Freight charge	01 2610 610 001	800.00	
Check Number: 30171	Check Type: Check	Check Date: 07/15/2024	Vendor: EGANSUPP	EGAN SUPPLY CO	Check Total:	191.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
385305	07/08/2024	CCS32792	Sandwich Bags-Zip Lip	01 1100 610 002	10.61	
385305	07/08/2024	CCS32792	Disposable Vinyl Gloves-Medium-Powder Fr	01 1100 610 002 0005	27.14	
385305	07/08/2024	CCS32792	Disposable Vinyl Gloves-Large-Powder Fre	01 1100 610 002 0005	27.14	
385307	06/30/2024	CCS32792	Sandwich Bags-Zip Lip	01 1190 610 005	10.61	
385309	06/30/2024	CCS32792	Disposable Latex Exam Gloves-Large	01 1100 610 001 0005	13.65	
386580	06/18/2024		Scrubber filter	01 2610 610 004	81.07	
386580	06/18/2024		Shipping	01 2610 610 004	21.11	
Check Number: 30172	Check Type: Check	Check Date: 07/15/2024	Vendor: HEGGERTY	Heggerty	Check Total:	1,355.52
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
354978	07/08/2024	CCS32961	Heggerty Phonics Pre Kindergarten Core	01 6212 640 004	1,355.52	
Check Number: 30173	Check Type: Check	Check Date: 07/15/2024	Vendor: HOEHKYLE	Kyle Hoehner	Check Total:	74.45

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CELLJULY24	06/25/2024		Reimburse cellphone-July	01 2410 291 004	74.45	
Check Number: 30174	Check Type: Check	Check Date: 07/15/2024	Vendor: SUPPWORK	Home Depot U.S.A., Inc.	Check Total:	4,207.22
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
807405451	05/30/2024		Surface prep pads	01 2610 610 000	1,021.20	
807865597	06/03/2024		Repair stand on riding scrubber	01 2610 431 000	375.08	
808116818	06/04/2024		Custodial supplies	01 2610 610 000	1,332.86	
809303175	06/11/2024		Wax supplies for floors	01 2610 610 000	132.30	
809543358	06/12/2024		Repair MS scrubber	01 2610 431 002	1,013.04	
810241042	06/17/2024		Circuit breakers	01 2610 610 000	94.74	
811169473	06/21/2024		Circuit breakers	01 2610 610 000	90.40	
811403773	06/24/2024		Buffing pads	01 2710 610 000	147.60	
Check Number: 30175	Check Type: Check	Check Date: 07/15/2024	Vendor: INTESECU	Integrated Security Solutions, LLC	Check Total:	150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20242593	07/01/2024		Fire Alarm Monitoring-DO	01 2610 431 000	75.00	
20242600	07/01/2024		Fire Alarm Monitoring-MS	01 2610 431 002	75.00	
Check Number: 30176	Check Type: Check	Check Date: 07/15/2024	Vendor: INTEEXPE	International Expert Resources, LLC	Check Total:	3,430.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
22-14-3	06/18/2024		Visa Sponsorship - P Besong	01 1100 340 001	1,750.00	
22-14-3	06/18/2024		J1 Health Insurance-P Besong	01 1100 340 001	1,680.00	
Check Number: 30177	Check Type: Check	Check Date: 07/15/2024	Vendor: KCAV	Kansas City Audio-Visual	Check Total:	952.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
45195	06/19/2024	CCS32914	EPSON Replacement Lamp For PowerLite 92	01 2580 610 000	476.00	
45195	06/19/2024	CCS32914	EPSON Replacement Lamp for PowerLite 109	01 2580 610 000	195.00	
45195	06/19/2024	CCS32914	EPSON Replacement lamp for Pow	01 2580 610 000	216.00	
45195	06/19/2024	CCS32914	Shipping & Handling of all above items	01 2580 610 000	65.00	
Check Number: 30178	Check Type: Check	Check Date: 07/15/2024	Vendor: KLOESUSA	SUSAN KLOEPPING	Check Total:	900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JULY2024	07/01/2024		District Treasurer Services	01 2310 340 000	500.00	
JULY2024	07/01/2024		Mileage for District Treasurer Duties	01 2650 334 000	400.00	
Check Number: 30179	Check Type: Check	Check Date: 07/15/2024	Vendor: KRVNFM	KRVN-FM	Check Total:	190.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN-LX-1240641798	06/16/2024		Job fair advertising	01 2570 540 000	190.00	
Check Number: 30180	Check Type: Check	Check Date: 07/15/2024	Vendor: KUYPCONS	Kuypers Consulting, Inc.	Check Total:	120.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
5718	07/10/2024	CCS32956	Zones of Regulation- SEL curriculum	01 6212 640 004	120.00	
Check Number: 30181	Check Type: Check	Check Date: 07/15/2024	Vendor: MATHESON	MATHESON TRI-GAS, INC.	Check Total:	203.48

Checking Account: 1

GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
52366659	06/30/2024		Acetylene	01 1100 610 001 0009	26.07
52366659	06/30/2024		C-25 High Grade AWS	01 1100 610 001 0009	104.28
52366659	06/30/2024		Oxygen 251 CF	01 1100 610 001 0009	26.07
52366659	06/30/2024		Hazardous Materials Charge	01 1100 610 001 0009	20.99
52366659	06/30/2024		Argon 155 CF	01 1100 610 001 0009	26.07

Check Number: 30182

Check Type: Check

Check Date: 07/15/2024

Vendor: MCGRHILL

MCGRRAW-HILL SCHOOL EDUCATION
HOLDINGS, LLC

Check Total:

11,645.12

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
132921139001	06/12/2024	CCS32945	ACTIVELY LEARN ELA 1YR ADD ON PRODUCT	01 1100 643 001	1,350.00
132921139001	06/12/2024	CCS32945	ACTVLY LRN SOCIAL STUDIES STDALN 1YR PRO	01 1100 643 001	1,080.00
132921139001	06/12/2024	CCS32945	ACTIVELY LEARN SCIENCE STD 1-YR PRODUCT	01 1100 643 001	540.00
132921139001	06/12/2024	CCS32945	AL ELA SITE SETUP/SUPPORT 1-YR PRODUCT	01 1100 643 001	145.00
132921139001	06/12/2024	CCS32945	ACTIVELY LEARN ELA 1 YR ADD ON PRODUCT	01 1100 643 002	1,350.00
132921139001	06/12/2024	CCS32945	ACTVLY LRN SOCIAL STUDIES STDALN 1YR PRO	01 1100 643 002	1,080.00
132921139001	06/12/2024	CCS32945	ACTILVEY LARN SCIENCE STD 1-YR PRODUCT	01 1100 643 002	540.00
132921139001	06/12/2024	CCS32945	AL ELA SITE SETUP/SUPPORT 1-YR PRODUCT	01 1100 643 002	145.00
133076926001	07/03/2024	CCS32965	Number Worlds Math Intervention- Element	01 6212 640 004	5,415.12

Check Number: 30183

Check Type: Check

Check Date: 07/15/2024

Vendor: MEADLUMB

MEAD LUMBER CO

Check Total:

36.52

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10804509	06/26/2024		Bolts for cabinets	01 2610 610 004	20.14
10807886	06/27/2024		Furring strip	01 2610 610 004	16.38

Check Number: 30184

Check Type: Check

Check Date: 07/15/2024

Vendor: MERIRENT

MERIDIAN RENTALS

Check Total:

80.68

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
030545	05/20/2024		Replace fuel line on trimmber	01 2630 431 000	35.55
030557	05/22/2024		Replace rope on trim edger	01 2630 431 000	45.13

Check Number: 30185

Check Type: Check

Check Date: 07/15/2024

Vendor: MIDS AUTO

MID-STATES AUTOMATION & CONTROL,
INC.

Check Total:

647.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
72-2120	07/01/2024		Replace thermostat MS commons	01 2610 431 002	647.00

Check Number: 30186

Check Type: Check

Check Date: 07/15/2024

Vendor: MIDWCLOU

Midwest Cloud Computing

Check Total:

53,551.40

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5291	07/02/2024	CCS32908	Meraki MR57 Wi-Fi 6E Indoor AP	01 2580 650 000	107,064.10
5291	07/02/2024	CCS32908	Meraki MR Enterprise License 5YR	01 2580 650 000	28,686.90
5291	07/02/2024	CCS32908	Shipping	01 2580 650 000	50.00
5291	07/02/2024	CCS32908	USAC covering \$82,249.60	01 2580 650 000	(82,249.60)

Checking Account: 1

GENERAL CHECKING

Check Number: 30187	Check Type: Check	Check Date: 07/15/2024	Vendor: MOHLAMY	Amy Mohler	Check Total: 8.71
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE2024	06/27/2024		Mileage 6.6.24 through 6.27.24	01 2650 333 000	8.71
Check Number: 30188	Check Type: Check	Check Date: 07/15/2024	Vendor: MONTCAND	Canda Montgomery	Check Total: 67.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JULY2024	07/02/2024		Mileage to Fiance workshop-Krny	01 2510 580 000	67.00
Check Number: 30189	Check Type: Check	Check Date: 07/15/2024	Vendor: NEBRLIBR	NEBRASKA LIBRARY COMMISSION	Check Total: 1,625.15
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
32411	07/03/2024	CCS32863	SIRS database renewal	01 2220 640 001	1,625.15
Check Number: 30190	Check Type: Check	Check Date: 07/15/2024	Vendor: NRCSA	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION	Check Total: 850.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MEM042-24-25	07/01/2024		2024-25 NRCSA Membership Dues Renewal	01 2310 810 000	850.00
Check Number: 30191	Check Type: Check	Check Date: 07/15/2024	Vendor: ONESOUR	ONE SOURCE	Check Total: 48.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2022157806	07/01/2024		1488052-H Schroeder	01 2570 340 004	19.00
2022157806	07/01/2024		1488054-N Furrow	01 2570 340 004	29.00
Check Number: 30192	Check Type: Check	Check Date: 07/15/2024	Vendor: ORIETRAD	ORIENTAL TRADING COMPANY	Check Total: 241.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
73092137001	04/30/2024	CCS32865	Smile Face Pinwheels	01 6988 610 004	19.98
73092137001	04/30/2024	CCS32865	Bulk of 100 pc. Spring Assortment	01 6988 610 004	21.99
73092137001	04/30/2024	CCS32865	Rainbow Hard Candy Sticks	01 6988 610 004	55.98
73092137001	04/30/2024	CCS32865	Airheads Mini Candy Bars	01 6988 610 004	29.96
73092137001	04/30/2024	CCS32865	Bulk 400 pcs Hershey Kisses Chocolate Mu	01 6988 610 004	47.99
73092137001	04/30/2024	CCS32865	Smarties Hard Candy Rolls	01 6988 610 004	43.98
73092137001	04/30/2024	CCS32865	Shipping	01 6988 610 004	21.99
Check Number: 30193	Check Type: Check	Check Date: 07/15/2024	Vendor: PERFHEALTH	Performance Health Supply	Check Total: 6,257.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
IN97718751	06/14/2024	CCS32768	AE Single Whirlpool Table 34"H	01 2620 610 001	2,345.33
IN97726523	06/18/2024	CCS32768	2 Seat Taping Station	01 2620 610 001	3,230.00
IN97726523	06/18/2024	CCS32768	AE Waste Hamper	01 2620 610 001	137.50
IN97726523	06/18/2024	CCS32768	AE Lockers per Double Door	01 2620 610 001	232.50
IN97726523	06/18/2024	CCS32768	Logo Slipcover	01 2620 610 001	312.00
Check Number: 30194	Check Type: Check	Check Date: 07/15/2024	Vendor: PERFTRUC	PERFORMANCE TRUCK & TRAILER REPAIR	Check Total: 4,202.53
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16775	06/03/2024		#311 DOT inspect; change oil/filters	01 2730 431 000	1,093.79
16851	06/24/2024		#312 Change oil/replace belt/inspection	01 2730 431 000	1,900.13

Checking Account: 1
16888

GENERAL CHECKING

06/28/2024

#308 DOT/change oil

01 2730 431 000

1,208.61

Check Number: 30195

Check Type: Check

Check Date: 07/15/2024 Vendor: PERRGUTH

PERRY, GUTHERY, HAASE & GESSFORD, Check Total: 1,145.90
P.C., L.L.O.

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
116	06/21/2024		Legal services	01 2330 317 000	1,134.50
116	06/21/2024		5/20 TeleConf CF re expelled stdt/enroll	01 2330 317 000	0.00
116	06/21/2024		5/28 Emails w/admin re policy	01 2330 317 000	0.00
116	06/21/2024		5/30 Email to board member re Title IX	01 2330 317 000	0.00
116	06/21/2024		5/31 Email JE re personnel	01 2330 317 000	0.00
116	06/21/2024		6/1 Prepare 24-25 handbooks	01 2330 317 000	0.00
116	06/21/2024		6/3 Emails w/board re EL lease/fencing	01 2330 317 000	0.00
116	06/21/2024		6/10 Correspondence w/JE re SPED proc	01 2330 317 000	0.00
116	06/21/2024		6/3 Computed Assisted Research-May	01 2330 317 000	11.40

Check Number: 30196

Check Type: Check

Check Date: 07/15/2024 Vendor: PLATVALL

PLATTE VALLEY GLASS & TRAILERS Check Total: 1,485.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
52151	07/02/2024		#118 windshield repair (Hal)	01 2730 431 000	760.00
52163	07/08/2024		#120 windshield repair (Hail)	01 2730 431 000	725.00

Check Number: 30197

Check Type: Check

Check Date: 07/15/2024 Vendor: PLUMCRAU

Rick Haines Check Total: 57.50

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
11677	06/15/2024		APR24-JUN24 Fleet car washes	01 2730 431 000	57.50

Check Number: 30198

Check Type: Check

Check Date: 07/15/2024 Vendor: PYRASCHO

PYRAMID SCHOOL PRODUCTS Check Total: 1,415.93

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
S1471948-002	06/21/2024	CCS32787	Primary Beginner Pencils	01 1200 610 004	14.95
S1471950-001	06/19/2024	CCS32787	Colored Pencils-240 Pencil Classpack	01 1100 610 001	28.79
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Red	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Purple	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Blue	01 1100 610 001	35.80
S1471950-001	06/19/2024	CCS32787	Pencil Erasers	01 1100 610 001	14.85
S1471950-001	06/19/2024	CCS32787	AA Cell-Alkaline Batteries	01 1100 610 001	24.48
S1471950-001	06/19/2024	CCS32787	Paper Clips-No 1 (Regular Size)	01 1100 610 001	3.79
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Purple	01 1100 610 001	17.90
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Black	01 1100 610 001	23.50
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Blue	01 1100 610 001	11.75
S1471950-001	06/19/2024	CCS32787	Flip Chart Markers-8 Color Set	01 1100 610 001	6.39
S1471950-001	06/19/2024	CCS32787	Mavalus Tape-Blue	01 1100 610 001	7.90
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Chisel Tip-Assorted Co	01 1100 610 001	5.69
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-BIC-Black	01 1100 610 001	7.69
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Purple	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Blue	01 1100 610 001	8.95

Checking Account: 1		GENERAL CHECKING			
S1471950-001	06/19/2024	CCS32787	Flag Holder-Wall Mount	01 1100 610 001	2.95
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Black	01 1100 610 001	11.75
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Blue	01 1100 610 001	23.50
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Red	01 1100 610 001	23.50
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Chisel Tip-Assorted Co	01 1100 610 001	11.38
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Red	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Green	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Purple	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Expo Low Odor-Red	01 1100 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Fine Tip Markers-8 Classic Colors	01 1100 610 001	15.56
S1471950-001	06/19/2024	CCS32787	Paper Clips-No 1 (Regular Style)	01 1100 610 001	11.37
S1471950-001	06/19/2024	CCS32787	Rulers-wood	01 1100 610 001	41.70
S1471950-001	06/19/2024	CCS32787	Single Subject Notebooks-College Ruled	01 1100 610 001	192.00
S1471950-001	06/19/2024	CCS32787	Mechanical Pencil Refills-.5mm	01 1100 610 001	23.76
S1471950-001	06/19/2024	CCS32787	Ring Binder-3-Ring 1" Capacity-Black	01 1100 610 001 0001	35.40
S1471950-001	06/19/2024	CCS32787	Ring Binder-3-Ring 1" Capacity-Red	01 1100 610 001 0001	35.40
S1471950-001	06/19/2024	CCS32787	AA Cell-Alkaline Batteries	01 1100 610 001 0004	24.48
S1471950-001	06/19/2024	CCS32787	Whiteboard-9x12-Lap Size	01 1100 610 001 0004	11.80
S1471950-001	06/19/2024	CCS32787	Ring Binder-3-Ring-1" capacity-Red	01 1100 610 001 0004	35.40
S1471950-001	06/19/2024	CCS32787	Push Pins Plastic-Clear	01 1100 610 001 0005	1.30
S1471950-001	06/19/2024	CCS32787	Intermediate Pencils	01 1100 610 001 0005	38.28
S1471950-001	06/19/2024	CCS32787	Pencil Erasers	01 1100 610 001 0005	9.90
S1471950-001	06/19/2024	CCS32787	Rubber Bands	01 1100 610 001 0005	5.96
S1471950-001	06/19/2024	CCS32787	Magic Eraser	01 1100 610 001 0005	8.59
S1471950-001	06/19/2024	CCS32787	Artist Acrylic Mediums-Matte Medium	01 1100 610 001 0005	16.75
S1471950-001	06/19/2024	CCS32787	Watercolor Sets-Oval Pans-8 Color Strip	01 1100 610 001 0005	18.24
S1471950-001	06/19/2024	CCS32787	Colored Pencils-Prisma-Color	01 1100 610 001 0005	194.07
S1471950-001	06/19/2024	CCS32787	Erasers	01 1100 610 001 0005	15.27
S1471950-001	06/19/2024	CCS32787	Erasers-Vinyl-X-Soft-White	01 1100 610 001 0005	18.95
S1471950-001	06/19/2024	CCS32787	Kneaded Rubber Erasers	01 1100 610 001 0005	21.90
S1471950-001	06/19/2024	CCS32787	Paint Markers-Oil Based	01 1100 610 001 0005	84.75
S1471950-001	06/19/2024	CCS32787	Precision Knife-4" long	01 1100 610 001 0005	25.74
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Blue	01 1100 610 002	11.75
S1471950-001	06/19/2024	CCS32787	AA Cell-Alkaline Batteries	01 1150 610 001	8.16
S1471950-001	06/19/2024	CCS32787	Correction Tape-Cover-Up and Labeling Ta	01 1150 610 001	6.98
S1471950-001	06/19/2024	CCS32787	Post-It Notes-Dispenser Refills-3x3-Asso	01 1150 610 001	12.69
S1471950-001	06/19/2024	CCS32787	Dry Erase Makers-Chisel Tip-Assorted Col	01 1150 610 001	17.07
S1471950-001	06/19/2024	CCS32787	Dry Erase Markers-Chisel Tip-Assorted Co	01 1200 610 001	17.07
S1471950-001	06/19/2024	CCS32787	Whiteboard-9x12-Lap Size	01 1200 610 001	29.50
S1471950-001	06/19/2024	CCS32787	US Classroom Flag-24x36-Nylon	01 2120 610 001	8.95
S1471950-001	06/19/2024	CCS32787	Flag Holder-Wall Mount	01 2120 610 001	2.95

Checking Account: 1		GENERAL CHECKING				
S1471950-001	06/19/2024	CCS32787	Post-It Notes-Dispenser Refills-3x3-Asso	01 2120 610 001	12.69	
S1471950-001	06/19/2024	CCS32787	File Folder Labels-Mini-Sheet-White	01 2120 610 001	2.95	
S1471950-001	06/19/2024	CCS32787	Gel Ink Rollerball Pen-Black	01 2120 610 001	11.75	
S1471950-001	06/19/2024	CCS32787	Colored Pencils-240 Pencil Classpack	01 2120 610 001	28.79	
S1472111.004	06/12/2024	CCS32787	Pencil Erasers	01 1100 610 002 0005	9.90	
Check Number: 30199	Check Type: Check	Check Date: 07/15/2024	Vendor: RENALEAN	RENAISSANCE LEARNING INC	Check Total:	657.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
INV5327116	06/27/2024		23-24 Fastbridge overage	01 2219 643 000	657.28	
Check Number: 30200	Check Type: Check	Check Date: 07/15/2024	Vendor: REYEROXA	Roxanne Reyes	Check Total:	93.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY24-JUNE24	06/21/2024		Mileage reimb 5-6-24 to 6-21-24	01 2650 333 001	93.87	
Check Number: 30201	Check Type: Check	Check Date: 07/15/2024	Vendor: ROCKIT	ROCKIT EVENT PROS LLP	Check Total:	1,431.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
229691126-2	07/01/2024	CCS32941	Inflatables for Elementary- Back to Scho	01 1100 890 004	1,431.00	
Check Number: 30202	Check Type: Check	Check Date: 07/15/2024	Vendor: SSWORLD	S&S WORLDWIDE, INC	Check Total:	605.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IN101414695	06/17/2024	CCS32797	Construction Paper-Sulphite-Black-9x12	01 1100 610 004	203.00	
IN101414695	06/17/2024	CCS32797	Construction Paper-Sulphite-Festive Red-	01 1100 610 004	203.00	
IN101414695	06/17/2024	CCS32797	Construction Paper-Sulphite-Warm Brown-1	01 1100 610 004	99.50	
IN101414695	06/17/2024	CCS32797	Construction Paper-Sulphite-Sky Blue-12x	01 1100 610 004	99.50	
Check Number: 30203	Check Type: Check	Check Date: 07/15/2024	Vendor: SCCLLLC	SCCL, LLC	Check Total:	410.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JULY2024	07/08/2024		Rental of storage unit-Deposit-July-Aug	01 2610 610 000	410.00	
Check Number: 30204	Check Type: Check	Check Date: 07/15/2024	Vendor: SCHOHEAL	School Health Corporation	Check Total:	48.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
CINV000051188	06/05/2024	CCS32794	Instant Thermometer Probe Covers For Pro	01 1190 610 005	16.19	
CINV000051188	06/05/2024	CCS32794	Digital Thermometer Prove Covers for Sur	01 1190 610 005	10.69	
CINV000051188	06/05/2024	CCS32794	Cotton Tipped Applicators	01 1190 610 005	6.92	
CINV000051188	06/05/2024	CCS32794	Shipping	01 1190 610 005	12.95	
CINV000054375	06/12/2024	CCS32794	Band Aids	01 1200 610 001	1.59	
Check Number: 30205	Check Type: Check	Check Date: 07/15/2024	Vendor: SCHOSPEC	SCHOOL SPECIALTY, LLC	Check Total:	416.76
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
308104518756	06/18/2024	CCS32789	Legal Pads-5x7 1/4-White	01 1100 610 001	7.17	
308104518756	06/18/2024	CCS32789	Disposable Petri Dishes	01 1100 610 001	6.95	
308104518756	06/18/2024	CCS32789	Lab Towels-Disposable-Kimwipes	01 1100 610 001	20.52	
308104518756	06/18/2024	CCS32789	Index Cards-4x6-Ruled	01 1100 610 001	1.60	
308104518756	06/18/2024	CCS32789	Index Cards-3x5-Ruled-Blue	01 1100 610 001	7.50	

Checking Account: 1		GENERAL CHECKING			
308104518756	06/18/2024	CCS32789	Index Cards-5x8-Ruled	01 1100 610 001	7.00
308104518756	06/18/2024	CCS32789	Magic Tape	01 1100 610 001 0005	23.73
308104518756	06/18/2024	CCS32789	Index Cards-4x6-Ruled	01 1150 610 001	8.00
308104518756	06/18/2024	CCS32789	Index Cards-3x5-Ruled	01 1150 610 001	4.60
308104520397	06/24/2024	CCS32789	Double Roll/Raffle Tickets	01 1100 610 002	4.94
308104520397	06/24/2024	CCS32789	Legal Pads-5x7 1/4-White	01 1100 610 002	14.34
308104520397	06/24/2024	CCS32789	Index Cards-3x5-Plain	01 1100 610 002	4.60
308104520397	06/24/2024	CCS32789	Index Cards-4x6-Ruled	01 1100 610 002	4.60
308104520397	06/24/2024	CCS32789	Index Cards-4x6-Plain	01 1100 610 002	8.00
308104520397	06/24/2024	CCS32789	Index Cards-4x6-Ruled	01 1100 610 002	16.00
308104520397	06/24/2024	CCS32789	Mini Hot Melt Glue Gun	01 1100 610 002	21.84
308104520397	06/24/2024	CCS32789	Mini Glue Sticks	01 1100 610 002	20.04
308104520397	06/24/2024	CCS32789	Nylon Zippered Pencil Pouch	01 1100 610 002	74.88
308104520397	06/24/2024	CCS32789	Beakers-50mL Cap	01 1100 610 002	27.30
308104520397	06/24/2024	CCS32789	Beakers-250mL Cap	01 1100 610 002	28.80
308104520397	06/24/2024	CCS32789	Ball and ring Apparatus	01 1100 610 002	34.71
308104520397	06/24/2024	CCS32789	Hydrogen Peroxide-30% Solution	01 1100 610 002	26.52
308104520397	06/24/2024	CCS32789	Hazardous Material fee	01 1100 610 002	25.00
308104520397	06/24/2024	CCS32789	Bookends (Pair)-Steel-Cork Base-Black-Wi	01 1100 610 002 0003	7.32
308104520397	06/24/2024	CCS32789	index Cards-4x6-Ruled	01 1150 610 002	9.20
308104520397	06/24/2024	CCS32789	index Cards-4x6-Plain	01 1200 610 002	1.60
Check Number: 30206	Check Type: Check	Check Date: 07/15/2024	Vendor: SPORTBOAR	Sportboardz LLC	Check Total: 2,900.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6192024C	06/19/2024	CCS32753	Conference Banners for New Gym	01 2620 610 001	2,900.00
Check Number: 30207	Check Type: Check	Check Date: 07/15/2024	Vendor: SPORFAC	Sports Facility Maintenance, LLC	Check Total: 2,285.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1181	06/21/2024		Backstop/bleacher inspections	01 2620 431 001	2,285.00
Check Number: 30208	Check Type: Check	Check Date: 07/15/2024	Vendor: SYNDPUBL	Syndicate Publishing	Check Total: 466.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16847	06/18/2024		6/13 Notice of June 17 Meeting	01 2310 540 000	6.87
16948	06/27/2024		6/27 Minutes of June 17 Meeting	01 2310 540 000	80.17
16948	06/27/2024		6/27 Notice of July 1 Meeting	01 2310 540 000	8.83
2024-2025SUB	07/01/2024		Subscription for DO	01 2510 610 000	65.00
2406037	06/28/2024		6/6 Job Fair advertising	01 2570 540 000	306.00
Check Number: 30209	Check Type: Check	Check Date: 07/15/2024	Vendor: EDUTYPING	Typing.com LLC	Check Total: 1,438.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
INV-1892	06/20/2024	CCS32832	Edutyping keyboarding software	01 2220 650 004	1,438.40
Check Number: 30210	Check Type: Check	Check Date: 07/15/2024	Vendor: WIESGERA	Gerald Wiester	Check Total: 450.00

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GENERAL CHECKING

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
441820	06/28/2024		Repair VB sleeves-gym flr	01 2620 431 001	450.00
Check Number: 30211 Check Type: Check Check Date: 07/15/2024 Vendor: WOLFPATT Patty Wolfe Check Total: 50.53					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CELLMAY24	06/28/2024		Reimburse cellphone-May	01 2580 294 000	50.53
Check Number: 14467 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: BLICART BLICK ART MATERIALS Check Total: 676.73					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3208240	06/13/2024	CCS32783	Classpack Assorted Brushes-Acrylics, Tem	01 1100 610 002 0005	216.86
3208240	06/13/2024	CCS32783	Plaster of Paris-4.5 lb	01 1100 610 002 0005	15.04
3208240	06/13/2024	CCS32783	Ceramic Glazes-Gloss-01 Black Magic-Opaq	01 1100 610 002 0005	17.83
3208240	06/13/2024	CCS32783	Ceramic Glazes-Gloss-58 Brilliant Red-Op	01 1100 610 002 0005	24.14
3208240	06/13/2024	CCS32783	Ceramic Glazes-Gloss-59 Hot Red-Transluc	01 1100 610 002 0005	24.14
3208240	06/13/2024	CCS32783	Canvas Panels-8x10	01 1100 610 002 0005	65.40
3208240	06/13/2024	CCS32783	Canvas Panels-12x16	01 1100 610 002 0005	110.40
3208240	06/13/2024	CCS32783	Canvas Panels-16x20	01 1100 610 002 0005	75.60
3208240	06/13/2024	CCS32783	Acrylic Paint-Blickrylic Student Acrylic	01 1100 610 002 0005	22.20
3208240	06/13/2024	CCS32783	Acrylic Paint-Blickrylic Student Acrylic	01 1100 610 002 0005	26.64
3208240	06/13/2024	CCS32783	Canvas Panels-8x10	01 1100 610 002 0006	78.48
Check Number: 14468 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: BOPW BOARD OF PUBLIC WORKS Check Total: 21,152.51					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE2024	07/01/2024		13475: Water - DO	01 2610 410 000	64.90
JUNE2024	07/01/2024		13475: Sewer - DO	01 2610 410 000	83.05
JUNE2024	07/01/2024		1166: Water - HS	01 2610 410 001	55.90
JUNE2024	07/01/2024		1166: Sewer - HS	01 2610 410 001	103.88
JUNE2024	07/01/2024		7693: Water - Transition House	01 2610 410 001	216.30
JUNE2024	07/01/2024		7693: Sewer - Transition House	01 2610 410 001	36.05
JUNE2024	07/01/2024		2134: Water - Stadium Well	01 2610 410 001	423.10
JUNE2024	07/01/2024		5862: Water - MS	01 2610 410 002	252.10
JUNE2024	07/01/2024		5862: Sewer - MS	01 2610 410 002	67.63
JUNE2024	07/01/2024		5679: Water - EL	01 2610 410 004	39.70
JUNE2024	07/01/2024		5679: Sewer - EL	01 2610 410 004	116.80
JUNE2024	07/01/2024		6160: Water - EL Sprinklers	01 2610 410 004	0.00
JUNE2024	07/01/2024		53: Water - CEEC - Soccer Field	01 2610 410 005	0.00
JUNE2024	07/01/2024		309: Water - CEEC	01 2610 410 005	28.00
JUNE2024	07/01/2024		309: Sewer - CEEC	01 2610 410 005	18.23
JUNE2024	07/01/2024		13475: Sanitation - DO	01 2610 420 000	21.50
JUNE2024	07/01/2024		1166: Sanitation - HS	01 2610 420 001	473.00
JUNE2024	07/01/2024		7693: Sanitation - Transition House	01 2610 420 001	17.20
JUNE2024	07/01/2024		5862: Sanitation - MS	01 2610 420 002	107.50
JUNE2024	07/01/2024		5679: Sanitation - EL	01 2610 420 004	215.00

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JUNE2024	07/01/2024	309: Sanitation - CEEC	01 2610 420 005	22.88
JUNE2024	07/01/2024	13475: Electricity - DO	01 2610 621 000	2,873.77
JUNE2024	07/01/2024	2496: Electricity - Concessions	01 2610 621 001	36.67
JUNE2024	07/01/2024	1168: Electricity - Stadium	01 2610 621 001	96.45
JUNE2024	07/01/2024	1170: Electricity - Stadium Well	01 2610 621 001	154.17
JUNE2024	07/01/2024	1166:Electricity HS	01 2610 621 001	6,914.44
JUNE2024	07/01/2024	7693: Electricity - Transition House	01 2610 621 001	42.03
JUNE2024	07/01/2024	5862: Electricity - MS	01 2610 621 002	2,834.04
JUNE2024	07/01/2024	5679: Electricity - EL	01 2610 621 004	5,375.59
JUNE2024	07/01/2024	6653: Electricity - EL Garage/Greenhouse	01 2610 621 004	43.74
JUNE2024	07/01/2024	8404: Electricity - CEEC Modular	01 2610 621 005	97.59
JUNE2024	07/01/2024	309: Electricity - CEEC	01 2610 621 005	321.30

Check Number: 14469

Check Type: Direct Deposit

Check Date: 07/15/2024 Vendor: COZAHOSP

COZAD COMMUNITY HOSPITAL

Check Total:

2,888.46

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
06142024	06/14/2024		Occupational Therapy Services-School Age	01 2161 320 001	27.00
06142024	06/14/2024		Occupational Therpay Services-School Age	01 2161 320 002	0.00
06142024	06/14/2024		Occupational Therapy Services-School Age	01 2161 320 004	1,241.73
06142024	06/14/2024		Planning time	01 6408 320 000	317.25
06142024	06/14/2024		Occupational Therapy Services-Age 3-4	01 6408 320 005	364.50
06142024	06/14/2024		Occupational Therapy Services - Birth-2	01 6408 320 005	0.00
06142024PT	06/14/2024		Physical Therapy Services-School Age	01 2171 320 001	40.50
06142024PT	06/14/2024		Physical Therapy Services-School Age	01 2171 320 004	148.50
06142024PT	06/14/2024		Planning time	01 6408 320 000	0.00
06142024PT	06/14/2024		Physical Therapy Services - Birth-2	01 6408 320 005	195.75
06142024PT	06/14/2024		Physical Therapy Services-Age 3-5	01 6408 320 005	202.50
07102024	07/10/2024		Occupational Therapy Services-School Age	01 2161 320 001	0.00
07102024	07/10/2024		Occupational Therpay Services-School Age	01 2161 320 002	0.00
07102024	07/10/2024		Occupational Therapy Services-School Age	01 2161 320 004	0.00
07102024	07/10/2024		Planning time	01 6408 320 000	60.75
07102024	07/10/2024		Occupational Therapy Services-Age 3-4	01 6408 320 005	0.00
07102024	07/10/2024		Occupational Therapy Services - Birth-2	01 6408 320 005	0.00
07102024PT	07/10/2024		Physical Therapy Services-School Age	01 2171 320 001	0.00
07102024PT	07/10/2024		Physical Therapy Services-School Age	01 2171 320 004	0.00
07102024PT	07/10/2024		Planning time	01 6408 320 000	60.75
07102024PT	07/10/2024		Physical Therapy Services - Birth-2	01 6408 320 005	229.23
07102024PT	07/10/2024		Physical Therapy Services-Age 3-5	01 6408 320 005	0.00

Check Number: 14470

Check Type: Direct Deposit

Check Date: 07/15/2024 Vendor: COZASERV

COZAD SERVICES, INC.

Check Total:

2,183.95

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
50102	06/06/2024		Cleaned units/ordered belts	01 2620 431 004	1,195.60
50103	06/14/2024		Wash gym units-replace belts	01 2620 431 001	748.35

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GENERAL CHECKING

50103	06/14/2024	Drain water heater-shut off boiler	01 2620 431 001	120.00
50103	06/14/2024	Started water heater back up	01 2620 431 001	120.00

Check Number: 14471 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: COZATELE COZAD TELEPHONE CO. Check Total: 1,459.66

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE2024	07/01/2024		Telephone Services-June 2024	01 2560 382 000	1,459.66

Check Number: 14472 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: DASSTATE DAS STATE ACCOUNTING - CENTRAL FINANCE Check Total: 572.93

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1436486	07/11/2024		Network NE Fees; June Interregional Fee	01 2560 382 000	12.63
1436486	07/11/2024		Network NE Fees; Participation Fee	01 2560 382 000	255.00
1436486	07/11/2024		E-Rate Circuit Cost Recovery	01 2560 382 000	305.30

Check Number: 14473 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: DAWSPEST DAWSON PEST CONTROL Check Total: 198.10

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
26622	06/27/2024		Interior Spray all building	01 2610 431 000	198.10

Check Number: 14474 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: EAKESKE EAKES OFFICE PLUS - KEARNEY Check Total: 6,742.79

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8959037-0	06/24/2024		Toner-Magenta-Service & Supply Agreemen	01 2530 550 004	0.00
INV561238	06/17/2024		Contract base rate-DocMgt-June	01 2510 643 000	318.00
INV566258	07/09/2024		Administrative Charge	01 2530 550 000	3.50
INV566258	07/09/2024		129855: DO BW Copies	01 2530 550 000	127.32
INV566258	07/09/2024		129855: DO Color Copies	01 2530 550 000	219.71
INV566258	07/09/2024		129829: HS Faculty Lounge BW Copies	01 2530 550 001	303.89
INV566258	07/09/2024		129853: HS Office BW Copies	01 2530 550 001	122.10
INV566258	07/09/2024		129853: HS Office Color Copies	01 2530 550 001	809.29
INV566258	07/09/2024		129856: MS Lounge BW Copies	01 2530 550 002	86.01
INV566258	07/09/2024		129856: MS Lounge Color Copies	01 2530 550 002	702.24
INV566258	07/09/2024		129886: MS Library BW Copies	01 2530 550 002	230.31
INV566258	07/09/2024		129857: EL Office BW Copies	01 2530 550 004	298.55
INV566258	07/09/2024		129857: EL Office Color Copies	01 2530 550 004	1,532.94
INV566258	07/09/2024		129883: EL Teach Lounge BW Copies	01 2530 550 004	217.20
INV566258	07/09/2024		129884: EL North Work room BW Copies	01 2530 550 004	467.66
INV566258	07/09/2024		129854: CEEC BW Copies	01 2530 550 005	49.10
INV566258	07/09/2024		129854: CEEC Color Copies	01 2530 550 005	571.97
INV567259	07/11/2024		Papercut licensing thru Dec 24	01 2510 443 000	683.00

Check Number: 14475 Check Type: Direct Deposit Check Date: 07/15/2024 Vendor: ESU10 EDUCATIONAL SERVICE UNIT #10 Check Total: 17,866.69

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
06252024	06/25/2024		Speech SA Secondary Billing	01 2151 591 001	1,042.22
06252024	06/25/2024		Audiology School Age Sec Billing	01 2151 591 001	92.95
06252024	06/25/2024		Deaf Education Secondary Billing	01 2151 591 001	129.16

Checking Account: 1		GENERAL CHECKING				
06252024	06/25/2024	Deaf Education Secondary Billing	01 2151 591 002	129.17		
06252024	06/25/2024	Audiology School Age Sec Billing	01 2151 591 002	92.96		
06252024	06/25/2024	Speech SA Secondary Billing	01 2151 591 002	1,042.22		
06252024	06/25/2024	Speech SA Elementary Billing	01 2151 591 004	3,442.74		
06252024	06/25/2024	Audiology School Age Elem Billing	01 2151 591 004	185.91		
06252024	06/25/2024	Deaf Education Elementary Billing	01 2151 591 004	515.75		
06252024	06/25/2024	Audiology Ages 3-4 Billing	01 2152 591 005	46.48		
06252024	06/25/2024	Speech Ages 3-4 Billing	01 2152 591 005	4,681.44		
06252024	06/25/2024	Speech Birth-2 Billing	01 2153 591 000	3,459.82		
06252024	06/25/2024	Audiology Birth-2 Billing	01 2153 591 000	46.48		
06252024	06/25/2024	SpEd Supplemental Supervision Billing	01 6408 591 001	239.54		
06252024	06/25/2024	Vocational Secondary Billing	01 6408 591 001	237.65		
06252024	06/25/2024	Vocational Secondary Billing	01 6408 591 002	237.66		
06252024	06/25/2024	SpEd Supplemental Supervision Billing	01 6408 591 002	239.54		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-T Savick	01 1200 330 004	25.00		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-J Albrecht	01 2151 330 004	25.00		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-C Arends	01 2213 330 004	25.00		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-V Gilbert	01 2213 330 004	25.00		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-K Heimann	01 2213 330 004	25.00		
24785-1	06/20/2024	Wkshp: Dawson Co Cohort-D Neill	01 2213 330 004	25.00		
24785-2	06/20/2024	Wkshp: LETRS Vol 1-A Russell	01 1200 330 002	480.00		
24785-3	06/20/2024	Wkshp: Dawson Co Cohort-Neujahr	01 1100 330 004	25.00		
24785-3	06/20/2024	Wkshp: Strategic Leadership-Edeal	01 1200 330 000 0020	40.00		
24785-3	06/20/2024	Wkshp: Strategic Leadership-Fisher	01 2410 330 001	40.00		
24846	06/24/2024	CCS32799 Mid Nebraska PS Conf registration	01 2580 330 000	1,270.00		
Check Number: 14476		Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: LANDMARK	LANDMARK IMPLEMENT, INC.	Check Total: 574.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
11740540	06/27/2024	CCS32964	Starter for Grasshopper mower	01 2630 610 000	546.00	
11740540	06/27/2024	CCS32964	Freight	01 2630 610 000	28.63	
Check Number: 14477		Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: PAPETIGE	PAPER TIGER SHREDDING	Check Total: 108.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
201442	06/30/2024		Paper Shredding DO	01 2610 420 000	27.00	
201442	06/30/2024		Paper Shredding HS	01 2610 420 001	0.00	
201442	06/30/2024		Paper Shredding MS	01 2610 420 002	27.00	
201442	06/30/2024		Paper Shredding ELEM	01 2610 420 004	54.00	
201442	06/30/2024		Paper Shredding CEEC	01 2610 420 005	0.00	
Check Number: 14478		Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: SOFTWAREUN	Software Unlimited, Inc.	Check Total: 8,700.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20240628-117	06/29/2024		2023-2024 School Accounting System (AP/P	01 2510 643 000	4,400.00	
20240628-117	06/29/2024		2023-2024 SAS Online Users annual fee (u	01 2510 643 000	2,700.00	

Checking Account: 1

GENERAL CHECKING

20240628-117	06/29/2024	2023-2024 WebLink Annual Fee	01 2510 643 000	700.00
20240628-117	06/29/2024	2023-2024 WebLink Hosting annual fee	01 2510 643 000	500.00
20240628-117	06/29/2024	2023-2024 Human Resources Annual Fee	01 2510 643 000	400.00

Check Number: 14479	Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: GARRTIRE	SOUTHSIDE TIRE COMPANY INC	Check Total:	1,309.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2157894	06/20/2024		#303 rear tag axle tires replaced	01 2730 431 000	1,278.90	
2163509	06/26/2024		Repair lawnmower tire	01 2630 431 000	30.50	

Check Number: 14480	Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: TMS	TIME MANAGEMENT SYSTEMS, INC.	Check Total:	173.59
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
312856	07/01/2024		AOD maintenance - June 2024	01 2510 643 000	173.59	

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 220,420.35

Checking Account: 6 LUNCH FUND

Check Number: 26630	Check Type: Check	Check Date: 07/15/2024	Vendor: SUPPWORK	Home Depot U.S.A., Inc.	Check Total: 1,899.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
810712489	06/19/2024	CCS32949	Trash bag liners	06 3100 610 000	1,899.20

Check Number: 26631	Check Type: Check	Check Date: 07/15/2024	Vendor: JOHNSPOT	Johnny on the Spot	Check Total: 216.30
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
69726	04/16/2024		Drain machine-HS kitchen	06 3100 431 001	216.30

Check Number: 26632	Check Type: Check	Check Date: 07/15/2024	Vendor: OPAAFOOD	OPAAI FOOD MANAGEMENT OF NEBRASKA, LLC	Check Total: 16,225.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NE00058312	06/30/2024		Student Lunches	06 3100 340 000	2,465.81
NE00058312	06/30/2024		Student Breakfasts	06 3100 340 000	3,822.52
NE00058312	06/30/2024		Headstart Breakfasts	06 3100 340 000	0.00
NE00058312	06/30/2024		Snacks	06 3100 340 000	0.00
NE00058312	06/30/2024		Ala Carte sales	06 3100 340 000	5.30
NE00058312	06/30/2024		Adult Lunches	06 3100 340 000	115.74
NE00058312	06/30/2024		Adult Breakfasts	06 3100 340 000	0.00
NE00058312	06/30/2024		Headstart Lunches	06 3100 340 000	0.00
NE00058312	06/30/2024		Headstart Adult Lunches	06 3100 340 000	0.00
NE00058312	06/30/2024		Headstart Adult Breakfasts	06 3100 340 000	0.00
NE00058312	06/30/2024		Daycare Breakfasts	06 3100 340 000	0.00
NE00058312	06/30/2024		Daycare Lunches	06 3100 340 000	0.00
NE00058312	06/30/2024		Daycare Adult Lunches	06 3100 340 000	0.00
NE00058312	06/30/2024		Daycare Adult Breakfast	06 3100 340 000	0.00
NE00058312	06/30/2024		Summer Student Lunches	06 3100 340 000	8,429.81
NE00058312	06/30/2024		Summer Student Breakfasts	06 3100 340 000	1,386.52

Check Number: 60	Check Type: Direct Deposit	Check Date: 07/15/2024	Vendor: COZASERV	COZAD SERVICES, INC.	Check Total: 80.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
50103-1	06/14/2024		Pumped down freezer to shut down	06 3100 431 001	80.00

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 18,421.20

12. BUILDING FINANCIAL CLAIMS

12.1. Financial Claims

Checking Account: 8		BUILDING FUND					
Check Number: 1081		Check Type: Check		Check Date: 07/15/2024	Vendor: PAULSEN	PAULSEN, INC.	Check Total: 14,085.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
2022-22	07/10/2024		2022 Bond CM-App 22	08 4700 450 001		14,085.00	
Check Number: 1082		Check Type: Check		Check Date: 07/15/2024	Vendor: WILKARCH	WILKINS ARCHITECTURE DESIGN PLANNING LLC	Check Total: 15,266.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>		<u>Detail Amount</u>	
6123	06/27/2024		HS-Additions & Renovations	08 4700 450 001		9,246.93	
6123	06/27/2024		HS-Additions & Renovations-Reimb	08 4700 450 001		77.74	
6124	06/27/2024		ELEM Additions & Renovations	08 4700 450 004		5,942.28	

13. QCPUF FINANCIAL REPORTS

13.1. Financial Claims

Checking Account: 9

QCPUF

Check Number: 101	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: KUTAROCK	Kutak Rock LLP	Check Total:	4,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
3388622	05/16/2024		Bond Counsel fee	09 5000 833 000	4,000.00	
Check Number: 102	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: BOKF	BOK FINANCIAL, NA	Check Total:	750.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
QCPUF	05/16/2024		Paying Agent fee	09 5000 833 000	750.00	
Check Number: 103	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: NORTSECU	Northland Securities, Inc.	Check Total:	14,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8056	04/24/2024		Municipal Advisor fee	09 5000 833 000	14,000.00	
Check Number: 104	Check Type: Automatic Payment	Check Date: 07/15/2024	Vendor: PAULSEN	PAULSEN, INC.	Check Total:	711,431.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2022-1	07/10/2024		2022 Bond-App 1	09 4500 450 000	130,288.00	
2022-1	07/10/2024		2022 Bond-App 1	09 4500 450 001	191,888.00	
2022-1	07/10/2024		2022 Bond-App 1	09 4500 450 004	389,255.00	

*Denotes Expensed Invoice Item

Checking Account ID: 9

Total without Voids: 730,181.00

14. DISCUSS, CONSIDER AND TAKE ACTION ON LB71 REPORT

A large red square with a white border, centered on a white background. Inside the square, the text 'LB 71' is written in white, and below it, the date 'July 15, 2024' is written in red.

LB 71

July 15, 2024

Cozad Preschool Enrollment

Enrollment Policy

Children eligible for CEEC enrollment is based on the following criteria in order of priority:

1. Those students living in our school district who will turn four by July 31st, oldest to youngest by birth month/day/year.
 - a. Students on an Individualized Education Plan (IEP/IFSP), living in our school district and meeting appropriate age requirements, will receive consideration based on individual needs and IEP team decision(s).
2. Those students living in the school district who will turn three by July 31st, oldest to youngest by birth month/day/year.
3. If there are still open spots, non-district students will be chosen based on the criteria above.

LB 71

- ★ Parents now have a right to third year of preschool
- ★ Previously, students were entitled to two years of preschool and an IEP team could determine if a child needed a 3rd year (the year they're eligible for kindergarten and not yet required to go to kindergarten)
- ★ NDE guidance - strongly recommend districts adopt policy regarding whether or not they will serve 5 year-olds and under what, if any, circumstances they will serve kindergarten eligible children.
- ★ Policy Considerations:
 - Waitlist information
 - Childcare
 - Other community-based early childhood availability within the community
 - Needs of LRE placement options
 - Availability of classroom space
 - Amount of needed staffing

Preschool Data

Preschool Application Data

	24-25	23-24	22-23
4 year-olds	45	42	47
3 year-olds	27	27	14
Total Applications	72	69	61

LB 71 Interest

Less than 5 parents

1 student continued another year of PK each year

Preschool Enrollment Data

	24-25	23-24	22-23
4 year-olds	42	42	39
3 year-olds	15	12 (added 5, 2 moved)	14
Total Enrollment	57	54 (ended with 57)	53 (ended with 50)
	*rejected 7, 3 year-old app. *14, 4 year-olds are returning	*rejected 11, 3 year-old *removed 1, deceased over summer, *removed 2, 3 year-olds that moved over summer Rejected 1, out of district *11, 4 year-olds returning	*rejected 5, 3 year-old app; 2 out of district * removed 4 due to moving *1 4 year-old parent changed mind *5 returning

Current Preschool Staffing

Teachers	Paraeducators	Specialists
3	4	5

Recommendations

1. Continue to operate preschool as is
2. Allow NDE time to update Rule 11 to reflect new legislation (LB 71)
3. Conduct community Needs Assessment

15. **DISCUSS, CONSIDER AND TAKE ACTION ON 2024-2025 MASTER CALENDAR CHANGE**

Early out will be moved from Wednesday, May 7th to Thursday May 8th and be moved up to 1 PM.

COZAD COMMUNITY SCHOOLS 2024 – 2025

School Year

0 No School

0 No School for Students

Last Day of Quarter/Semester

0 No School, PTC, 8 am to 8 pm

First & Last Days

2:00 pm Early Dismissal, PK-12

13 New Teachers
14-20 Teacher Prof Development
21 First Day of School

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School
6 Teacher Prof Development
8 Early Dismissal, 2 pm
22 Early Dismissal, 2 pm

2 No School
4 Early Dismissal, 2 pm
18 Early Dismissal, 2 pm

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5 Early Dismissal, 2 pm
19 Early Dismissal, 2 pm
20 Parent Teacher Conferences
8am -8pm
21 No School

2 Early Dismissal, 2 pm
3 Parent Teacher Conferences
8am -8pm
4 No School
16 Early Dismissal, 2 pm
18 End of Quarter
21 Teacher Prof Development

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Early Dismissal, 2 pm
14 End of Quarter, No School
19 Early Dismissal, 2 pm

6 Early Dismissal, 2 pm
20 Early Dismissal, 2 pm
27-29 No School

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Early Dismissal, 2 pm
16 Early Dismissal, 2 pm
18 No School
21 No School

4 Early Dismissal, 2 pm
18 Early Dismissal, 2 pm
23-31 No School

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 Early Dismissal, 1 pm
10 Commencement
21 Early Dismissal, 2 pm
23 Last Day of School
11 am Dimissal

Certified Staff Days			
Aug	13	Jan	20
Sept	20	Feb	19.5
Oct	22.5	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Staff Days		185	

Student Days			
Aug	8	Jan	19
Sept	20	Feb	18
Oct	20	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Student Days		175	

16. **DISCUSS, CONSIDER AND TAKE ACTION ON IXL CURRICULUM**

All buildings have been looking for a way to bolster what we already do. IXL provides the ability to support all students. It helps to create custom intervention plans for our striving learners, while also maximizing time to push our high ability learners to new heights. It allows us to get real-time data that we can use to help our kids.



IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE

QUOTE # 1379593-12
DATE: JUNE 13, 2024

TO:

Connor Williams
Cozad Community School District 11
1910 MERIDIAN AVE
COZAD, NE 69130

COMMENTS OR SPECIAL INSTRUCTIONS

This quote reflects a June 30, 2024 - August 1 2027 subscription duration. Please note, the pricing on this quote reflects a 3 year duration with one complimentary month (July).

SALESPERSON	TERMS	SUBSCRIPTION DURATION	QUOTE VALID UNTIL
John Strohm		June 30, 2024 - August 1, 2027	July 13, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 950 students, including: Grades K-5, 9-12: 725 students Subjects: Math and ELA	\$36,975.00	\$36,975.00
1	Grades 6-8: 225 students Subjects: Math, ELA, and Science <i>K-8 math licenses include complimentary access to IXL's universal screener</i>	\$14,175.00	\$14,175.00
1	IXL Elevate I: Effective Implementation (virtual professional learning session) <i>Unlimited instructor accounts included</i> <i>Auto-rostering services included</i>	\$695.00	\$695.00
SUBTOTAL			\$51,845.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$51,845.00

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, [click here](#) or go to <http://www.ixl.com/po-upload> and enter quote # 1379593-12. For international accounts, we can accept wire transfers for an additional fee.



SALES CONTRACT

CONTRACT #202702

June 13, 2024

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER

Connor Williams
Cozad Community School District 11
1910 MERIDIAN AVE
COZAD, NE 69130

SUBSCRIPTION INFO

Salesperson	Quote #	Subscription duration
John Strohm	1379593-12	Jun 30, 2024 - Aug 1, 2027

PAYMENT PLAN

	Amount	Invoice date
First installment with Professional Learning Services	\$25,575 (50%) + \$695 = \$26,270	August 1, 2024
Subscription year 2	\$12,788 (25%)	August 1, 2025
Subscription year 3	\$12,787 (25%)	August 1, 2026
TOTAL	\$51,845	

Price valid until July 13, 2024

COMMENTS OR SPECIAL INSTRUCTIONS

This quote reflects a June 30, 2024 - August 1 2027 subscription duration. Please note, the pricing on this quote reflects a 3 year duration with one complimentary month (July).

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE

DATE



TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

All checks should be mailed to:

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

Credit card payments may be made by phone at (855) 255-8800.

Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.

3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.

6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**

- a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
- b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.
- c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.
- d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free (855) 255-8800 | Direct (650) 372-4300 | E-mail orders@ixl.com
Completed sales contracts should be emailed to your sales consultant.

17. DISCUSS CONSIDER AND TAKE ACTION ON MEAL PRICES FOR 2024-2025

Current:

EL/CEEC Breakfast:\$1.55

MS/HS Breakfast:\$1.80

EL/CEEC Lunch:\$2.90

MS/HS Lunch:\$3.10

Adult Breakfast \$3.00

Adult Lunch \$5.00

With .10 cents raise:

EL/CEEC Breakfast:\$1.65

MS/HS Breakfast:\$1.90

EL/CEEC Lunch:\$3.00

MS/HS Lunch:\$3.20

Adult Breakfast \$3.10

Adult Lunch \$5.10

18. DISCUSS, CONSIDER AND TAKE ACTION ON REQUIRED ANNUAL REVIEW OF POLICIES 3040, 4031, 5018, 5045, AND 5057

18.1. Policy 3040 School Safety and Security

School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief

for students. Therefore, memorials may not be displayed anywhere on school premises.

- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing

the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 07/16/2018

Revised on: _____

Reviewed on: 7/15/2024

18.2. Policy 4031 Evaluation of Probationary Certified Employees

4031

Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: 12/17/2018

Revised on: _____

Reviewed on: 7/15/2024

18.3. Policy 5018 Parent and Guardian Involvement in Education Practices

5018

Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three school days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 8/14/2017

Revised on: _____

Reviewed on: 7/15/2024

18.4. **Policy 5045 Student Fees**

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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.

A. 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.

B. Listing of Fees Charged by this District.

1. Guidelines for 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 does not 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 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 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. Some courses that require additional fees are as follows:

- Industrial Technology Classes
 - H.S. Woods I and II: \$50
 - Metals Shop: \$15
- Art Classes
 - H.S. Honors Art: \$20
- Family and Consumer Science Classes
 - 7th F.C.S. Sewing Project: \$10
 - 8th F.C.S. Sewing Project: \$10
 - High School F.C.S.: \$30

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students in grades 6-12 may, but are not required, to purchase a take-home protection fee. The maximum dollar amount of take-home protection fee will be \$20. Students in grades 6-12 who do not purchase the take-home protection fee will not be allowed to take their devices off school property. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

The 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:

- Student Activity Card: \$35
 - Covers admission to all extracurricular events
- Student Participation Fee: \$35
 - Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.

- National Honor Society: \$40
- Cheerleading, Jazz Team: Not to exceed \$1800
 - Students must purchase uniforms, poms, and shoes selected by the sponsor and/or student group.
- Football: \$ 300
 - Students must provide their own football shoes and undergarments.
- Golf: \$500
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Basketball: \$300
 - Students must provide their own shoes, gloves, belts and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
 - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- FFA:
 - State and Local Dues: \$35
 - Jacket:\$80
 - Clothing: \$120
- Physicals: \$50
 - Students are required to have a physical taken for participation in athletics.
- SKILLS USA: \$25
- Spirit Club: \$10
- Field Trips: \$40
 - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's 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.

8. Transportation Costs.

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records.

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Parents of students 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.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$2500 annually.

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 PK-5
 - Regular Price \$ 1.65
 - Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
 - Regular Price \$ 1.90
 - Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
 - Regular Price \$ 3.00
 - Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
 - Regular Price \$ 3.20
 - Reduced Price \$ 0.40

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. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$90
 - Students must provide their own instruments and marching band shoes.
 - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
 - Concert Polo Shirt: \$25
(waived if student participates in Fall Choir Fundraiser)
 - Robe Cleaning Fee: \$16
 - A Cappella Gown/Vest Cleaning Fee: \$16
 - If purchased: \$70
 - Middle School T-shirt: \$10
(waived if student participates in Fall Choir Fundraiser)

14. Contributions High School Class Extracurricular Activities.

High school students are eligible to participate in a number of unique extracurricular activities, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The due for the class fund will be as follows:

- Grade 9: \$10
- Grade 10: \$15
- Grade 11: \$20
- Grade 12: \$10

C. 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. Actual participation in the free or reduced-price lunch program is not required 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.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, 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 clearly communicate that fact to students, parents and patrons.

F. 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.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7/15/2019

Revised on: 7/15/2024

Reviewed on: 7/17/2023

18.5. **Policy 5057 District Title I Parent and Family Engagement Policy**

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

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 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. 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.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 10/19/2020

Revised on: _____

Reviewed on: 7/17/2023

19. **DISCUSS, CONSIDER AND TAKE ACTION ON REQUIRED POLICY UPDATES 3004, 5049 AND 6005**

5049

Firearms and Weapons

It shall be the policy of the Cozad Community Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or Reserve Officers' Training Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Adopted on: 5/17/2021

Revised on: 7/15/2024

Reviewed on: _____

5049 Firearms and Weapons

It shall be the policy of the Cozad Community Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or Reserve Officers' Training Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

~~Weapons.~~ ~~No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.~~
~~Definition of Weapon.~~ ~~The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.~~

Firearms. No person 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 prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. ~~A handgun carried as a concealed handgun by a nonstudent adult in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.~~

Definition of Encased. ~~The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.~~

Exceptions for Students. ~~The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:~~

1. ~~The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;~~
2. ~~The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and~~
3. ~~All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.~~

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.~~

Consequences – Weapon. ~~State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).~~

~~Confiscation of Firearms.~~ ~~Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.~~

~~Report to Law Enforcement Authorities.~~ ~~All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.~~

Adopted on: 5/17/2021

Revised on: 6/12/2023

Revised on: _____

Reviewed on: _____

6005

Academic Credits and Graduation

To receive a diploma from Cozad Community Schools a student must have passing grades in classes totaling 240 credit hours in grades 9 through 12. Included in the 240 credit hours, a student must have completed and passed the following specified areas:

English:	8 semesters and/or at least 40 credit hours
Science:	30 credit hours
Math:	30 credit hours
Social Studies:	35 credit hours
Physical Education:	5 credit hours
Health:	5 credit hours
Personal Finance	5 credit hours

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.

Students must be in attendance eight semesters in grades 9 through 12, unless approved for early graduation in policy 5066, and receive credit in all classes taken in their final semester of attendance in order to participate in commencement ceremonies.

For a student with an Individualized Educational Plan (IEP) the IEP goals must be successfully completed to meet graduation requirements.

All credits earned outside the Cozad Community Schools must be granted by secondary and/or post-secondary schools, which are fully accredited and/or approved by the Board of Education. Academic credit earned at Interim Program Schools will be accepted and diplomas issued to students transferring from Interim Program Schools who have met the requirements for graduation as per 92 NAC 18. Any variations from the above requirements must be approved by the Board of Education and recommended by the principal.

High school may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school. (NDE Rule 10.003.05B)

Legal Reference: Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Adopted on: 3/15/2021
Revised on: 7/15/2024
Reviewed on: _____

6005

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Social Studies:	35 credit hours
Physical Education:	5 credit hours
Health:	5 credit hours
<u>Personal Finance</u>	<u>5 credit hours</u>

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Legal Reference: Neb. Rev. Stat. Sec. 79-729

Neb. Rev. Stat. Sec. 79-3003

NDE Rule 10

Adopted on: 3/15/2021

Revised on: 3/14/2022

Revised on:

Reviewed on: _____

19.1. **Policy 3004 General Purchasing and Procurement**

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

- A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 10 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$3,500.00, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

- E. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Adopted on: 6/19/2017

Revised on: 7/15/2024

Reviewed on: _____

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

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- C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

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- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

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- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$3,500.00, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

- E. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Adopted on: 6/19/2017

Revised on: 7/15/2024

Reviewed on: _____

19.2. **Policy 5049 Firearms and Weapons**

5049 Firearms and Weapons

It shall be the policy of the Cozad Community Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or Reserve Officers' Training Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Adopted on: 5/17/2021

Revised on: 7/15/2024

Reviewed on: _____

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It shall be the policy of the Cozad Community Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or Reserve Officers' Training Corps, peace officers, or qualified law enforcement officers or qualified retired law enforcement officers, as defined by and pursuant to state and federal law. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by someone other than a minor or prohibited person, as defined by law, and are enclosed in a case or inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

~~Weapons.~~ ~~No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.~~
~~Definition of Weapon.~~ ~~The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.~~

Firearms. No person 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 prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. ~~A handgun carried as a concealed handgun by a nonstudent adult in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.~~

Definition of Encased. ~~The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.~~

Exceptions for Students. ~~The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:~~

1. ~~The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;~~
2. ~~The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and~~
3. ~~All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.~~

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.~~

Consequences – Weapon. ~~State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).~~

~~Confiscation of Firearms.~~ ~~Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.~~

~~Report to Law Enforcement Authorities.~~ ~~All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.~~

Adopted on: 5/17/2021

Revised on: 6/12/2023

Revised on: _____

Reviewed on: _____

19.3. **Policy 6005 Academic Credits and Graduation**

6005

Academic Credits and Graduation

To receive a diploma from Cozad Community Schools a student must have passing grades in classes totaling 240 credit hours in grades 9 through 12. Included in the 240 credit hours, a student must have completed and passed the following specified areas:

English:	8 semesters and/or at least 40 credit hours
Science:	30 credit hours
Math:	30 credit hours
Social Studies:	35 credit hours
Physical Education:	5 credit hours
Health:	5 credit hours
Personal Finance	5 credit hours

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.

Students must be in attendance eight semesters in grades 9 through 12, unless approved for early graduation in policy 5066, and receive credit in all classes taken in their final semester of attendance in order to participate in commencement ceremonies.

For a student with an Individualized Educational Plan (IEP) the IEP goals must be successfully completed to meet graduation requirements.

All credits earned outside the Cozad Community Schools must be granted by secondary and/or post-secondary schools, which are fully accredited and/or approved by the Board of Education. Academic credit earned at Interim Program Schools will be accepted and diplomas issued to students transferring from Interim Program Schools who have met the requirements for graduation as per 92 NAC 18. Any variations from the above requirements must be approved by the Board of Education and recommended by the principal.

High school may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school. (NDE Rule 10.003.05B)

Legal Reference: Neb. Rev. Stat. Sec. 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Adopted on: 3/15/2021
Revised on: 7/15/2024
Reviewed on: _____

6005 Academic Credits and Graduation

To receive a diploma from Cozad Community Schools a student must have passing grades in classes totaling 240 credit hours in grades 9 through 12. Included in the 240 credit hours, a student must have completed and passed the following specified areas:

English:	8 semesters and/or at least 40 credit hours
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<u>Personal Finance</u>	<u>5 credit hours</u>

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.

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High school may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school. (NDE Rule 10.003.05B)

Legal Reference: Neb. Rev. Stat. Sec. 79-729

Neb. Rev. Stat. Sec. 79-3003

NDE Rule 10

Adopted on: 3/15/2021

Revised on: 3/14/2022

Revised on:

Reviewed on: _____

20. DISCUSS, CONSIDER AND TAKE ACTION ON THE DRUG FREE SCHOOL AND COMMUNITY POLICY

Drug Free School and Community Policy

Cozad Community Schools, District #11, is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses that philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful, and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Definitions

Terms used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.

The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the phrase "as apart of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy, and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask or such points of clarification of the Superintendent of Schools or his designee at the time policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any

drug and alcohol counseling and rehabilitation and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within fifty (50) miles, then such programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee may maintain a list of such available services and may from time to time update such list.

5. Sanctions, which may be taken against an employee for non-compliance with this policy, may be any one or more of the following:
 - a. An oral reprimand.
 - b. A written reprimand.
 - c. Suspension with pay.
 - d. Suspension without pay.
 - e. Termination of employment.
 - f. Cancellation of employment.
 - g. Non-renewal of employment.
 - h. Referral to appropriate authorities for criminal prosecution.
 - i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - j. Mandatory enrollment in any training programs that are or may be provided by the District or other relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the superintendent or his designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be in the sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.
8. As an alternative of discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such aftercare program and to participate in a manner and under the same terms an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting if such participation as a term

and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

PART II

It shall be the policy of the Cozad Community School, District #11, to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed necessary.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

PART III

It shall be the policy of the Cozad Community School, District #11 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

Drug Free School and Community Policy

ACKNOWLEDGE OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OF AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES.

I, the undersigned, do by affixing by signature hereto acknowledge that I understand the absolute prohibition of the Cozad Community School, District #11 against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by Board Policy or administrative directive. I further understand by affixing my signature hereto the disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated this _____ day of _____ 20____.

Signature of the employee

HIGH SCHOOL 2022-2023 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	1	0	0	0	1	1	0	1	0	0	4
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	2	0	0	0	0	1	0	0	0	0	3
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	4	1	2	2	2	2	3	3	2	0	21
Total Students Tested	15	14	8	22	14	14	9	21	15	9	141

JUNIOR HIGH 2022-2023 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	2	0	0	0	0	0	0	0	0	0	2
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	0	0	0	0
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	0	0	0	0	0	0	0	0	0	0
Total Students Tested	5	5	5	4	3	5	5	5	5	4	46

HIGH SCHOOL 2023-2024 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	1	0	0	0	0	0	0	0	0	1	2
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	1	1
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	2	1	0	0	0	0	3
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	1	1	0	0	2
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	1	0	0	1
Cotinine (COT)	1	2	1	2	3	1	1	2	0	2	15
Total Students Tested	14	13	12	15	15	14	12	14	15	12	136

JUNIOR HIGH 2023-2024 SCHOOL YEAR											
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
Amphetamine (AMP)	0	0	0	0	0	0	0	0	0	0	0
Barbiturates (BAR)	0	0	0	0	0	0	0	0	0	0	0
Buprenorphine (BUP)	0	0	0	0	0	0	0	0	0	0	0
Benzodiazepines (BZO)	0	0	0	0	0	0	0	0	0	0	0
Cocaine (COC)	0	0	0	0	0	0	0	0	0	0	0
Methamphetamine (MET)	0	0	0	0	0	0	0	0	0	0	0
Ecstasy (MDMA)	0	0	0	0	0	0	0	0	0	0	0
Morphine (MOP)	0	0	0	0	0	0	0	0	0	0	0
Oxycodone (OXY)	0	0	0	0	0	0	0	0	0	0	0
Phencyclidine (PCP)	0	0	0	0	0	0	0	0	0	0	0
Marijuana (THC)	0	0	0	0	0	0	0	0	0	0	0
Ethyl Glucuronide (ETC)	0	0	0	0	0	0	0	1	0	0	1
Fentanyl (FEN)	0	0	0	0	0	0	0	0	0	0	0
Methadone (MTD)	0	0	0	0	0	0	0	0	0	0	0
Cotinine (COT)	0	1	0	1	0	0	0	0	0	0	2
Total Students Tested	5	5	5	4	4	5	5	5	5	5	48

21. DISCUSS, CONSIDER AND TAKE ACTION ON 2024-2025 STUDENT HANDBOOKS

Cozad Community Schools
Activity Handbook
2024-2025
Superintendent: Dr. Dan Endorf
High School Principal: Corey Fisher
Middle School Principal: Brian Regelin
Activities Director: Jeremy Yilk
Activities Secretary: Roxanne Reyes



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ARTICLE 1: **CCS Activities Mission and Vision**

Section 1: OVERVIEW OF PROGRAMS

Cozad Schools provides a comprehensive co-curricular activity program for all students grades 7-12. The philosophy of the activity program is consistent with school district philosophy in that it contributes to the development of responsible and efficient citizens for democratic living. Participation in the activity program will help a student to learn self-discipline, self-motivation, goal setting, leadership skills and the ability to work with a group to achieve objectives and communication skills. To be successful within our activity program and within our democratic society a student must possess and develop some of the following character traits: strong work ethic, pride in one's self, honesty, integrity, willingness to follow directions, respect for others and respect for authority.

The activity program will always be in conformity with the objectives of the school district. The administration of activities will be in accordance with the policies of Cozad Community Schools, bylaws of the Southwest Conference and the guidelines and regulations of the Nebraska School Activities Association of which we are a member. The Nebraska School Activities Association is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in co-curricular activities.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this Activity Handbook makes both your child's and your experience with the Cozad High School and the Cozad Middle School Activity Programs less stressful and more enjoyable.

Section 2: MISSION STATEMENT

The Cozad Activities Department will provide a positive, life changing experience to our student-athletes where we will field teams as well as student-athletes who maximize their potential and represent the community of Cozad in a first class manner.

All of these activities are educationally based. They serve as an integral part of the overall educational process, and are uniquely positioned to enhance the experiences of our students. Haymaker Administration and Coaches will share this same common focus: **to positively impact the lives of our students.** In the pursuit of excellence, the Cozad Activities Department strives to be the most innovative and successful activities program in the Southwest Conference and to position our participants and teams to compete with others for district, state and national honors.

Section 3: ACTIVITIES PROGRAM VALUES

VALUE # 1: COMPETITORS

Principal 1: Pursue Excellence

Outcome 1: Better Student-Athletes, Better People

Principal 2: Embrace High Expectations

Outcome 2: Level of Performance Rises in Practice & Competitions

Principal 3: Set Challenging Goals and Visualize Success

Outcome 3: Clear Benchmarks for Team & Individual Performance

VALUE # 2: TOUGHNESS

Principal 1: How You Do Anything is How You Do Everything

Outcome 1: Level of Performance Increases Due to Improved Daily Habits

Principal 2: No B-C-E (Blame-Complain-Excuse) Language

Outcome 2: Ownership of Performance and Of One's Life

Principal 3: Circumstance Free Effort and Attitude

Outcome 3: Perform at High Level Regardless of Environment Around Student-Athlete

VALUE # 3: LOVE

Principal 1: Sweep the Sheds: Never Be too Big to Do The Little Things Right!

Outcome 1: Servant Leadership Flows From the Top Down; Out-Do Others in Service

Principal 2: C-P-S (Consistent, Positive, & Specific) Feedback Given to Student-Athletes

Outcome 2: Train Student-Athletes Who Correct Negative Behaviors or Positive Performance

Principal 3: Be a Good Ancestor; Plant Trees You Will Never See!

Outcome 3: Step Into Lives of Student-Athlete & Invest Beyond the Field or Court for Eternity

Section 4: ACTIVITIES PROGRAM GOALS

1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.
3. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
4. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

Section 5: NSAA SPORTSMANSHIP RULES

Cozad High School has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams. If your child speaks with the coach, and you feel the need to move to step 2, please call the coach or email the coach to set up a time to meet with your child present. The Cozad High School telephone number is 784-2744. The Cozad Middle School number is 784-2746. If the coach cannot be reached, call the Activities Director. A meeting will be set up for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not generally promote positive resolution. If there is still conflict, after step 2, the parent should call and set up an appointment with the Activities Director to discuss the situation with the coach, parent, and participant present.

CHS student-athletes serve as ambassadors for both Cozad Community Schools and the community of Cozad and as a result determine how spectators and community members view our school. Each coach is required to establish rules and penalties regarding sportsmanship behavior in each sport. This MUST be approved in advance by the activities director and also be outlined in each coach's handbook that is given to student-athletes and parents at the beginning of the season meeting. All student-athletes will be expected to comply with the expectations as well as consequences involved. An attitude of friendly sportsmanship should be reflected by all spectators, no matter how strong their loyalty to their team.

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

ARTICLE 2:

CCS Activities Assignments

Sections 1: SPORTS AND ACTIVITIES

FALL SPORTS

FOOTBALL

Head Coach: Jayce Dueland

Assistants - High School: Eric Ide, Trey Botts, Chris Tvrdy, Scott Adkisson, Dreu Young, Conor Young

8th Head / Assistant: Derek Hammerlun / Rod Baker

7th Head / Assistant: Nick Broz / Brian Cargill

VOLLEYBALL

Head Coach: Trysta Asche

Assistants - High School: Lexie Anthony, Amanda Rossell

8th Head / Assistant: Taryn Burrell / Stephanie Rush

7th Head / Assistant: Bill Shafer / Shavonne Schacher

SOFTBALL

Head Coach: Brent Dinslage

Assistants: Samantha Crick, Courtney Hanson, Travis Munster (V)

CROSS COUNTRY

Head Coach: Jacob Brummer

Assistants: Nick Auwerda, Valeria Estrada, Anne Burkholder (V)

GIRLS GOLF

Head Coach: Jordan Haarberg

Assistants: Sydney Howerter

WINTER SPORTS

GIRLS BASKETBALL

Head Coach: Joshua Asche

Assistants - High School: Amber Ross, Sydney Reichert

8th Head / Assistant: Brent Frauen / Ashley Simpson

7th Head / Assistant: Alisa Favinger / Courtney Hanson

BOYS BASKETBALL

Head Coach: Nick Broz

Assistants - High School: Dillon Higgins, Kaleb Lussetto

8th Head / Assistant: Brent Dinslage / Trey Botts

7th Head / Assistant: Brian Cargill / Bryan Bazata

GIRLS WRESTLING

Head Coach: Tim Negley

Assistant High School: Anne Burkholder (V)

7th/8th Head Coach: Barry Mraz

7th/8th Assistant: Lyndee Koch

BOYS WRESTLING

Head Coach: Derek Hammerlun

Assistants - High School: Brian Messersmith, Martin Rascon, Will Craig

7th/8th Head Coach: Barry Mraz

7th/8th Assistant: Martin Rascon

SPRING SPORTS

BOYS GOLF

Head Coach: Jayce Dueland

Assistant: TBD, Tim Hansen (V)

GIRLS TRACK

Head Coach: Trey Botts

Assistants - High School: Brian Cargill, Nick Auwerda, Scott Adkisson, Rod Baker, Mason Held, Luke Pinkelman

7th/8th Head Coach: Seth Vlasak

7th/8th Assistants: Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Sydney Reichert

BOYS TRACK

Head Coach: Jacob Brummer

Assistants - High School: Brian Cargill, Nick Auwerda, Scott Adkisson, Rod Baker, Mason Held, Luke Pinkelman

Jr. High Head Coach: Seth Vlasak

Jr. High Assistants: Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Sydney Reichert

ACTIVITIES

ACA-DECA

TBD

NATIONAL HONOR SOCIETY

Woody Blackmore, Amanda Rossell

VOCAL MUSIC

Amanda Kidder

DIGITAL JOURNALISM

Heather Schultz

ONE ACT

Kyle Vincent, Mercedes Guerra, Nick Auwerda

WEIGHT TRAINING

Coaches

QUIZ BOWL

Nick Auwerda, Jennifer Walls

SPEECH

Woody Blackmore, Janira Rodriguez, Omar Carlos

CHEER TEAM

Makenzie Rossell, Jaidon Ronning

DANCE TEAM

Brittany McManus, Briana Hovie

SCHOOL PLAY/MUSICAL

Amanda Kidder, DeVere Larington, Mercedes Guerra

INSTRUMENTAL MUSIC

DeVere Larington

CONCESSIONS

Dawn Beans

SMASH

Jennifer Walls, Samantha Crick

SPIRIT CLUB

Dawn Beans

TRI-M

DeVere Larington

SKILLS USA

Dawn Beans

FFA

Brandon Horwart

FCCLA

Jessica De La Torre

STUDENT COUNCIL

Dawn Beans

SENIOR CLASS

Dawn Beans, Amanda Rossell

JUNIOR CLASS

Kristen Wilkins, Jennifer Walls

SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

FRESHMAN CLASS

Marcie Kostrunek, Nick Auwerda

ARTICLE 3:

CCS ACTIVITIES COMMUNICATION PLAN

Section 1: CHAIN OF COMMUNICATION

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head

coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

1. Student Athlete to Coach
2. Student Athlete and Parent to Coach
3. Student Athlete, Parent, to Coach and Activities Director.

Section 2: COACH - PARENT COMMUNICATION

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at Cozad Middle School and Cozad High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

1. Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out of season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed following the chain of command below.
2. Notification of any schedule conflict well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following list, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student athletes.

ELECTRONIC COMMUNICATION

The school board supports the use of technology 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.

Section 3: PARENT CODE OF CONDUCT

The following list is not a complete code of conduct for you, but it gives you a compass to evaluate your behavior as a sports parent.

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches.
3. Be in control of your emotions.

4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

ARTICLE 4:
CCS Activities Guidelines

Section 1: ACADEMIC ELIGIBILITY

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in our activity handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.
4. Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time.

Section 2: SPORTS SEASONS

All interscholastic sports are divided into three seasons: Fall, Winter, and Spring. These divisions and the first organized practice dates are set by the NSAA. They will be published in the official school calendar each year.

NSAA Dates for the 2024-2025 School Year are:

<u>FALL</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 12, 2024	Football Playoffs
Girls Golf	August 12, 2024	State Meet
Softball	August 12, 2024	State Tournament
Cross Country	August 12, 2024	State Meet
Volleyball	August 12, 2024	State Tournament
<u>WINTER</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Wrestling	November 18th, 2024	State Meet
Basketball	November 18th, 2024	State Tournament
<u>SPRING</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Boys Golf	March 3rd, 2025	State Meet
Track	March 3rd, 2025	State Meet

Section 3: PRE-PRACTICE REQUIREMENTS

A. All participants must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):

1. Completed physical exam form
2. Completed NSAA form (Parent Agreement)
3. Concussion Test (If Applicable for Participant)
4. Medical Release Form

5. Drug Testing Policy Consent
6. Pay any fees that might go along with the activity
7. ***\$35 participation fee REQUIRED for all NSAA activity participants***

a. All students who participate in a NSAA sport or activity must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee.

B. All members of other Cozad Community Schools activities must meet the following requirements:

1. Permission to participate in activities.
 - a. Participant agreement to activity guidelines
 - b. Parent agreement to activity guidelines
 - c. Pay any fees that might go along with the activity

Section 4: PRACTICE REGULATIONS DURING SCHOOL

Practice sessions are essential for preparation in competitive events. School facilities are provided for the enhancement of activity programs. The following behaviors are expected of all students:

1. No student should ever practice or work out using indoor school facilities unless he/she is under the direct sponsorship/supervision of a coach/faculty sponsor.
2. No actions should ever be done by a coach or student to take away from the sport in season.
3. Students are required to attend all practices and contests unless excused by the coach or sponsor.
4. Students must adhere to the student dress code as noted in the student handbook.
5. Coaches may be able to conduct non-mandatory practices on days when school is closed due to inclement weather if administrative approval is obtained.

Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE

All starting times of practices will be designed by the individual coach/sponsor with the approval of the Activities Director. All participants are expected to be at practice at the times set by the coach/sponsor. As a general rule, if the participant is in school that day, they should also be at practice after school. Each coach/sponsor will determine the discipline for unexcused absences. The following general guidelines will be followed by all coaches/sponsors:

1. All Cozad High School athletic/activity practices will conclude in time for students to be out of the building by 9:30 p.m.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 p.m.
3. Wednesday evening practices will be cut short to allow students to attend church functions. The following guidelines will be followed:
 - a. Activity practices will be organized so that all participants are showered, dressed and out of the facilities by 6:30 pm on Wednesday nights.
4. Saturday evening practice will be avoided if at all possible. Building Principal or Activities Director approval must be obtained prior to scheduling Saturday evening practice.
5. In order for there to be a scheduled Sunday practice, the coach/sponsor must get permission from the Building Principal/Activities Director. The Building Principal/Activities Director must inform the Superintendent and School Board of all Sunday practices. Sunday practices will only be granted for special, extenuating circumstances.

Section 6: PARTICIPATION AND ATTENDANCE

1. ***Students must be in school by 10:00 a.m. the day of any scheduled school activity to be eligible to participate in the activity. This includes all school activities (sports contests, competitions, performances, field trips, dances etc). Exception: The absence must be excused by school administration in advance. A school-sponsored activity is an exception.***
2. A team member is not allowed to practice unless he/she is in school one-half day on the day of practice. (Note: one-half day means the student must be in school by 12:00 noon.) Exceptions may be made by the Activities Director or Building Principal if arrangements are made in advance of the student being gone.
3. Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, he/she must contact the sponsor in advance. 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.

Section 7: DECEMBER MORATORIUM

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school.

The 2024-2025 5-Day Practice/Competition Moratorium is December 22-26.

Section 8: TEAM SELECTION

The philosophy of Cozad Community Schools is that everyone should be given the opportunity to become a member of any team for which they are eligible. However, because of some circumstances beyond our control the school may have to limit the size of their teams. If circumstances develop that cause the school to release an individual from the team, the coach, participant and Activities Director will have a conference and the student will be informed about why they are released from the squad.

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

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

Section 9: CONFLICTS BETWEEN ACTIVITIES

At the beginning of every athletic season the Activities Director will meet with the sponsors of all activities to go over any conflicts there may be among activities. If conflicts arise among two or more activities over practice or performance times, they will be worked out by the sponsors involved and the Activities Director so that the student(s) affected may be able to benefit from both activities in question. The following is a guideline that may be followed in resolving conflicts among activities:

- A. Competition has priority over practice.
- B. District level competition has priority over regular scheduled competition.
- C. State level competition has priority over District level competition.

Section 10: CHANGING ACTIVITIES

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities—If the student is allowed to change activities, he/she will be allowed to practice but will not be able to compete in the new activity for seven school days.

If an individual is cut from a squad because of disciplinary reason by the coaching staff, or if they quit on their own accord after the first varsity contest, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she has quit is completed.

If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

Section 11: LETTERING REQUIREMENTS

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach’s discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The Activities Director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded by the school per individual. Letter certificates will be awarded by the coach or sponsor at appropriate banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

A. LETTER IN BAND

1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
3. Be an active and conscientious band member in rehearsals.

4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
5. In all cases, the participant must have the sponsor's recommendation.

B. LETTERING IN GIRLS BASKETBALL

1. To be eligible, an athlete must average one quarter of participation for each game played during the regular season, or suit up and participate in the district or state tournament.
2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

C. LETTERING IN BOYS BASKETBALL

1. Must finish out the season as an eligible student-athlete and member of the team.
2. Practice: No Unexcused absences
3. Play in 70% or more of all varsity games
4. All Seniors who have been out for at least 3 seasons
5. Nomination made by the Cozad Boys Basketball Coaching Staff.

D. LETTERING IN CHORUS

1. Participate in all major performances throughout the school year, including concerts and graduation. A student may be excused from above only due to illness or funeral.
2. Be an active and hardworking member of the chorus.
3. In all cases, the participant must have the sponsor's recommendation.

E. LETTERING IN CROSS COUNTRY

1. In order to letter, one must be counted toward team score in at least two meets.
2. The above requirement may be waived in the case of an athlete who has contributed a great deal to the team.
3. In all cases, the athlete must have the coach's recommendation.

F. LETTERING IN FOOTBALL

1. Each athlete that plays at least one snap in 18 or more varsity quarters.(½ the season)
2. Each year there will be an offensive and defensive scout team All-American Award. This is voted on by the coaching staff. Work Ethic, Attendance & Leadership are all taken into consideration.
3. All Seniors that stay out for the entire season regardless of playing time will letter.

G. LETTERING IN BOYS' GOLF

1. An athlete must complete either of the following: Compete in 6 of the 12 Varsity Competitions, earn a medal at a Varsity Competition, or compete at District or State.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

H. LETTERING IN GIRLS' GOLF

1. Play in all varsity meets except one.
2. Medal in the Dawson County meet.
3. Play in Southwest Conference, District, State.
4. In order to letter, you must complete the above criteria unless injured or ill.
5. The above requirements may be waived on the coach's recommendation.

I. LETTERING IN PLAY PRODUCTION

1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)
2. Attend all competitions.
3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

J. LETTERING IN SOFTBALL

1. To be eligible, an athlete must participate in a third of the innings played during the regular season, or suit up in the district or state tournament.

2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

K. LETTERING IN SPEECH

1. Compete at Varsity Level in all events for six or more competitions per season.
2. Compete in an Ensemble or Individual event at Conference and/or District Speech.
3. Accumulate 75 points (Honors Status) in the National Speech and Debate Association.
4. In all cases, the participant must have the coach's recommendation

L. LETTERING IN TRACK

1. Score point(s) in a Varsity Competition (four or more teams)
2. Participate in at least 7 Varsity Competitions (with 4 or more teams)
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

M. LETTERING IN VOLLEYBALL

1. Play in one quarter of total varsity games.
2. Manager who gives good service for the whole season.
3. In order to letter you must complete the volleyball season, unless injured or ill.
4. If the team qualifies for the state competition, all players listed on the final state roster
5. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
6. The above requirements can be waived in the case that an athlete must have the coach's recommendation.

N. LETTERING IN BOYS WRESTLING

1. An athlete must score 25 points in varsity competition and place in the top four in at least one invitational meet. Points are earned according to how many team points are awarded in tournament competition and in dual competition.
2. A non-varsity participant may earn a letter by scoring 45 points (excluding forfeits) in junior varsity competition and placing first and second in a tournament. Points are scored (earned) in the same manner as in varsity competition.
3. Team captains must complete 15 hours of service with the Cozad Youth Wrestling Program. Non captains must complete 10 hours of service with the Cozad Youth Wrestling program
4. In all cases, the participant must have the coach's recommendation.

O. LETTERING IN GIRLS WRESTLING

1. Compete as the varsity wrestler in at least 50% of the team competitions or 75% of their individual matches.
2. Must wrestle at least 20 matches
3. Exceptions can be made by the coaching staff for senior or injured wrestlers.

Section 12: FUNDRAISING

All school-sponsored fundraising activities must be approved by a member of the school district administration. 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.

Section 13: 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.

ARTICLE 5:
NSAA ACTIVITIES GUIDELINES

Section 1: Constitution and Bylaws 2023-2024

Cozad Community Schools is a member school of the Nebraska School Activities Association (NSAA). Cozad Community Schools will abide by and follow the provided activity guidelines listed in the NSAA Constitution and Bylaws. A copy of these guidelines can be found at <https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

ARTICLE 6:
DRESSING ROOMS, EQUIPMENT, STUDENT FEES, AND TRANSPORTATION

Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students and student managers unless by a coach's or sponsor's request.

Section 2: EQUIPMENT

1. Cozad Community Schools try to furnish all participants with as much of the equipment needed as is possible. Cozad Community School coaches are confident that the school has proper equipment and in the case of contact sports, the athletes are well protected.
2. All equipment will be checked out to individuals at the beginning of the season by the coach or sponsor in charge. The participant will be responsible for the equipment and should be prepared to pay for the cost of replacement, if it is not checked in at the end of the season in reasonable condition.
3. It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit the activity, he/she will be expected to pay for the cost of replacement.
4. All collections for lost equipment will be handled in the Activities Director's office.
5. No student will be allowed to go out for another activity until they have turned in all equipment checked out to them from any previous school activity.
6. A student will be allowed to wear equipment checked out to him/her only at practices, on game days, and at contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to them. Any request to wear school clothing during the school day must first be approved by the Activities Director.

Section 3: STUDENT FEES

Refer to Cozad Community Schools Board Policy 5045.

Section 4: GUIDELINES FOR THE USE OF THE WEIGHT TRAINING EQUIPMENT

- A. The equipment will be kept in an assigned area and will never be used unless there is an assigned supervisor present.
- B. The equipment will be used for the following purposes and in the following priorities:
 1. Physical education instruction – Physical fitness program or weight training class.
 2. By the sport in season – Program to be designed by the head coach and sponsored by the head coach or his/her assistants.
 3. Athletes who are out for two sports but are in their off-season.
 4. Summer conditioning instruction – for all athletes 9-12 for the coming year.
 5. Adult education instruction – Physical fitness program.
 6. Adult members of the Cozad School District.

Section 5: TEAM TRAVEL

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. **It is expected that all members of a team return from a contest by the same transportation provided for taking them to the contest.** This will promote team camaraderie and unity among the players. **Exceptions:** A student may go with his/her parents in case of a family emergency, illness or injury. They may also continue on a trip with his/her parents or their adult

designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.

- B. Dress: Dress of team members should be clean, neat and in good taste.
- C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, team members will eat the pre-game meal at home.
- D. When traveling by bus, students should remember the following:
 - 1. Always be on time for departure
 - 2. There will be no loud or boisterous behavior.
 - 3. All riders will remain seated for the entire distance.
 - 4. There will be complete silence when the bus stops for railroad crossings.
 - 5. There will be no yelling out windows or waving of arms out the window.
 - 6. No obscene gestures will be allowed.
 - 7. Students will always exit the bus by using the front door.
 - 8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.
- E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, has been post-concussion tested, and is cleared to return to light aerobic exercise per the return to play protocol.

ARTICLE 7:

CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND INITIATIONS/HAZING

Section 1: CODE OF CONDUCT

All activity sponsors and school administrators expect participants to be something special, so therefore, all participants are expected to meet demands that the normal student does not. Also, because activities can be very demanding upon an individual, both mentally and physically, this code of conduct should be followed:

- A. **Appearance:**
 - 1. Participants should be neat, clean, and well-groomed.
 - 2. All participants should take pride in their dress and appearance.
- B. **No Tobacco:**
 - 1. There is no place in Cozad activities on the High School or Middle School level for a participant who uses tobacco.
 - 2. Anyone who does will not only be hurting themselves, but also the team.
- C. **No Drinking or Use of Drugs:**
 - 1. Use of alcohol by a person under the age of 21 is illegal. So is using drugs. There is no way to justify any participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team.
- D. **Citizenship and Student Behavior:**
 - 1. Students involved in activities are expected to be on their best behavior both in and outside of school.

Section 2: DISCIPLINE

- A. Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is observed, under the influence of, in possession of, or distributing:
 - 1. Tobacco, Tobacco Substitute (cigars, cigarettes, e-cigs, chew, snuff, vapes, etc.)
 - a. **First Offense:** The tobacco and its containers will be confiscated and destroyed. ~~The student will be suspended from attending all school activities for five consecutive days and may not participate in contests or performances during the suspension.~~
The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)

- b. Second Offense: The tobacco and its containers will be confiscated from the student and destroyed. ~~The student will be suspended from attending all school activities for three weeks and may not participate in contests or performances during the three weeks.~~ The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

2. Alcohol

- a. First Offense: The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)
- b. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

3. Illegal Drugs

- a. First Offense: The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are in one school activity.
- b. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
- c. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

Section 3: INITIATIONS and HAZING

Initiations: Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing: Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activity includes

whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Section 4: SECRET ORGANIZATIONS

It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Section 5 OUTSIDE ORGANIZATIONS

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Section 6: 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.
3. Appeals of decision must be made to the Office of the Superintendent within 48 hours of notification.

Article 8:

CCS ACTIVITIES CONCUSSION AND INJURY INFORMATION

Section 1: CONCUSSION INFORMATION and LINKS

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, sponsors and trainers to complete the following on-line course 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:
 - Concussion in Sports (NFHSLearn.com)
- 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:
 - a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion; and
 - c. The actions a student should take in response to sustaining a concussion, including notification of his or her coaches.

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training).

Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainers, and other healthcare providers.

Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs.

We are using resources provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}

<http://www.nebsportsconcussion.org/resources/forms.html>

LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES

CDC Heads Up - Fact Sheet for Athletes

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Parents

http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Coaches

http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Home Instructions for Parents & Concussed Athlete

<http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf>

Return To Learn

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf>

Return to Play

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20guidelines.pdf>

Return To Play - Written Clearance Form

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20-%20clearance%20form.pdf>

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at <https://www.cozadschools.net/page/concussion-education>

Section 2: 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 information above.

Article 9: NCAA I, NCAA II

Section 1: NCAA DIVISION I

~~Division I Initial-Eligibility Toolkit Website: <http://www.ncaa.org/student-athletes/resources/division-i-initial-eligibility-toolkit>~~

~~1. Academic Eligibility:~~ To participate in Division I athletics or receive an athletics scholarship during the first year of college, a student-athlete must:

- ~~a. Complete the 16 core-course requirement in eight semesters:~~
- ~~b. 4 years of English~~
- ~~c. 3 years of math (Algebra 1 or higher)~~
- ~~d. 2 years of natural or physical science (including one year of lab science if offered by the high school)~~
- ~~e. 1 extra year of English, math or natural or physical science~~
- ~~f. 2 years of social science~~
- ~~g. 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)~~
- ~~h. Earn a minimum required grade-point average in core courses~~
- ~~i. Earn a combined SAT or ACT sum score that matches the core-course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).~~
- ~~j. Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:~~
 - ~~i. Earn at least a 2.3 GPA in core courses~~
 - ~~ii. Meet an increased sliding-scale standard~~
 - ~~iii. Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.~~
 - ~~iv. If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.~~

To be eligible to compete in NCAA sports during your first year at a Division I school, you must meet **ALL** the following requirements:

- Earn 16 NCAA-approved [core-course credits](#):
 - Four years of English.
 - Three years of math (Algebra 1 or higher).
 - Two years of science (including one year of lab, if offered).
 - One additional year of English, math or science.
 - Two years of social science.
 - Four additional years of English, math, science, social science, world language or nondoctrinal religion/philosophy.
- Complete 10 of your 16 NCAA-approved core-course credits, including seven in English, math or science, before the start of the seventh semester.
- Complete your 16 NCAA-approved core-course credits in eight academic semesters or four consecutive academic years from the start of ninth grade.
- Earn a minimum 2.3 core-course GPA.
- Submit your final transcript with proof of graduation to the Eligibility Center.

<https://www.ncaa.org/sports/2014/10/24/play-division-i-sports.aspx>

Section 2: NCAA DIVISION II

Division II Initial-Eligibility Toolkit Website:

<http://www.ncaa.org/student-athletes/resources/division-ii-initial-eligibility-toolkit>

~~1. Academic Eligibility:~~ If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must

- ~~a. Graduate from high school;~~
- ~~b. Complete these 16 core courses:~~
- ~~c. 3 years of English~~
- ~~d. 2 years of math (Algebra 1 or higher)~~
- ~~e. 2 years of natural or physical science (including one year of lab science if offered by your high school)~~
- ~~f. 3 additional years of English, math, or natural or physical science~~
- ~~g. 2 years of social science~~
- ~~h. 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);~~
- ~~i. Earn a 2.000 grade-point average or better in your core courses; and~~
- ~~j. Earn a combined SAT score of 820 or an ACT sum score of 68.~~

To be eligible to compete in NCAA sports during your first year at a Division II school, you must meet **ALL** the following requirements:

- Earn 16 NCAA-approved core-course credits:
 - Three years of English.
 - Two years of math (Algebra 1 or higher).
 - Two years of science (including one year of lab, if offered).
 - Three additional years of English, math or science.
 - Two years of social science.
 - Four additional years of English, math, science, social science, world language or non doctrinal religion/philosophy.
- Earn a minimum 2.2 core-course GPA.
- Submit your final transcript with proof of graduation to the Eligibility Center.

<https://www.ncaa.org/sports/2014/10/24/play-division-ii-sports.aspx>

ARTICLE 10:
CCS ACTIVITIES DRUG TESTING POLICY
Section 1: OVERVIEW

The procedure for initial and random drug testing of students in 7-12 Cozad Community Schools activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. Results are reported to the Building Principal or Activities Director.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Cozad Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- (3) to encourage students who use drugs to participate in drug treatment programs
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Cozad Community Schools Schools.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

B. SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

C. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official - The individual hired by the school or district to oversee the drug testing program of the school or district.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

Student Participant - A qualified student participating on a sanctioned athletic team as defined by the NSAA, an extracurricular activity as defined by the board.

SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS - Gas Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

D. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each year/season, or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Section 3). No student may participate until this form is properly executed and on file with the School. A signed consent form from the previous school year will stay on file until a new form is signed.

b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in activities may be subject to urine testing for illicit or banned substances as specified in Section F. Following enrollment, students will be randomly tested on a monthly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test.

c. Testing Pool / Activity Drop Form

The student will remain in the pool through graduation or until they file an "Activity Drop Form". A student electing to drop out of the pool is ineligible for activities for a calendar year.

d. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Category F below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

E. CONFIDENTIALITY OF RESULTS

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. All drug test results are considered confidential information and will be handled accordingly.

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible identified numbers, the Vendor must select the required number of students in a random and confidential manner. Monthly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student numbers will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory. All specimens must be initially tested using a highly accurate screening multi-drug test immuno-assay technique.

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Amphetamine	Barbiturates	Buprenorphine
Benzodiazepines	Cocaine	Ethyl Glucuronide (Alcohol)
Fentanyl	Marijuana	MDMA (Ecstasy)

e. Reporting of Random Urine Test Results by Vendor

The vendor will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone or email in a confidential manner to the Designated Official.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Cozad Community Schools Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur *after* notification of the parent:

- (1) The Designated Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to one year.
- (2) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within 48 hours from first notification of positive test results. The student must get a Doctor's order to be able to get a second test done on the same sample at a different laboratory. If there is not enough sample to retest, a new sample may be required.
- (3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests on the day starting when the school finds out about the positive result or when the student admits to guilt. ~~or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt.~~ The penalty of missing two weeks worth of contests carries over from activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if a student out for a fall sport fails a random drug test, ~~gets convicted of Minor In Possession~~ after the season has ended, he/she will miss the first two weeks worth of competition in the next activity they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)

c. Second Positive Result

The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next activity - if a student fails a random drug test ~~was convicted of Minor In Possession~~ as a freshman and fails a random drug test ~~gets convicted of Minor In Possession~~ again as a senior, it will be a second offense suspension).

d. Third Positive Result

The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

e. Self-Report

A student who self-reports, prior to providing a urine sample will comply with the requirements set in section 7b of this policy, except there will be only one week of forfeiture of all activities. The week forfeiture begins on the day of self-report. Self-reports may be used as a **first offense only**, subsequent positives following a self-report will continue to actions stated in 7c and 7d. A student may only self-report one time while a student in the Cozad Community Schools.

f. Prescription Drug Positive

A student that tests positive for a prescription drug, the Parent/Guardian will submit the legal prescription document for the prescribed drug. Upon receipt of this document and recognition of it, the suspension from activities will be lifted and no assessment or intervention will be required. A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result.

H. NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Cozad Community Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Cozad Community Schools School Board of Education, to the extent permitted by such subpoena or legal process.

I. ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Cozad Community Schools Students:

Alcohol	Amphetamines	Barbiturates
Benzodiazepines (Valium)	Cocaine	Marijuana
MDMA (Ecstasy)	Methadone	Opiates (Codeine)
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

Section 2: INFORMED CONSENT AGREEMENT

Student Name (Print) _____

Grade _____

Parent/Guardian/Custodian Name (print) _____

Home Phone _____

Work Phone _____

AS A STUDENT:

I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any activity program, I will be subjected to initial and random urine drug testing, and

if I refuse, I will not be allowed to practice or participate . I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature _____ **Date** _____

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in activities in the Cozad Community Schools. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities. I understand that my son/daughter/ward, when participating in activities, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice or participate.. I have read the consent on the reverse of this form and agree to its terms. I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities for the remainder of the year, I may remove them from the random program with a signed Activity Drop Out form. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year. I understand this is binding while my son/daughter/ward is a student within the Cozad Community Schools.

Parent/Guardian/Custodian Signature _____ **Date** _____

Section 3: CONSENT TO PERFORM URINALYSIS

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cozad Community Schools** as approved by the Cozad Community Schools Board of Education. We understand that the collection process will be overseen by a qualified vendor. We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Cozad Community Schools Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Cozad Community Schools Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal/Activities Director and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Cozad Community Schools Board of Education, Cozad Community Hospital and its employees from any legal responsibility or liability for the release of such information and records.

Section 4: ACTIVITY DROP FORM

I, _____ wish to withdraw from

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all activities. I understand, by withdrawing, I can no longer participate in any activities, and I may not receive recognition as a member of these activities programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new consent testing form.

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL

Student Name (Print)

Parent or Guardian Name (Print)

Student Signature

Parent or Guardian Signature

Date

Date

Activities Director

Date of Receipt

Article 11:
CCS ACTIVITIES GUIDELINE DISCLAIMER

Section 1: GUIDELINES ARE SUBJECT TO CHANGE

Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the school district social media platforms. If conflicts exist among the Activities Handbook and the Student Handbook and/or Board Policy, Student Handbook and/or Board Policy will take precedence.



Students, their families, and potential employees of Cozad School District are hereby notified that the Cozad High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Cozad High School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: James Ford, Superintendent

**Cozad High School
1710 Meridian Avenue
Cozad, NE 69130
Telephone: 308-784-2744
Fax: 308-217-4505**

**Cozad Middle School
1810 Meridian Avenue
Cozad, NE 69130
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District Superintendent: Dr. Dan Endorf

High School Principal: Corey Fisher

Middle School Principal: Brian Regelin

Activities Director/Assistant High School Principal: Jeremy Yilk

Special Education Director: Jessica Edeal

High School Guidance Counselors: Jordan Haarberg and Daniel Revelo

Middle School Guidance Counselor: Bill Shaffer

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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 no later than **August 30, 2024.**

This handbook contains information of value to every student and parent. It contains explanations of school expectations, 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, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

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. District policies can be found on the school website (<https://www.cozadschools.net/>), or by using this link: <https://cozadschoolsboardpolicies.weebly.com/>.

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 designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Dan Endorf
Superintendent
1910 Meridian Ave
308-784-2745
dan.endorf@cozadschools.net

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

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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.

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. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting (with written communication from a medical professional)
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding, or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused (unresolved) 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. School Counselors may also communicate attendance concerns with students throughout the school year.

When a student is absent more than twenty 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 23 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 (or other excusable absences) has two days for every day of absence to complete missed assignments.

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.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged 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.

Pregnant and Parenting Students

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. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Backpacks

Backpacks are not permitted in classrooms. Upon arrival at school, students are expected to immediately place backpacks and/or other personal bags in their school or gym lockers.

Band

~~Students may participate in the elementary band and begin taking band lessons in the 5th grade.~~ Students in grades 6-8 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 Cozad Community 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 may supply their own consumable items such as pens, pencils, tablets, notebooks, and erasers. 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. Students should check the bulletin boards carefully each school day.

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 onto the correct container.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

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, in a student learning plan, by school administration or for medical reasons.

Students may access/use cell phones or other personal electronic devices in the common areas of the school before, ~~between classes~~, during lunch, during student lounge (HS) and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other **personal** electronic devices **during class**, while they are in locker rooms or restrooms. Students are expected to comply with the school district's general expectations for cell phone and other electronic device use.

~~Students may NOT access/use cell phones or other electronic devices during any class. Defined expectations for Middle School and High School are below.~~

MIDDLE AND HIGH SCHOOL CLASSROOM EXPECTATIONS:

Students are not permitted to have their cell phone on their person **or in their possession** during class session and are expected to keep cell phones in their hall locker.

HIGH SCHOOL CLASSROOM EXPECTATIONS:

~~Students at Cozad High School are not permitted to have their cell phone on their person during class session and are expected to keep cell phones in their High School locker or placed in designated cell phone pouches/located in the classrooms.~~

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 vehicle's driver or activity sponsor/coach.

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 messages sent, or calls made on a cell phone.

Students who violate this policy or classroom expectations may have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices after meeting with the student and/or parent/guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detention, suspension, or expulsion.

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.
- Misuse of artificial intelligence (AI) for cheating and/or plagiarism is prohibited.

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 in the classroom is expected to be honest, respectful, and accountable. Students are expected to:

- arrive at class on time.
- be prepared to participate in class with all necessary materials.
- be considerate and respectful towards others. **No profanity.**
- remain awake and alert (no sleeping or appearance of sleeping)
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers may establish additional classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building or campus without permission from the administration.

Students in grades 9-12 who have a valid driver license may drive off campus for lunch only if they have secured their parents' written permission and submitted it to the office on the required parent signature form **that can be obtained at the high school office.** ~~A parent permission/signature form will be available to students at the start of the school year.~~ The completed signature form will be considered written parent permission for the duration of the school year. Parents will not need to provide written permission on a daily basis for the lunch driving privilege.

Driving privilege during lunch is a variation of school policy and is granted only to students with the stipulation that students understand and adhere to the following expectations:

1. Students must have a valid driver's license.
2. Students must be passing all classes as per standard grading practice (69.5% or above or as defined in an IEP).
3. Students must not be in violation of the school's attendance policy (cannot be truant or have excessive unexcused absences).
4. No unexcused tardies upon returning from lunch.
5. Students must travel in their own vehicle and cannot have passengers.
6. Violation of any school policy may result in suspension of this privilege.

7. IF THE STUDENT IS NOT IN GOOD STANDING (1-6 ABOVE) THE STUDENT WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR LUNCH UNLESS PICKED UP BY A PARENT AND MUST HAVE A PASS FROM THE OFFICE.

Students and parents must understand that driving off campus during lunch is a privilege and can be revoked at any time for violation of the above stated expectations or for reasons determined by school administration.

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 call 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. Notifications will be either written or electronic (email and/or text). 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 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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - 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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the

superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 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 be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- 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.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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 to 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 to 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. Complaints filed (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 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 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 online 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 deem 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 director 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 during 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 and 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:

Cozad Community Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and

staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

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

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, james.ford@cozadschools.net 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

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. School uniforms worn during the school day must be approved by school administration.

Students are prohibited from wearing or displaying the following attire:

1. Clothing and tattoos displaying indecent, sexual, suggestive or profane writing, pictures or slogans
2. Clothing and tattoos that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, hoods and bandannas inside the school buildings during the regular school day
4. Headphones (including earbuds, air pods, etc.). Teachers may allow the use of headphones, earbuds, air pods, etc. for learning purposes.
5. Bare feet (some type of footwear must be worn)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property (pliers/plier holders, chains, etc.)
8. Shirts, blouses tops, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled (including jeans with excessive holes/rips)
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses tops, halter tops, tank tops or thin-strapped tops (spaghetti straps)
12. Spandex/lycra shorts (form fitting shorts)
13. Coats during school hours unless the student has permission from a faculty member
14. All pants must have a hemline, be worn at the waist in an appropriate manner and must cover all undergarments. The length and/or fit of pants, shorts, skirts, and dresses should be such that they are appropriate and not reflect poorly on the school.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Students participating in graduation exercises will be expected to dress in a manner that reflects the prestige of the occasion. Blue jeans, T-shirts, shorts, tennis shoes, flip-flops, and slippers are prohibited. Students shall NOT have any symbol or writing on their cap or gown.

The above-mentioned dress code requirements are for the protection of all students attending Cozad Middle and High Schools and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. Coaches and other staff members,

in areas of public interscholastic and athletic appearance, may specify additional requirements for dress and grooming. The Cozad Middle and High School administration reserves the right to rule on the appropriateness of student dress.

Driving and Parking Personal Vehicles and Reporting Accidents

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.
4. All accidents on school grounds shall be reported to the office of the principal in a timely manner.

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 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students **\$1.90** and adults \$3.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. ~~Lunch for PK-5 is \$2.90.~~ Lunch for 6-12 is **\$3.20** for students and **\$5.50** 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.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

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 the school nurse, 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 school nurse, who may be contacted at 308-784-3462.

Illness or Injury at School and Reporting Accidents

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. Accidents that happen at school shall be reported to the principal's office immediately.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B series; or
- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- 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.

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 school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

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 at 308-784-2745.

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.

Personal Items and Valuables

Students shall not bring money or valuables to school, as the school is not responsible for lost/stolen/damaged 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 encouraged 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. Parents who want pictures of their students may purchase them directly from the photographer.

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. 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 8:10 a.m. and ends at 3:25 p.m. Students are expected to leave the school grounds after dismissal unless they are engaged in a school activity or are working with a teacher. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends.

All students in grades 9-12 will report to their 8th period Academic Success classroom at the start of 8th period. Senior students who meet academic, attendance and behavior expectations may be dismissed early from their last period. Senior early dismissal time will be determined and communicated by administration.

<u>Regular Daily Schedule</u>	<u>2:00 P.M. Early Dismissal</u>	<u>Late Start Schedule</u>
Period 1 8:10-8:58	Period 1 8:10-8:48	Period 1 10:00-10:39
Period 2 9:01-9:49	Period 2 8:51-9:29	Period 2 10:42-11:21
Period 3 9:52-10:40	Period 3 9:32-10:10	Period 5A 11:24-12:03
Period 4 10:43-11:31	Period 4 10:13-10:50	1 st Lunch 11:21-11:51
Period 5A 11:34-12:22	Period 5A 10:53-11:30	Period 5B 11:54-12:33
1 st Lunch 11:31-12:01	1 st Lunch 10:50-11:20	2 nd Lunch 12:03-12:33
Period 5B 12:04-12:52	Period 5B 11:23-12:00	Period 3 12:36-1:15
2 nd Lunch 12:22-12:52	2 nd Lunch 11:30-12:00	Period 4 1:18-1:57
Period 6 12:55-1:43	Period 6 12:03-12:40	Period 6 2:00-2:39
Period 7 1:46-2:34	Period 7 12:43-1:20	Period 7 2:43-3:25
Period 8 2:37-3:25	Period 8 1:23-2:00	NO 8th PERIOD

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.

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 Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy: Refer to Board Policy #5045

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.** Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:

Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors. The

district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

- a. The school district will provide students with the material 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 material, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- b. 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 postsecondary courses.

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 (take-home) fee to take the device off district property. The maximum dollar amount of this convenience (take-home) fee charged by the district will be \$20.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20.00.

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:

- Student Activity Card: \$35 – Covers admission to all extracurricular events
- Student Participation Fee: \$35 – Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: \$40
- Cheer Squad and Dance Team: Not to exceed \$1,800 – Students must provide uniform, poms, and shoes selected by the sponsor and/or student group.
- Football: \$300 – Students must provide their own football shoes, undergarments, and mouth guards
- Golf: \$500 – Students must provide their own golf shoes, undergarments, and clubs
- Softball and Basketball: \$300 – Students must provide their own shoes, gloves, belt and undergarments
- Track, Volleyball, and Wrestling: \$300 – Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- Field Trips: \$40 – If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.
- FCCLA: \$165
- ~~Pep Club: \$35~~
- Spirit Club: \$10
- Skills USA: \$25
- High School Honors Art: \$20
- FFA: State and Local dues \$35
 - Jacket \$80 ○ Clothing \$120
- Industrial Technology:
 - Intro to Woods \$20
 - High School Woods I and II \$50
 - ~~○ High School Woods 1 \$60~~
 - ~~○ High School Woods 2 \$50~~
 - Metals Shop - \$50

- **Family/Consumer Science:**
 - Middle School: FCS 7 Sewing \$10 – FCS 8 Sewing \$10
 - High School FCS \$30
- **Physicals: \$50**
 - Students are required to have completed physical to compete in some activities.

7. Post-Secondary Education Costs. Some students enroll in postsecondary 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.

8. Transportation Costs. The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records. The school district may 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.

10. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will 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 PK-5
 - Regular Price \$1.55
 - Reduced Price \$.30
- Breakfast Program – Grades 6-12
 - Regular Price \$1.80
 - Reduced Price \$.30
- Lunch Program – Grades PK-5
 - Regular Price \$2.90
 - Reduced Price \$.40
- Lunch Program – Grades 6-12
 - Regular Price \$3.10
 - Reduced Price \$.40

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: \$90

- Students must provide their own instruments and marching shoes.
- Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760 – Students must purchase uniforms and shoes selected by the sponsor and/or student group.

Choir: See Below

- Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
 - Concert Polo Shirt: \$25 (waived if student participates in Fundraiser)
 - Robe Cleaning Fee: \$16
 - A Capella Gown/Vest Cleaning Fee: \$16 (If purchased: \$70)
 - T-shirt: \$10

14.Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular

activities, the school district will ask each student to make a contribution to their class's fund. The dues for the class fund will be as follows:

- Grade 9: \$10
- Grade 10 \$15
- Grade 11 \$20
- Grade 12 \$10

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 fundraising activity was meant to defray.

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.

Student Records

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, email 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 September 1st.

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

Students are not encouraged to change classes once they have made class choices. Changes will be allowed after following these steps: 1. The student must visit with the class instructor and the Guidance Counselor. 2. The student's parents must visit with the instructor and the Guidance Counselor regarding the proposed change. 3. A change of class is contingent upon space available, permission from the new instructor, parental/guardian approval and the approval of the Guidance Counselor or Principal. 4. Changes will be made only during the first week of each semester. Appropriate documentation (signatures of student, parent/guardian, instructor, Guidance Counselor, or Principal) must accompany these changes. Students are encouraged to complete this process before a new semester begins.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention.

Telephone Calls

The school's telephone may be used only with permission of staff.

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 of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. 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 their bus driver 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 buses, but they will be charged a fee to be established by the board of education. 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.

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 to be dropped off at a point **not** on the regular route 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 presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (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.

Video Surveillance 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from

making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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 radio station KRVN and local television stations and the school notification system which includes the school website and Apptegy. 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 Cozad must withdraw officially from school. The student should report to the office at least one day before the student's last day in school and secure a "Student Transfer" form. This form must be signed by all of the student's teachers and the Librarian. All books must be returned before the teachers can sign the transfer form. Money that is owed, library fines or other fees, must be paid before the student can be cleared and his/her records sent on to his/her new school.

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

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 the 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.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: **1)** pay all initial course costs when he/she registers for the course; **2)** select a course that is not available in the school curriculum, nor is any comparable course available; **3)** register for the course during a specific school period; **4)** have a faculty member designated as course monitor; and **5)** complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

<u>General Grade</u>		<u>Honors Grade</u> (value added 10-point scale)	
<u>Scale</u>		<u>Scale</u>	
A+	98.5 and above	A+	96.7 and above
A	94.5 - 98.4	A	93.3 - 96.6
A-	92.5 - 94.4	A-	90.0 - 93.2
B+	90.5 - 92.4	B+	86.7 - 89.9
B	86.5 - 90.4	B	83.3 - 86.6
B-	84.5 - 86.4	B-	80.0 - 83.2
C+	82.5 - 84.4	C+	76.7 - 79.9
C	79.5 - 82.4	C	73.3 - 76.6
C-	76.5 - 79.4	C-	70.0 - 73.2
D+	73.5 - 76.4	D+	66.7 - 69.9
D	71.5 - 73.4	D	63.3 - 66.6
D-	69.5 - 71.4	D-	60.0 - 63.2
F	0 - 69.4	F	0 - 59.9

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The school has the authority to promote or retain students based on academic progress.

Graduation

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.

High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools, including attending graduation practices and are eligible for May graduation, are permitted to participate in the graduation ceremony. 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 in a timely manner. Mid-term graduates and Alternative Education graduates may not participate in the ceremony.

Students must earn 240 total credit hours in order to graduate from high school. Required courses and credit hours that students must complete in order to qualify for the Cozad High School Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
English:	8 semesters and/or at least 40 credit hours
Science:	30 credit hours
Math:	30 credihours
Social Studies:	35 credit hours (including Government and Economics)
Physical Education:	5 credit hours
Health:	5 credit hours
Personal Finance	5 credit hours
Electives	90 credit hours

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.

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 Multidisciplinary 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.

Commencement Ceremony (Board Policy 6006)

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

The ceremony may be held virtually if deemed necessary by the Superintendent.

Cozad Community School District students who have not completed all requirements for graduation prescribed by the laws and written policies of the State of Nebraska, and the policies, rules, regulations, standards and lawful directives of the Board of Education, or the Administration of the Cozad Community School District are not eligible for the traditional commencement ceremony. With the exception, any student with identified disabilities, having an IEP stating special education services should continue past the date of that student's normal graduation date, may participate in the commencement ceremony and receive an unsigned diploma.

The administration shall not deviate from this policy unless it is necessary to do so in order to comply with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or an order issued by a court of administrative tribunal with competent jurisdiction.

If a student did not complete all the requirements to participate in the traditional commencement ceremony but has the credits to receive a diploma, the student has two options to receive their diploma:

1. Pick up your diploma from the high school office the Monday after the traditional commencement ceremony.
2. Request to have a special ceremony with family at the board office. Such a request shall be submitted to the High School Principal, upon which a date and time will be determined.

Alternative Education students will also have the option to receive their diploma at a special ceremony with family at the board office or pick up their diploma at the high school office.

Administrative Standards For Participation in Senior Specific Activities:

In order for a Senior student to participate in Senior specific activities during Semester 2 of their senior year, the Senior student:

- Can not be truant during Semester 2 (no Unresolved absences).
- Is required to be passing (D- or above) in all 4th Quarter and Semester 2 courses for which they are enrolled. (Senior specific activities may include but are not limited to Senior Seminar, Senior Cap/Gown Walk at CES, Pen Pal Picnic, Senior Tea, Senior Honors Night, Senior BBQ, Senior Class Trip, Senior Breakfast, Senior Cares, etc.)
- Is expected to conduct themselves in an Honest, Respectful and Accountable manner and adhere to student conduct expectations outlined in the Student Handbook during Semester 2.

Mid-Term 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 mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment.

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.

Academic Eligibility

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in the Cozad High School Activity Handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.

Eligibility lists are created on Friday and apply to the following week's activities **beginning on Monday and continuing through Sunday**. Students will remain ineligible for the duration of that time. Eligibility is based on semester grades.

ACADEMIC SUCCESS and STUDENT LOUNGE PRIVILEGE

Students will have an Academic Success period as a part of their regular education schedule. Students will report to their assigned Academic Success classroom each day during the designated period and will be expected to engage in academic work. Students who are in good academic standing, who maintain appropriate attendance and positive behavior may be permitted to participate in the Student Lounge Privilege that is held in the Student Commons during their Academic Success period.

AFTER SCHOOL ACADEMIC SUPPORT PROGRAM

The Cozad High School After School Academic Support Program is intended to provide time and support to students who are failing one or more classes or who may have missing assignments. Students who are failing in one or more classes on a given Friday may be required to attend the After School Academic Support Program on the designated day the following week. ~~Most often the After School Academic Support Program will be held on Wednesday.~~ Students shall be informed if they are expected to attend and session dates and times will also be announced to students each week.

MIDDLE SCHOOL HOMEWORK CENTER:

If your son/daughter did not complete an assignment for class your child may receive a Homework Center:

- (1) A student is assigned a Homework Center (after school) and will receive a slip to take home to their parents;
- (a). Because the assignment was turned in late, they will receive a 15% reduction in their grade (b) Students will be allowed to leave the

Homework Center as soon as the assignment is completed and turned into the supervising instructor.

- (2) **If the student fails to attend Homework Center after school he/she will have one day of in school suspension the following day and receive a 0% for the incomplete assignment.**
- (3) Students who attend Homework Center, but did not finish their assignment have until 8:05 a.m. the following morning to hand in their assignment to the Middle School Office and will receive a 25% reduction in their grade.
- (4) If a student fails to complete the assignment by 8:05 they will receive a 0% Once a student reaches 5 Homework Centers in a given academic quarter, that student will be deemed "mandatory" for the remainder of the quarter. In this context, mandatory means that the student has proven that they are unreliable in getting their assignments turned in on time and therefore they will be required to attend Homework Center after school each day they receive a Homework Center. In addition, they will be required to stay until 4:00 (2:30 on Wednesday) each Homework Center they receive for the remainder of the quarter.

Honor Roll

MIDDLE SCHOOL HONOR ROLL: The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as first and second semester. Students will be recognized accordingly: Honor Roll will be awarded quarterly (all our exploratory classes are quarter classes in grades 6-7-8. Students in grades 6-7-8 will be named to the honor roll if they have a 3.25 combined GPA. Students who fail a class are not eligible for the honor roll, regardless of their overall GPA.

HIGH SCHOOL HONOR ROLL: High school students who achieve all "A s" (4.0) on their report card at the end of each semester will be so recognized; "High Honors": refers to students who maintain an average of 3.7 to 3.99; "Honors" refers to students with an average of 3.4 to 3.69.

The numerical value given letter grades are as follows:

A = 4 points B = 3 points C = 2 points D = 1 point

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

All students are expected to attend school in a manner that is respectful and with behavior that is conducive to a positive learning environment. Student use of profanity will not be tolerated.

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. When in-school suspensions, after-school assignments or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. 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 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 and/or detentions will not exceed 30 minutes 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.

In-School Suspension

The building administrator may require a student to serve in-school suspension. 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. Conduct constituting grounds for expulsion as hereinafter set forth; 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, 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, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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.

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;
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;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
- 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 - 6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. 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). The school district will provide parents with copies of the relevant statutes upon request.

Middle School/High School Student Code of Conduct Outline of Offenses and Consequences

GROUP A

Being in an unauthorized area
Graffiti on body or clothing
PDA (Public Display of Affection
*Improper care of school equipment
**Tardy
***Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing) or violation of backpack expectations
****Theft under \$5.00
*****Food/drink outside authorized areas ~ Food/drink brought in from outside the school without proper permission
*****Traffic Violation

GROUP A CONSEQUENCES

1st offense - Verbal Warning

2nd offense - Contact with parents

3rd offense - Detention

4th offense and beyond - One or more of the following options (detention, work with school personnel, ISS STOSS, LTOSS, parent conference, parent visitation) **Special**

circumstances:

*Tardiness handled according to stated policy

**Tardiness handled according to stated policy

***Students will remove inappropriate clothing, and parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)

****Replace item and detention

*****Confiscation of food/drink, or taken to the commons, or take to the nearest trash receptacle.

*****Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

GROUP B

Lying to school personnel
Disrespectful/Rude/Insubordinate/Defiant
attitude directed toward a staff member
Disturbance of a school function
In an unauthorized vehicle during lunch
Leaving school grounds without permission
Obscene language or gestures
Tampering with school records, bogus pass
Threatening to do bodily injury to someone other
than school employee
Graffiti on school property
*Cheating
** Theft over \$5.00
***Inappropriate use of the computer

GROUP B CONSEQUENCES

1st offense - detention

2nd offense and beyond - one or more of the following
consequences (detention, work with school personnel, removal from class
via ISS during the problem class or lunch time, ISS, STOSS, LTOSS,
parent/guardian conference, parent/guardian visitation) Special
circumstance:

- * Cheating-Student receives a 0% on the assignment
- **ISS
- ***Lose the right to use computers for internet/e-mail purposes

GROUP C

Repeated violations of the rules above
Hazing
Fighting
Inappropriate racial remarks
Truant (missing all day)
Skipping (missing less than all day)
*Use/Possession of Tobacco
*Use/Possession of Tobacco
**Sexual Harassment Policy #5026

GROUP C CONSEQUENCES

One or more of the following consequences (ISS, STOSS, LTOSS,
expulsion recommendation, parent/guardian conference, contact appropriate
law enforcement agency when applicable, parent visitation)

- *Refer to Tobacco Section
- **To be handled in accordance with Board Policy 5035

**To be handled in accordance with Board Policy 5035

GROUP D

Physical assault on school personnel
Verbal assault/obscene language directed toward school personnel
Bomb threats
Damage to school or private property
Major injury to any student caused by a student Use of violence, force, coercion, threat, substantial interference with school purposes
Stealing or threat to obtain money or anything of value
False fire alarms
Causing fires
Engaging in activity forbidden by law
*Possessing a weapon Policy 5049

GROUP D CONSEQUENCES

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)
*Handled according to State/Federal Law (refer to Board Policy 5049)

GROUP E

Possession/consumption of any drug, alcohol, or look alike drug at school

GROUP E CONSEQUENCES

First offense: Refer to Board Policy 5035
Second offense: Refer to Board Policy 5035
Third offense: Refer to Board Policy 5035

SECTION FOUR Title IX Policy

It is the policy of the school 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 school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the **"Title IX Coordinator."** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for

any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances

where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the

victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means

engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules,

campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of

sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure found in Board Policy.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the

complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized

services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district’s education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and

informal resolution processes, as applicable;
and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances,

these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties

provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. Decision-Maker(s). The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. Grounds for Appeal. Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any

disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was

not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. Human sexuality classes. Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. Choruses. The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate

expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

STAFF DIRECTORY

Member of the Board of Education:

Kiley Goff	President
Joel Carlson	Vice-President
Ann Burkholder	Secretary
Will Geiger	Member
John Peden	Member
Michelle Starman	Member

Administrative Staff:

Dr. Dan Endorf	Superintendent
Corey Fisher	High School Principal
Brian Regelin	Middle School Principal
Jeremy Yilk	Activities Director/Assistant Principal
Jessica Edeal	Special Education Director
Patty Wolfe	Technology Director

Teaching Staff ~ Middle School

Lexie Anthony	Language Arts/Reading
Trysta Asche	Language Arts/Reading
Nick Broz	Physical Education
Brian Bazata	Special Education
Samantha Crick	Computers
Brent Dinslage	Language Arts/Reading
Valeria Estrada	Spanish/ELL
Dave Evertson	Science
Alisa Favinger	Math
Brent Frauen	Social Studies
Dillon Higgins	Math
Kaleen Hodge	Special Ed/TLC
Amanda Kidder	Vocal Music
Lyndee Koch	Life Skills
DeVere Larington	Band/Instrumental Music
Sierra Maginnis	Art
Barry Mraz	Social Studies
Arika Russell	Special Education
Shavonne Schacher	Science

Support Staff ~ Middle School

Amy Buss	Para-Professional
Selina Finnegan	Para-Professional
Michelle Gibson	Para-Professional
Bethany Hyatt	School Psychologist
Christie Irish	LAN Technology Support

Deb Klein
Bill Shaffer
Sera Shoemaker
Lisa Smith
Jennifer Walls
Jenny Wichelt
TBA

Para-Professional
Guidance Counselor
School Nurse
Middle School Secretary
Media Specialist
Para-Professional
Speech & Language Pathologist/ESU

Teaching Staff ~ High School

Josh Asche
Nick Auwerda
Dawn Beans
Paul Besong
Woody Blackmore
Trey Botts
Jacob Brummer
Sandra Burke
Brian Cargill
Jessica De La Torre
Jayce Dueland
Ethan Haarberg
Derek Hammerlun
Brandon Horwart
Amanda Kidder
Marcie Kostrunek
DeVere Larington
Yanira Rodriguez
Amanda Rossell
Heather Schultz
Chris Tvrdy
Kyle Vincent
Seth Vlasak
Kristen Wilkins

Math
Science/Physics
Business/Accounting/Vision Specialist
Science/Biology
English
Art
Science/Chemistry
Alternate Education
Physical Education/Weight Training
Family Consumer Science
Trades & Technical Education (Woods)
Special Education
Social Studies
Agricultural Education
Vocal Music
Spanish/ELL
Band/Instrumental Music
English
Social Studies
English/Journalism
Math
Social Studies
Information Technology/Business
Math/Health

Support Staff ~ High School

Shelli Gill
Jordan Haarberg
Bethany Hyatt
Christie Irish
Daniel Revelo
Roxanne Reyes
TBA
Sera Shoemaker
Jennifer Walls
Cheri Ziebel
TBA

Library Aide
Guidance Counselor
School Psychologist
LAN Technology Support
Guidance Counselor
Activities Director Secretary
HS Secretary
Nurse
Media Specialist
Para-Professional
Speech & Language Pathologist/ESU

Student Council

2024-2025

Student Body President: Brock Malcom

Seniors:

Class President: Mckenzie Munster

Members: Mason Fales
Mckenzie Munster
Austin Priel
Jorja Yocom

Juniors:

Class President: Layla Leahy

Members: Daygn Buss
Destiny McFall
Lucha Olvera
Talyn Propp
Camryn Yilk

Sophomores:

Class President: Morgan Mraz

Members: Ethan Atchinson
Brayden Barber
Braedon Groteluschen
Myles Ide
Courtney Jensen

Freshmen:

President: Audrey Baker

Members: Arleth Casillas
Carson Favinger

COZAD COMMUNITY SCHOOLS 2024 – 2025

School Year

0 No School
0 No School for Students
0 Last Day of Quarter/Semester
0 No School, PTC, 8 am to 8 pm
0 First & Last Days
0 2:00 pm Early Dismissal, PK-12

13 New Teachers
 14-20 Teacher Prof Development
 21 First Day of School

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School
 6 Teacher Prof Development
 8 Early Dismissal, 2pm
 22 Early Dismissal, 2pm

2 No School
 4 Early Dismissal, 2 pm
 18 Early Dismissal, 2pm

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5 Early Dismissal, 2pm
 19 Early Dismissal, 2pm
 20 Parent Teacher Conferences
 8am -8pm
 21 No School

2 Early Dismissal, 2 pm
 3 Parent Teacher Conferences
 8am -8pm
 4 No School
 16 Early Dismissal, 2 pm
 18 End of Quarter
 21 Teacher Prof Development

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Early Dismissal, 2 pm
 14 End of Quarter, No School
 19 Early Dismissal, 2 pm

6 Early Dismissal, 2pm
 20 Early Dismissal, 2pm
 27-29 No School

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Early Dismissal, 2 pm
 16 Early Dismissal, 2 pm
 18 No School
 21 No School

4 Early Dismissal, 2pm
 18 Early Dismissal, 2pm
 23-31 No School

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Early Dismissal, 2pm
 10 Commencement
 21 Early Dismissal, 2pm
 23 Last Day of School
 11 am Dimissal

Certified Staff Days			
Aug	13	Jan	20
Sept	20	Feb	19.5
Oct	22.5	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Staff Days		185	

Student Days			
Aug	8	Jan	19
Sept	20	Feb	18
Oct	20	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Student Days		175	

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office.

Cozad Community Schools Mobile Device Responsibilities and Rules

As your child's parent or guardian, you have been loaned a Chromebook mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools Responsible Use Agreement (RUA) be followed by your child in ALL use of the Chromebook and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA or other electronic device policies in the student handbook by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or networks in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the Chromebook in class and/or to take it home (take-home only available for 6th-12th graders), you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a \$20 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair and maintenance costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

Most common repairs are approximately \$45. The first such required repair of the year (up to \$45) will be done free of charge. Subsequent repairs or repairs in excess of \$45 in the same year will be billed to the student. Please note that loss of the charger and intentional damage is NOT covered by the protection fee.

In the case of loss, theft, or extensive damage from abuse or negligence which require replacement of the device, the cost may be up to \$220. Such incidents will NOT be covered by the take-home fee and will require that the parent or student pay the full cost of repair or replacement. Please note that damaged or lost chargers are NOT covered by the take home fee. Take-home privileges are only allowed for students with no outstanding fees or repair charges.

Parent Responsibilities and Terms:

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.
- Will not attempt to repair the device.
- Will report any problems or damage to the device to the building administrator or member of the technology staff.
- Will report loss/theft of the device to school and proper authorities (police) within 24

hours.

- Will not remove any apps or certificates from the device which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide the school with current contact information, including email and phone number(s).
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

Student Responsibilities and Terms:

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and school and district rules and guidelines each time the device is used, at home or at school.
- Will recharge the device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day and keep it locked in my locker when not using it for a class.
- Will make the device available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will follow the practices I am taught to keep myself and my information safe and secure online.
- Will report loss/theft of the device to parents, school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report all problems and damage immediately to an administrator or technology staff.
- Will not remove or attempt to remove identification tags on the device or deface with permanent stickers, marking pens, etc.

Student and Staff RESPONSIBLE USE AGREEMENT**2024-2025**

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
 - Not distribute private information about others or themselves.
 - Not record or share photos, videos or other representations of others without their permission.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - All staff and students must obtain approval from the technology department for the use of any personal devices, including personal computers, to access our network. It is the responsibility of users to maintain the security of their personal devices when accessing school resources and the network. Staff members intending to purchase devices requiring network connectivity must also seek approval from the technology department.
 - Student use of personal or school owned devices in the classroom only if authorized to do so by the teacher.
 - Student use of personal or school owned devices only in appropriate and professional manners.
 - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or alter data, devices or equipment that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not intentionally attempt to avoid or bypass content filtering.
3. Respect and protect the intellectual property of others.
 - Be informed and follow correct and legal copyright rules and practices.
 - Be ethical in citing sources and not plagiarize, cheat or copy the work of others
 - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or school official.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.

- Not send spam, phishing emails, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
 - Stressing the importance to staff and students of building a positive online presence.
 - Integrating digital citizenship instruction and modeling across the curriculum.
 - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____ Date: _____

Parent Name _____ Student Name _____

Parent Signature _____ Student Signature _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

Cozad High School
Student Profile Information
School Year 2024-2025

Student's Name:_____

Parent's Preferred Home Phone Number:_____

Parent's Email addresses:_____

Home Address: _____

Father's Name:_____

Employer:_____

Employer Phone:_____

Father's Cellphone:_____

Mother's Name:_____

Employer:_____

Employer Phone:_____

Mother's Cellphone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Physician's Name:_____

Parent's Signature:_____

EMERGENCY MEDICAL (RELEASE) INFORMATION SIGN-OFF SHEET

1. I/we have read the policies concerning activities found in the Activities Handbook and understand them fully. I/we agree that my/our son/daughter will abide by these policies while he/she is involved in activities of Cozad Middle School and/or High School and that the school and its sponsors/coaches will follow these policies.
2. I/we further understand that should there ever be a time whereby I/we have a question regarding these policies or if my/our son/daughter has not been in accordance with these policies, a conference may be requested with school personnel - Principal, Activities Director and/or Coach/Sponsor - to discuss the matter further. Complete due process procedures for NSAA policies are available from the Activities Director.
3. I/we understand the **school carries NO insurance** of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally.
(Please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation.)
4. I/we hereby give my/our consent for our son/daughter to accompany any school group of which he/she is a member on any of its local or out of town trips. I/we authorize the school to obtain, through a physician of it's own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel.



Parent/Guardian Signature _____ Date _____

MEDICAL INFORMATION SIGN-OFF

Please complete the following Emergency Information

Parent's Address _____

Home Phone # _____

Mother's Work Phone # _____ Father's Work Phone # _____

If no answer, call in case of emergency (include name and phone #)

Emergency Contact Name _____

Phone Number _____

Physician's Name: _____

Phone Number: _____

Hospitalization Insurance (Type, Group and ID#) _____

History of Diabetes YES NO

History of Epilepsy

YES NO

Please List Any Allergies to Sulfa, Penicillin, etc... _____

Parent /Guardian gives permission to administer anesthetic and/or emergency treatment as required:



Parent/guardian Signature _____ Date _____

My child's medical history from school records may be shared with supervising coaches & staff members

2024-2025 Cozad High School Counseling Information and Consent

Introduction:

Cozad Community Schools are committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better navigate their social, emotional, academic, and professional lives. There is no cost for counseling services provided at Cozad High School.

Provisions of Services:

It is a goal of the Cozad High School Counselors to obtain parent/guardian written permission for all students in order to make our services available to them. Services include intake assessment, short-term counseling, individual counseling, crisis intervention, group counseling, and referrals as needed. School counseling services are aimed to be most effective in the students' education and socialization within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication treatment, which are not the responsibility or liability of the school counselor. As school counselors, there may come a time where our services may not be sufficient for a child. At this point, referring a student to a Clinical Mental Health Counselor is best. At that time, parents will be called to discuss this transition.

Benefits:

Utilizing the school counselors at Cozad High School can help improve a student's ability to relate with others, provide a clear understanding of themselves, in addition to identifying values, goals, and an ability to deal with everyday stress. The counselors also help students prepare for plans after high school, rather it be continuing their education, entering the workforce, or beginning a military career.

Confidentiality:

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. The counselor is required by law to share information with the appropriate authorities, given the circumstance at hand:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The counselor will make the child aware of these limits of confidentiality. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

Contact Information:

Jordan Haarberg:	jordan.haarberg@cozadschools.net	(308)784-2744
Daniel Revelo:	daniel.revelo@cozadschools.net	(308)784-2744

-----Cut on this Line and Turn In-----

Cozad High School Counselor Consent

Students Name: _____

Parents/Guardians Name _____

I, _____, am the legal parent/guardian of _____.

I have read and understand the terms of the Cozad High School Counselors Informed Consent.

Please Check One:

☐ I give permission for my student to receive individual and/or group counseling services while attending Cozad High School. (If your child is invited to join a recurring group, you will receive additional information at that time.)

☐ I choose to decline school counseling services for my child at this time.

Please Initial Below:

☐ I understand that myself or my student may withdraw or request counseling from the school counselors at any time with parent/guardian consent.

Custodial Parent/Guardian Signature: _____ **Date:** _____

Daytime Phone: _____ **Cell Phone:** _____

Email Address: _____

COZAD MIDDLE AND HIGH SCHOOL
STUDENT HANDBOOK PARENT/STUDENT SIGN-OFF SHEET
2024-2025

Student's Name _____ Grade _____

Parent or Guardian's Name _____

A. Cozad Middle School/High School Parent and Student Handbook

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

Student's Initials I have reviewed and understand the policies set forth by the district.

Parent's Initials I have read the Parent/Student Handbook and reviewed it with my child.

B. Cozad Community Schools Haymakers Activity Handbook

The Cozad Activities Department will provide a positive, life changing experience to our students to maximize their potential and represent the community of Cozad in a first class manner.

Student's Initials I have reviewed and understand the policies set forth by the district.

Parent's Initials I have read the Activity Handbook and reviewed it with my child.

C. Responsible Use Agreement

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Students will adhere to the following policy at school, at home, and any online activities.

Student's Initials I have reviewed and understand the policies set forth by the district.

Parent's Initials I have read the Responsible Use Agreement and reviewed it with my child.

FINAL SIGNATURES FOR SIGN OFF FORM

Student's Signature _____ **Date**

Parent's Signature _____ **Date**

STUDENT NAME _____ **GRADE** _____



Students, their families, and potential employees of Cozad School District are hereby notified that the Cozad High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Cozad High School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: James Ford, Superintendent

**Cozad High School
1710 Meridian Avenue
Cozad, NE 69130
Telephone: 308-784-2744
Fax: 308-217-4505**

**Cozad Middle School
1810 Meridian Avenue
Cozad, NE 69130
Telephone: 308-784-2746
Fax: 308-217-4506**

District Superintendent: Dr. Dan Endorf
High School Principal: Corey Fisher
Middle School Principal: Brian Regelin
Activities Director/Assistant High School Principal: Jeremy Yilk
Special Education Director: Jessica Edeal
High School Guidance Counselors: Jordan Haarberg and Daniel Revelo
Middle School Guidance Counselor: Bill Shaffer

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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 no later than August 30, 2024.

This handbook contains information of value to every student and parent. It contains explanations of school expectations, 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, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

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. District policies can be found on the school website (<https://www.cozadschools.net/>), or by using this link: <https://cozadschoolsboardpolicies.weebly.com/>.

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 designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Dan Endorf
Superintendent
1910 Meridian Ave
308-784-2745
dan.endorf@cozadschools.net

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

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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.

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. Severe weather
2. Medical appointments for the student or for a child whom the student is parenting (with written communication from a medical professional)
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding, or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused (unresolved) 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. School Counselors may also communicate attendance concerns with students throughout the school year.

When a student is absent more than twenty 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 23 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 (or other excusable absences) has two days for every day of absence to complete missed assignments.

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.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged 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.

Pregnant and Parenting Students

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. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Backpacks

Backpacks are not permitted in classrooms. Upon arrival at school, students are expected to immediately place backpacks and/or other personal bags in their school or gym lockers.

Band

Students in grades 6-8 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 Cozad Community 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 may supply their own consumable items such as pens, pencils, tablets, notebooks, and erasers. 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. Students should check the bulletin boards carefully each school day.

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 onto the correct container.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

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, in a student learning plan, by school administration or for medical reasons.

Students may access/use cell phones or other personal electronic devices in the common areas of the school before, during lunch, during student lounge (HS) and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other personal electronic devices during class, while they are in locker rooms or restrooms. Students are expected to comply with the school district's general expectations for cell phone and other electronic device use.

MIDDLE AND HIGH SCHOOL CLASSROOM EXPECTATIONS:

Students are not permitted to have their cell phone on their person or in their possession during class session and are expected to keep cell phones in their hall locker.

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 vehicle's driver or activity sponsor/coach.

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 messages sent, or calls made on a cell phone.

Students who violate this policy or classroom expectations may have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices after meeting with the student and/or parent/guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detention, suspension, or expulsion.

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.
- Misuse of artificial intelligence (AI) for cheating and/or plagiarism is prohibited.

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 in the classroom is expected to be honest, respectful, and accountable. Students are expected to:

- arrive at class on time.
- be prepared to participate in class with all necessary materials.
- be considerate and respectful towards others. No profanity.
- remain awake and alert (no sleeping or appearance of sleeping)
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers may establish additional classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building or campus without permission from the administration.

Students in grades 9-12 who have a valid driver license may drive off campus for lunch only if they have secured their parents' written permission and submitted it to the office on the required parent signature form that can be obtained at the high school office. The completed signature form will be considered written parent permission for the duration of the school year. Parents will not need to provide written permission on a daily basis for the lunch driving privilege.

Driving privilege during lunch is a variation of school policy and is granted only to students with the stipulation that students understand and adhere to the following expectations:

1. Students must have a valid driver's license.
2. Students must be passing all classes as per standard grading practice (69.5% or above or as defined in an IEP).
3. Students must not be in violation of the school's attendance policy (cannot be truant or have excessive unexcused absences).
4. No unexcused tardies upon returning from lunch.
5. Students must travel in their own vehicle and cannot have passengers.
6. Violation of any school policy may result in suspension of this privilege.
7. IF THE STUDENT IS NOT IN GOOD STANDING (1-6 ABOVE) THE STUDENT WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR LUNCH

UNLESS PICKED UP BY A PARENT AND MUST HAVE A PASS FROM THE OFFICE.

Students and parents must understand that driving off campus during lunch is a privilege and can be revoked at any time for violation of the above stated expectations or for reasons determined by school administration.

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 call 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. Notifications will be either written or electronic (email and/or text). 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 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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - 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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator

shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 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 be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - 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.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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 to 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 to 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. Complaints filed (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 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 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 online 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 deem 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 director 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 during 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 and review the school district's copyright compliance policy. You can also 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:

Cozad Community Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

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

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, james.ford@cozadschools.net 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

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. School uniforms worn during the school day must be approved by school administration.

Students are prohibited from wearing or displaying the following attire:

1. Clothing and tattoos displaying indecent, sexual, suggestive or profane writing, pictures or slogans
2. Clothing and tattoos that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, hoods and bandannas inside the school buildings during the regular school day
4. Headphones (including earbuds, air pods, etc.). Teachers may allow the use of headphones, earbuds, air pods, etc. for learning purposes.
5. Bare feet (some type of footwear must be worn)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property (pliers/plier holders, chains, etc.)
8. Shirts, tops, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened

9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled (including jeans with excessive holes/rips)
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut tops, halter tops, tank tops or thin-strapped tops (spaghetti straps)
12. Spandex/lycra shorts (form fitting shorts)
13. Coats during school hours unless the student has permission from a faculty member
14. All pants must have a hemline, be worn at the waist in an appropriate manner and must cover all undergarments. The length and/or fit of pants, shorts, skirts, and dresses should be such that they are appropriate and not reflect poorly on the school.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Students participating in graduation exercises will be expected to dress in a manner that reflects the prestige of the occasion. Blue jeans, T-shirts, shorts, tennis shoes, flip-flops, and slippers are prohibited. Students shall NOT have any symbol or writing on their cap or gown.

The above-mentioned dress code requirements are for the protection of all students attending Cozad Middle and High Schools and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. Coaches and other staff members, in areas of public interscholastic and athletic appearance, may specify additional requirements for dress and grooming. The Cozad Middle and High School administration reserves the right to rule on the appropriateness of student dress.

Driving and Parking Personal Vehicles and Reporting Accidents

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.
4. All accidents on school grounds shall be reported to the office of the principal in a timely manner.

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 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.90 and adults \$3.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 6-12 is \$3.20 for students and \$5.50 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.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school

exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

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 the school nurse, 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 school nurse, who may be contacted at 308-784-3462.

Illness or Injury at School and Reporting Accidents

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. Accidents that happen at school shall be reported to the principal's office immediately.

Immunizations

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

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B series; or
- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- 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.

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 school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

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 at 308-784-2745.

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.

Personal Items and Valuables

Students shall not bring money or valuables to school, as the school is not responsible for lost/stolen/damaged 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 encouraged 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. Parents who want pictures of their students may purchase them directly from the photographer.

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. 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 8:10 a.m. and ends at 3:25 p.m. Students are expected to leave the school grounds after dismissal unless they are engaged in a school activity or are working with a teacher. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends.

All students in grades 9-12 will report to their 8th period Academic Success classroom at the start of 8th period. Senior students who meet academic, attendance and behavior expectations may be dismissed early from their last period. Senior early dismissal time will be determined and communicated by administration.

<u>Regular Daily Schedule</u>	<u>2:00 P.M. Early Dismissal</u>	<u>Late Start Schedule</u>
Period 1 8:10-8:58	Period 1 8:10-8:48	Period 1 10:00-10:39
Period 2 9:01-9:49	Period 2 8:51-9:29	Period 2 10:42-11:21
Period 3 9:52-10:40	Period 3 9:32-10:10	Period 5A 11:24-12:03
Period 4 10:43-11:31	Period 4 10:13-10:50	1 st Lunch 11:21-11:51
Period 5A 11:34-12:22	Period 5A 10:53-11:30	Period 5B 11:54-12:33
1 st Lunch 11:31-12:01	1 st Lunch 10:50-11:20	2 nd Lunch 12:03-12:33
Period 5B 12:04-12:52	Period 5B 11:23-12:00	Period 3 12:36-1:15
2 nd Lunch 12:22-12:52	2 nd Lunch 11:30-12:00	Period 4 1:18-1:57
Period 6 12:55-1:43	Period 6 12:03-12:40	Period 6 2:00-2:39
Period 7 1:46-2:34	Period 7 12:43-1:20	Period 7 2:43-3:25
Period 8 2:37-3:25	Period 8 1:23-2:00	NO 8th PERIOD

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.

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 Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy: Refer to Board Policy #5045

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.

Student Records

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, email 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 September 1st.

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

Students are not encouraged to change classes once they have made class choices. Changes will be allowed after following these steps: 1. The student must visit with the class instructor and the Guidance Counselor. 2. The student's parents must visit with the instructor and the Guidance Counselor regarding the proposed change. 3. A change of class is contingent upon space available, permission from the new instructor, parental/guardian approval and the approval of the Guidance Counselor or Principal. 4. Changes will be made only during the first week of each semester. Appropriate documentation (signatures of student, parent/guardian, instructor, Guidance Counselor, or Principal) must accompany these changes. Students are encouraged to complete this process before a new semester begins.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention.

Telephone Calls

The school's telephone may be used only with permission of staff.

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 of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. 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 their bus driver 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 buses, but they will be charged a fee to be established by the board of education. 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.

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 to be dropped off at a point **not** on the regular route 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 presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (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.

Video Surveillance 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a

parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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 radio station KRVN and local television stations and the school notification system which includes the school website and Apptegy. 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 Cozad must withdraw officially from school. The student should report to the office at least one day before the student's last day in school and secure a "Student Transfer" form. This form must be signed by all of the student's teachers and the Librarian. All books must be returned before the teachers can sign the transfer form. Money that is owed, library fines or other fees, must be paid before the student can be cleared and his/her records sent on to his/her new school.

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

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 the 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.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: **1)** pay all initial course costs when he/she registers for the course; **2)** select a course that is not available in the school curriculum, nor is any comparable course available; **3)** register for the course during a specific school period; **4)** have a faculty member designated as course monitor; and **5)** complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

<u>General Grade Scale</u>		<u>Honors Grade Scale</u> (value added 10-point scale)	
A+	98.5 and above	A+	96.7 and above
A	94.5 - 98.4	A	93.3 - 96.6
A-	92.5 - 94.4	A-	90.0 - 93.2
B+	90.5 - 92.4	B+	86.7 - 89.9
B	86.5 - 90.4	B	83.3 - 86.6
B-	84.5 - 86.4	B-	80.0 - 83.2
C+	82.5 - 84.4	C+	76.7 - 79.9
C	79.5 - 82.4	C	73.3 - 76.6
C-	76.5 - 79.4	C-	70.0 - 73.2
D+	73.5 - 76.4	D+	66.7 - 69.9
D	71.5 - 73.4	D	63.3 - 66.6
D-	69.5 - 71.4	D-	60.0 - 63.2
F	0 - 69.4	F	0 - 59.9

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The school has the authority to promote or retain students based on academic progress.

Graduation

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.

High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools, including attending graduation practices and are eligible for May graduation, are permitted to participate in the graduation ceremony. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified in a timely manner. Mid-term graduates and Alternative Education graduates may not participate in the ceremony.

Students must earn 240 total credit hours in order to graduate from high school. Required courses and credit hours that students must complete in order to qualify for the Cozad High School Diploma are:

COURSE REQUIREMENTS

English:

Science:

Math:

Social Studies:

Physical Education:

Health:

Personal Finance

Electives

CREDIT HOURS

8 semesters and/or at least 40 credit hours

30 credit hours

30 credit hours

35 credit hours (including Government and Economics)

5 credit hours

5 credit hours

5 credit hours

90 credit hours

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.

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 Multidisciplinary 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.

Commencement Ceremony (Board Policy 6006)

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

The ceremony may be held virtually if deemed necessary by the Superintendent.

Cozad Community School District students who have not completed all requirements for graduation prescribed by the laws and written policies of the State of Nebraska, and the policies, rules, regulations, standards and lawful directives of the Board of Education, or the Administration of the Cozad Community School District are not eligible for the traditional commencement ceremony. With the exception, any student with identified disabilities, having an IEP stating special education services should continue past the date of that student's normal graduation date, may participate in the commencement ceremony and receive an unsigned diploma.

The administration shall not deviate from this policy unless it is necessary to do so in order to comply with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or an order issued by a court of administrative tribunal with competent jurisdiction.

If a student did not complete all the requirements to participate in the traditional commencement ceremony but has the credits to receive a diploma, the student has two options to receive their diploma:

1. Pick up your diploma from the high school office the Monday after the traditional commencement ceremony.
2. Request to have a special ceremony with family at the board office. Such a request shall be submitted to the High School Principal, upon which a date and time will be determined.

Alternative Education students will also have the option to receive their diploma at a special ceremony with family at the board office or pick up their diploma at the high school office.

Administrative Standards For Participation in Senior Specific Activities:

In order for a Senior student to participate in Senior specific activities during Semester 2 of their senior year, the Senior student:

- Can not be truant during Semester 2 (no Unresolved absences).
- Is required to be passing (D- or above) in all 4th Quarter and Semester 2 courses for which they are enrolled. (Senior specific activities may include but are not limited to Senior Seminar, Senior Cap/Gown Walk at CES, Pen Pal Picnic, Senior Tea, Senior Honors Night, Senior BBQ, Senior Class Trip, Senior Breakfast, Senior Cares, etc.)
- Is expected to conduct themselves in an Honest, Respectful and Accountable manner and adhere to student conduct expectations outlined in the Student Handbook during Semester 2.

Mid-Term 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 mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment.

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.

Academic Eligibility

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in the Cozad High School Activity Handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.

Eligibility lists are created on Friday and apply to the following week's activities beginning on Monday and continuing through Sunday. Students will remain ineligible for the duration of that time. Eligibility is based on semester grades.

ACADEMIC SUCCESS and STUDENT LOUNGE PRIVILEGE

Students will have an Academic Success period as a part of their regular education schedule. Students will report to their assigned Academic Success classroom each day during the designated period and will be expected to engage in academic work. Students who are in good academic standing, who maintain appropriate attendance and positive behavior may be permitted to participate in the Student Lounge Privilege that is held in the Student Commons during their Academic Success period.

AFTER SCHOOL ACADEMIC SUPPORT PROGRAM

The Cozad High School After School Academic Support Program is intended to provide time and support to students who are failing one or more classes or who may have missing assignments. Students who are failing in one or more classes on a given Friday may be required to attend the After School Academic Support Program on the designated day the following week. Students shall be informed if they are expected to attend and session dates and times will also be announced to students each week.

MIDDLE SCHOOL HOMEWORK CENTER:

If your son/daughter did not complete an assignment for class your child may receive a Homework Center:

- (1) A student is assigned a Homework Center (after school) and will receive a slip to take home to their parents;
- (a). Because the assignment was turned in late, they will receive a 15% reduction in their grade (b) Students will be allowed to leave the Homework Center as soon as the assignment is completed and turned into the supervising instructor.

- (2) **If the student fails to attend Homework Center after school he/she will have one day of in school suspension the following day and receive a 0% for the incomplete assignment.**
- (3) Students who attend Homework Center, but did not finish their assignment have until 8:05 a.m. the following morning to hand in their assignment to the Middle School Office and will receive a 25% reduction in their grade.
- (4) If a student fails to complete the assignment by 8:05 they will receive a 0% Once a student reaches 5 Homework Centers in a given academic quarter, that student will be deemed "mandatory" for the remainder of the quarter. In this context, mandatory means that the student has proven that they are unreliable in getting their assignments turned in on time and therefore they will be required to attend Homework Center after school each day they receive a Homework Center. In addition, they will be required to stay until 4:00 (2:30 on Wednesday) each Homework Center they receive for the remainder of the quarter.

Honor Roll

MIDDLE SCHOOL HONOR ROLL: The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as first and second semester. Students will be recognized accordingly: Honor Roll will be awarded quarterly (all our exploratory classes are quarter classes in grades 6-7-8. Students in grades 6-7-8 will be named to the honor roll if they have a 3.25 combined GPA. Students who fail a class are not eligible for the honor roll, regardless of their overall GPA.

HIGH SCHOOL HONOR ROLL: High school students who achieve all "A s" (4.0) on their report card at the end of each semester will be so recognized; "High Honors": refers to students who maintain an average of 3.7 to 3.99; "Honors" refers to students with an average of 3.4 to 3.69. The numerical value given letter grades are as follows:

A = 4 points B = 3 points C = 2 points D = 1 point

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

All students are expected to attend school in a manner that is respectful and with behavior that is conducive to a positive learning environment. Student use of profanity will not be tolerated.

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. When in-school suspensions, after-school assignments or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. 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 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 and/or detentions will not exceed 30 minutes 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.

In-School Suspension

The building administrator may require a student to serve in-school suspension. 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. Conduct constituting grounds for expulsion as hereinafter set forth; 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, 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, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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.

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;
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;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
- 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
- 6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. 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). The school district will provide parents with copies of the relevant statutes upon request.

Middle School/High School Student Code of Conduct Outline of Offenses and Consequences

GROUP A

Being in an unauthorized area
Graffiti on body or clothing
PDA (Public Display of Affection
*Improper care of school equipment
**Tardy
***Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing) or violation of backpack expectations
****Theft under \$5.00
*****Food/drink outside authorized areas ~ Food/drink brought in from outside the school without proper permission
*****Traffic Violation

GROUP A CONSEQUENCES

1st offense - Verbal Warning

2nd offense - Contact with parents

3rd offense - Detention

4th offense and beyond - One or more of the following options (detention, work with school personnel, ISS STOSS, LTOSS, parent conference, parent visitation) **Special**

circumstances:

*Tardiness handled according to stated policy

**Tardiness handled according to stated policy

***Students will remove inappropriate clothing, and parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)

****Replace item and detention

*****Confiscation of food/drink, or taken to the commons, or take to the nearest trash receptacle.

*****Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

GROUP B

Lying to school personnel
Disrespectful/Rude/Insubordinate/Defiant
attitude directed toward a staff member
Disturbance of a school function
In an unauthorized vehicle during lunch
Leaving school grounds without permission
Obscene language or gestures
Tampering with school records, bogus pass
Threatening to do bodily injury to someone other
than school employee
Graffiti on school property
*Cheating
** Theft over \$5.00
***Inappropriate use of the computer

GROUP B CONSEQUENCES

1st offense - detention

2nd offense and beyond - one or more of the following
consequences (detention, work with school personnel, removal from class
via ISS during the problem class or lunch time, ISS, STOSS, LTOSS,
parent/guardian conference, parent/guardian visitation) Special
circumstance:

- * Cheating-Student receives a 0% on the assignment
- **ISS
- ***Lose the right to use computers for internet/e-mail purposes

GROUP C

Repeated violations of the rules above
Hazing
Fighting
Inappropriate racial remarks
Truant (missing all day)
Skipping (missing less than all day)
*Use/Possession of Tobacco
*Use/Possession of Tobacco
**Sexual Harassment Policy #5026

GROUP C CONSEQUENCES

One or more of the following consequences (ISS, STOSS, LTOSS,
expulsion recommendation, parent/guardian conference, contact appropriate
law enforcement agency when applicable, parent visitation)

- *Refer to Tobacco Section
- **To be handled in accordance with Board Policy 5035

**To be handled in accordance with Board Policy 5035

GROUP D

Physical assault on school personnel
Verbal assault/obscene language directed toward school personnel
Bomb threats
Damage to school or private property
Major injury to any student caused by a student Use of violence, force, coercion, threat, substantial interference with school purposes
Stealing or threat to obtain money or anything of value
False fire alarms
Causing fires
Engaging in activity forbidden by law
*Possessing a weapon Policy 5049

GROUP D CONSEQUENCES

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)
*Handled according to State/Federal Law (refer to Board Policy 5049)

GROUP E

Possession/consumption of any drug, alcohol, or look alike drug at school

GROUP E CONSEQUENCES

First offense: Refer to Board Policy 5035
Second offense: Refer to Board Policy 5035
Third offense: Refer to Board Policy 5035

SECTION FOUR

Title IX Policy: Refer to Board Policy #3057

STAFF DIRECTORY

Members of the Board of Education:

Kiley Goff	President
Joel Carlson	Vice-President
Ann Burkholder	Secretary
Will Geiger	Member
John Peden	Member
Michelle Starman	Member

Administrative Staff:

Dr. Dan Endorf	Superintendent
Corey Fisher	High School Principal
Brian Regelin	Middle School Principal
Jeremy Yilk	Activities Director/Assistant Principal
Jessica Edeal	Special Education Director
Patty Wolfe	Technology Director

Teaching Staff ~ Middle School

Lexie Anthony	Language Arts/Reading
Trysta Asche	Language Arts/Reading
Nick Broz	Physical Education
Brian Bazata	Special Education
Samantha Crick	Computers
Brent Dinslage	Language Arts/Reading
Valeria Estrada	Spanish/ELL
Dave Evertson	Science
Alisa Favinger	Math
Brent Frauen	Social Studies
Dillon Higgins	Math
Kaleen Hodge	Special Ed/TLC
Amanda Kidder	Vocal Music
Lyndee Koch	Life Skills

DeVere Larington	Band/Instrumental Music
Sierra Maginnis	Art
Barry Mraz	Social Studies
Arika Russell	Special Education
Shavonne Schacher	Science

Support Staff ~ Middle School

Amy Buss	Para-Professional
Selina Finnegan	Para-Professional
Michelle Gibson	Para-Professional
Bethany Hyatt	School Psychologist
Christie Irish	LAN Technology Support
Deb Klein	Para-Professional
Bill Shaffer	Guidance Counselor
Sera Shoemaker	School Nurse
Lisa Smith	Middle School Secretary
Jennifer Walls	Media Specialist
Jenny Wichelt	Para-Professional
TBA	Speech & Language Pathologist/ESU

Teaching Staff ~ High School

Josh Asche	Math
Nick Auwerda	Science/Physics
Dawn Beans	Business/Accounting/Vision Specialist
Paul Besong	Science/Biology
Woody Blackmore	English
Trey Botts	Art
Jacob Brummer	Science/Chemistry
Sandra Burke	Alternate Education
Brian Cargill	Physical Education/Weight Training
Jessica De La Torre	Family Consumer Science

Jayce Dueland	Trades & Technical Education (Woods)
Ethan Haarberg	Special Education
Derek Hammerlun	Social Studies
Brandon Horwart	Agricultural Education
Amanda Kidder	Vocal Music
Marcie Kostrunek	
	Spanish/ELL
DeVere Larington	Band/Instrumental Music
Yanira Rodriguez	English
Amanda Rossell	Social Studies
Heather Schultz	English/Journalism
Chris Tvrdy	Math
Kyle Vincent	Social Studies
Seth Vlasak	Information Technology/Business
Kristen Wilkins	Math/Health

Support Staff ~ High School

Shelli Gill	Library Aide
Jordan Haarberg	Guidance Counselor
Bethany Hyatt	School Psychologist
Christie Irish	LAN Technology Support
Daniel Revelo	Guidance Counselor
Roxanne Reyes	Activities Director Secretary
TBA	HS Secretary
Sera Shoemaker	Nurse
Jennifer Walls	Media Specialist
Cheri Ziebel	Para-Professional
TBA	Speech & Language Pathologist/ESU

Student Council

2024-2025

Student Body President: Brock Malcom

Seniors:

Class President: Mckenzie Munster

Members: Mason Fales
Mckenzie Munster
Austin Priel
Jorja Yocom

Juniors:

Class President: Layla Leahy

Members: Daygn Buss
Destiny McFall
Lucha Olvera
Talyn Propp
Camryn Yilk

Sophomores:

Class President: Morgan Mraz

Members: Ethan Atchinson
Brayden Barber
Braedon Groteluschen
Myles Ide
Courtney Jensen

Freshmen:

President: Audrey Baker

Members: Arleth Casillas
Carson Favinger

COZAD COMMUNITY SCHOOLS 2024 – 2025

School Year

0 No School	0 Last Day of Quarter/Semester	0 First & Last Days
0 No School for Students	0 No School, PTC, 8 am to 8 pm	0 2:00 pm Early Dismissal, PK-12

13	New Teachers
14-20	Teacher Prof Development
21	First Day of School

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3	No School
6	Teacher Prof Development
8	Early Dismissal, 2pm
22	Early Dismissal, 2pm

2	No School
4	Early Dismissal, 2 pm
18	Early Dismissal, 2pm

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5	Early Dismissal, 2pm
19	Early Dismissal, 2pm
20	Parent Teacher Conferences 8am -8pm
21	No School

2	Early Dismissal, 2 pm
3	Parent Teacher Conferences 8am -8pm
4	No School
16	Early Dismissal, 2 pm
18	End of Quarter
21	Teacher Prof Development

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5	Early Dismissal, 2 pm
14	End of Quarter, No School
19	Early Dismissal, 2 pm

6	Early Dismissal, 2pm
20	Early Dismissal, 2pm
27-29	No School

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2	Early Dismissal, 2 pm
16	Early Dismissal, 2 pm
18	No School
21	No School

4	Early Dismissal, 2pm
18	Early Dismissal, 2pm
23-31	No School

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7	Early Dismissal, 2pm
10	Commencement
21	Early Dismissal, 2pm
23	Last Day of School 11 am Dimissal

Certified Staff Days			
Aug	13	Jan	20
Sept	20	Feb	19.5
Oct	22.5	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Staff Days		185	

Student Days			
Aug	8	Jan	19
Sept	20	Feb	18
Oct	20	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Student Days		175	

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office.

Cozad Community Schools Mobile Device Responsibilities and Rules

As your child's parent or guardian, you have been loaned a Chromebook mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools Responsible Use Agreement (RUA) be followed by your child in ALL use of the Chromebook and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA or other electronic device policies in the student handbook by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or networks in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the Chromebook in class and/or to take it home (take-home only available for 6th-12th graders), you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a \$20 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair and maintenance costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

Most common repairs are approximately \$45. The first such required repair of the year (up to \$45) will be done free of charge. Subsequent repairs or repairs in excess of \$45 in the same year will be billed to the student. Please note that loss of the charger and intentional damage is NOT covered by the protection fee.

In the case of loss, theft, or extensive damage from abuse or negligence which require replacement of the device, the cost may be up to \$220. Such incidents will NOT be covered by the take-home fee and will require that the parent or student pay the full cost of repair or replacement. Please note that damaged or lost chargers are NOT covered by the take home fee. Take-home privileges are only allowed for students with no outstanding fees or repair charges.

Parent Responsibilities and Terms:

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.
- Will not attempt to repair the device.
- Will report any problems or damage to the device to the building administrator or member of the technology staff.
- Will report loss/theft of the device to school and proper authorities (police) within 24

hours.

- Will not remove any apps or certificates from the device which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide the school with current contact information, including email and phone number(s).
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

Student Responsibilities and Terms:

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and school and district rules and guidelines each time the device is used, at home or at school.
- Will recharge the device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day and keep it locked in my locker when not using it for a class.
- Will make the device available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will follow the practices I am taught to keep myself and my information safe and secure online.
- Will report loss/theft of the device to parents, school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report all problems and damage immediately to an administrator or technology staff.
- Will not remove or attempt to remove identification tags on the device or deface with permanent stickers, marking pens, etc.

Student and Staff RESPONSIBLE USE AGREEMENT 2024-2025

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
 - Not distribute private information about others or themselves.
 - Not record or share photos, videos or other representations of others without their permission.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - All staff and students must obtain approval from the technology department for the use of any personal devices, including personal computers, to access our network. It is the responsibility of users to maintain the security of their personal devices when accessing school resources and the network. Staff members intending to purchase devices requiring network connectivity must also seek approval from the technology department.
 - Student use of personal or school owned devices in the classroom only if authorized to do so by the teacher.
 - Student use of personal or school owned devices only in appropriate and professional manners.
 - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or alter data, devices or equipment that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not intentionally attempt to avoid or bypass content filtering.
3. Respect and protect the intellectual property of others.
 - Be informed and follow correct and legal copyright rules and practices.
 - Be ethical in citing sources and not plagiarize, cheat or copy the work of others
 - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or school official.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.

- Not send spam, phishing emails, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
 - Stressing the importance to staff and students of building a positive online presence.
 - Integrating digital citizenship instruction and modeling across the curriculum.
 - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____ Date: _____

Parent Name _____ Student Name _____

Parent Signature _____ Student Signature _____

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

Cozad High School
Student Profile Information
School Year 2024-2025

Student's Name:_____

Parent's Preferred Home Phone Number:_____

Parent's Email addresses:_____

Home Address: _____

Father's Name:_____

Employer:_____

Employer Phone:_____

Father's Cellphone:_____

Mother's Name:_____

Employer:_____

Employer Phone:_____

Mother's Cellphone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Physician's Name:_____

Parent's Signature:_____

EMERGENCY MEDICAL (RELEASE) INFORMATION SIGN-OFF SHEET

1. I/we have read the policies concerning activities found in the Activities Handbook and understand them fully. I/we agree that my/our son/daughter will abide by these policies while he/she is involved in activities of Cozad Middle School and/or High School and that the school and its sponsors/coaches will follow these policies.
2. I/we further understand that should there ever be a time whereby I/we have a question regarding these policies or if my/our son/daughter has not been in accordance with these policies, a conference may be requested with school personnel - Principal, Activities Director and/or Coach/Sponsor - to discuss the matter further. Complete due process procedures for NSAA policies are available from the Activities Director.
3. I/we understand the **school carries NO insurance** of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally.
(Please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation.)
4. I/we hereby give my/our consent for our son/daughter to accompany any school group of which he/she is a member on any of its local or out of town trips. I/we authorize the school to obtain, through a physician of it's own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel.



Parent/Guardian Signature _____ Date _____

MEDICAL INFORMATION SIGN-OFF

Please complete the following Emergency Information

Parent's Address _____

Home Phone # _____

Mother's Work Phone # _____ Father's Work Phone # _____

If no answer, call in case of emergency (include name and phone #)

Emergency Contact Name _____

Phone Number _____

Physician's Name: _____

Phone Number: _____

Hospitalization Insurance (Type, Group and ID#)

History of Diabetes YES NO

History of Epilepsy

YES NO

Please List Any Allergies to Sulfa, Penicillin, etc... _____

Parent /Guardian gives permission to administer anesthetic and/or emergency treatment as required:



Parent/guardian Signature _____ Date _____

My child's medical history from school records may be shared with supervising coaches & staff members

2024-2025 Cozad High School Counseling Information and Consent

Introduction:

Cozad Community Schools are committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better navigate their social, emotional, academic, and professional lives. There is no cost for counseling services provided at Cozad High School.

Provisions of Services:

It is a goal of the Cozad High School Counselors to obtain parent/guardian written permission for all students in order to make our services available to them. Services include intake assessment, short-term counseling, individual counseling, crisis intervention, group counseling, and referrals as needed. School counseling services are aimed to be most effective in the students' education and socialization within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication treatment, which are not the responsibility or liability of the school counselor. As school counselors, there may come a time where our services may not be sufficient for a child. At this point, referring a student to a Clinical Mental Health Counselor is best. At that time, parents will be called to discuss this transition.

Benefits:

Utilizing the school counselors at Cozad High School can help improve a student's ability to relate with others, provide a clear understanding of themselves, in addition to identifying values, goals, and an ability to deal with everyday stress. The counselors also help students prepare for plans after high school, rather it be continuing their education, entering the workforce, or beginning a military career.

Confidentiality:

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. The counselor is required by law to share information with the appropriate authorities, given the circumstance at hand:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The counselor will make the child aware of these limits of confidentiality. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

Contact Information:

Jordan Haarberg:	jordan.haarberg@cozadschools.net	(308)784-2744
Daniel Revelo:	daniel.revelo@cozadschools.net	(308)784-2744

-----Cut on this Line and Turn In-----

Cozad High School Counselor Consent

Students Name: _____

Parents/Guardians Name _____

I, _____, am the legal parent/guardian of _____.

I have read and understand the terms of the Cozad High School Counselors Informed Consent.

Please Check One:

____ I give permission for my student to receive individual and/or group counseling services while attending Cozad High School. (If your child is invited to join a recurring group, you will receive additional information at that time.)

____ I choose to decline school counseling services for my child at this time.

Please Initial Below:

____ I understand that myself or my student may withdraw or request counseling from the school counselors at any time with parent/guardian consent.

Custodial Parent/Guardian Signature: _____ **Date:** _____

Daytime Phone: _____ **Cell Phone:** _____

Email Address: _____

**COZAD MIDDLE AND HIGH SCHOOL
STUDENT HANDBOOK PARENT/STUDENT SIGN-OFF SHEET
2024-2025**

Student's Name _____ **Grade** _____

Parent or Guardian's Name _____

A. Cozad Middle School/High School Parent and Student Handbook

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

Student's Initials

I have reviewed and understand the policies set forth by the district.

Parent's Initials

I have read the Parent/Student Handbook and reviewed it with my child.

B. Cozad Community Schools Haymakers Activity Handbook

The Cozad Activities Department will provide a positive, life changing experience to our students to maximize their potential and represent the community of Cozad in a first class manner.

Student's Initials

I have reviewed and understand the policies set forth by the district.

Parent's Initials

I have read the Activity Handbook and reviewed it with my child.

C. Responsible Use Agreement

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Students will adhere to the following policy at school, at home, and any online activities.

Student's Initials

I have reviewed and understand the policies set forth by the district.

Parent's Initials

I have read the Responsible Use Agreement and reviewed it with my child.

FINAL SIGNATURES FOR SIGN OFF FORM

Student's Signature

Date

Parent's Signature

Date

STUDENT NAME _____ **GRADE** _____

Cozad Elementary and Early Education Student/Parent Handbook

PK-5th

2024-2025

#HaymakerWay



Mission:

Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision:

Cozad Creates Success

Cozad Community School District students, families, and employees are hereby notified that the Cozad Elementary School does not discriminate on the basis of race, color, national origin, age religion marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. All inquiries concerning Cozad Elementary School's compliance with Title I, Title II, Title VI, Title IX and/or Section 504 may contact Supt. Dan Endorf.

Elementary Leadership Personnel

Principal: *Justin Dowdy*

Dir. of Teaching and Learning/Assistant Principal: *Connor Williams*

Dir. of Student Services/Assistant Principal: *Jessica Edeal*

Administrative Assistant: *Haleigh Hendricksen*

Administrative Assistant: *Amy Mohler*

School Guidance Counselor: *Amber Ross*

Title I Coordinator: *Courtney Arends*

Elementary Office Phone: (308) 784-3462 - Preschool Office Phone: (308) 784-3381

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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 no later than **August 30th, 2024.**

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, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

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. District policies can be found on the school website (<https://www.cozadschools.net/>), or by using this link: <https://cozadschoolsboardpolicies.weebly.com/>.

Notice of Nondiscrimination

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

Dr. Dan Endorf

Superintendent

1910 Meridian Ave

308-784-2745

dan.endorf@cozadschools.net

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

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Preschool Attendance

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office by calling CEEC office 784-3381.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal. Out of consideration of other students, please pick up students before 12:00 PM or after 12:45 pm to avoid disruption of rest time.

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 dis-enroll pursuant to district 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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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 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.

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
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, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

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 more than twenty 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 23 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 for every day of absence to complete missed assignments.

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.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged 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.

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 Cozad Community 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, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

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.

Building Operations

The pre-kindergarten program will be in operation during all regular school hours with the exception of some Fridays. These days will be noted on the calendar given to families. Parent notes will be used to inform you of any other schedule changes. Please refer to the school calendar for information about scheduled school dismissals.

CEEC doors will open promptly at 7:40 a.m. for breakfast. Dismissal begins at 3:10 p.m. Students can arrive between 7:40 a.m and 8:10 a.m. Lunch is served between 11:30 a.m. and 12:00 p.m.

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 into 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 to those who have made an effort to clean their trays 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 provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other personal 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. Students must comply with each teacher's classroom rules regarding cell phone use in class.

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 vehicle's driver.

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. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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.

Classroom Behavior

While attending preschool, children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum, and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they make. Adults support learning appropriate behavior practices through social stories, visuals, and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self, or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interferes with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this model, all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support. They are treated with respect and dignity. Our goal is to help each child develop internal self-control and problem-solving skills to manage better as they grow and become adults.

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 parent's written permission or permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office. Students with permission to leave must be picked up by a parent, guardian, or an immediate family member.

Clothing

In preschool, your child will spend a great deal of each day on the floor inside and playing outside. Please dress your child for an active school day. Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The clothing attire should be suitable for the classroom, school activities, and weather. Students will not be permitted to wear clothing that is inappropriate for school (cut-off shirts, midriiffs, spaghetti straps, sagging pants, unacceptable jeans, shorts, or cut-offs).

All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their lockers. Extra clothes are needed even after they conquer potty training. Label your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, costs, etc. Students will play outside each day unless there is precipitation falling, or the temperature is dangerously cold.

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

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 over shoes or boots when the playground is wet, muddy, or snowy. 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 call the school nurse.

Communicating with Parents

There will be frequent written and verbal communication between preschool staff and families regarding student progress. Parents will be informed through student progress, classroom and building events through telephone calls, emails, home visits, newsletters, and social media. Please read newsletters, social media and reference school calendars to stay informed about CEEC and district events designed to include you in your child's education.

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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

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

the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - 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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 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 be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - 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.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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 to 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. Complaints filed (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 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 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 email, 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 disciplines as school administration and the school board deem 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 director 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 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>.

Curriculum & Assessment

Teaching Strategies GOLD

We use the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning at the foundation of the Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program. Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Assessment

Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children from birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community. Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children from birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates on your child's progress in November and May. The dates may not correspond with other report card dates.

Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation. Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website. Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

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.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's

school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts

16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drop off and Pick up Procedure

Parking

Preschool parking is available on the east side of the elementary building for pick up and drop off. Please enter and exit the building through the east preschool door.

Sign-In

Each day preschool students must be signed into their classroom. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in students arriving on the bus. We understand that this is a new experience for many children and they may be reluctant to have their parents leave. However, we have found that when parents give their child a reassuring hug and leave promptly after entering the building, it can be less stressful for the child. We ask that when you enter the building you direct your student to either eat breakfast or complete an activity in the flex lunchroom.

Sign-Out

At dismissal, parents must sign their children out for the day. The staff will sign out students leaving on the bus. This helps us assure safety. You will be required to provide the names of people you authorize the school to release your child to. If someone other than the parent will be picking up the child, the staff must have the authorization (written note, phone call, etc.) to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

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 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. 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 \$1.65 and adults \$3.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$3.00. Lunch for 6-12 lunch is \$3.20 for students and \$5.50 for adults.

Students attending preschool have the option to eat breakfast. Daily lunch and snack(s) are provided to each child. This cost is in addition to the monthly tuition cost. A breakfast and lunch calendar is provided to parents.

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring a sack lunch from home, water will be available or milk may be purchased for \$.40. Parents of a student with a negative balance will be contacted to bring a deposit for their meal.

Breakfast at the preschool is provided every morning from 7:40 until 8:00 a.m. Lunch is from 11:20-11:50 a.m. Students will get their lunch in traditional "cafeteria" style by using a tray and going through the line to be served their food. Students may bring a sack lunch from home if they choose. During meal and snack time, students will have the opportunity to visit with their friends and teachers while also practicing table manners, language skills, and responsible behavior.

Students may have guests for lunch if they call school no later than 8:30 a.m. and bring the exact amount of money needed to eat.

Lunch Time Guidelines

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at www.cozadschools.net District>Board Policies.

*Please inform your child's teacher and the preschool office staff of any food allergies.

Payment for Meals

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.65 breakfast; \$3.00 lunch. Adult meal prices are \$3.00

breakfast; \$5.50 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if the student qualifies. Milk may be purchased individually for \$.40. Families will be notified by email or text when the account reaches a low balance or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at www.cozadschools.net District>Board Policies.

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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 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

Parents of students with live head lice will be notified and the child must be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be

persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

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 the principal, nurse, 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 school nurse, who may be contacted at 308-784-3462.

Home Visits

Home visits are scheduled throughout the school year and are a requirement of the Nebraska Department of Education for children attending preschool. Preschool teachers will work with you to find a convenient time to schedule home visits. Preschool families will participate in two home visits and the option for one parent-teacher conference each school year.

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; varicella and hepatitis B series; or
- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- 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 CES or CEEC lost and found areas (location to be determined). 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 or discretion of the building principal.

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 at 308-784-2745.

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.

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 encouraged 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, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

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 unless given permission by the playground supervisor.
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.

Preschool Enrollment

Children eligible for CEEC enrollment is based on the following criteria in order of priority:

1. Those students living in our school district who will turn four by July 31st, oldest to youngest by birth month/day/year.
 - a. Students on an Individualized Education Plan (IEP/IFSP), living in our school district and meeting appropriate age requirements, will receive consideration based on individual needs and IEP team decision(s).
2. Those students living in the school district who will turn three by July 31st, oldest to youngest by birth month/day/year.
3. If there are still open spots, non-district students will be chosen based on the criteria above.

Mid-Year Enrollment

Children who move into the district during the school year and wish to attend CEEC will be considered if they meet age requirements and there is an opening in the program.

Children who are newly eligible with a disability will be accepted into the program to fulfill the Individualized Education Plan (IEP) if the IEP team determines the program is the best placement for the child and there is an opening in the program.

Children who have high risk factors as set out in Nebraska Rule 11 will be accepted if there is an opening in the program.

If a student moves during the school year and has been attending CEEC for at least a quarter of the school year, they will still be eligible to attend for the remainder of the school year.

*Successful early childhood education programs must keep the teacher/pupil ratio low and match enrollment to the physical size of the facility. The above mentioned factors are limiting factors in enrollment numbers and are considered on a case-by-case basis.

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. 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.

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.

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 3:20 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 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.

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 Student Assistance Team (SAT). The SAT 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.** Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school

property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:

Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

a. The school district will provide students with the material 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 material, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

b. 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 postsecondary courses.

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 (take-home) fee to take the device off district property. The maximum dollar amount of this convenience (take-home) fee charged by the district will be \$20.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20.00.

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:

- **Student Activity Card: \$ 35**
 - o **Covers admission to all extracurricular events**

6. **Transportation Costs.** The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.
7. **Copies of Student Files or Records.** The school district may 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.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **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.
10. **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 maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- **Breakfast Program – Grades PK-5**

Regular Price \$1.65

Lunch Program – Grades PK-5

Regular Price \$3.00

11. **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.

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.

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 support 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 committees. 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 Records

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 September 1st.

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

Telephone Calls

The school's telephone may be used only with permission of staff.

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 reports 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 of schools, building principal(s), guidance counselor and local law enforcement.

Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member needs to 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 their bus driver 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 buses, but they will be charged a fee to be established by the board of education. 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) Students 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.

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 to be dropped off at a point **not** on the regular route 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 presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (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.

Preschool Tuition Payment Information

For the 2024-2025 school year, preschool tuition is on a sliding scale. The full tuition rate is \$250 per month, beginning in September and ending in April, and a partial fee of \$125 will be collected in the month of May.

- For families who qualify for free and reduced meals, the tuition rate will be \$125 per month, September through April, and \$67.50 for May.
- Families who qualify for free meals are not required to remit a tuition fee.
- If your child qualifies for a 504 Plan a reduction of fees may be considered on an individual basis.

Free and Reduced Price Meal applications are distributed to all households prior to the beginning of the school year and can be filled out at any time during the school year to update meal status. Contact the preschool Office for more information, 308-784-3381.

Full or partial tuition payments can be made to the preschool office through check, cash or money order, payable to Cozad Community Schools by the 1st of each month. Failure to pay tuition may result in removal from the program unless alternative arrangements have been made with the district. Pursuant to board policy, the district will assess an additional penalty for \$30 for any check returned from the bank for insufficient funds.

Video Surveillance 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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 radio station KRVN and local television stations and the school notification system which includes the school website and Apptegy. 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.

SECTION TWO ACADEMIC INFORMATION

REPORT CARDS

Report cards are sent home following the close of each nine-week period. The report card is designed to aid the parent in determining the progress of the child. This is a good time to sit down and talk with your child about expectations.

PROGRESS REPORTS for 3rd, 4th & 5th grades will be sent out according to the schedule in the school calendar.

A variety of grade cards are used at different levels of the elementary schools to report quarterly achievement.

The scales used on these report cards are:

1st, 2nd grade Art, Music, PE

E 94.5 - 100
E- 92.5 - 94
G+ 90.5 - 92
G 86.5 - 90
G- 84.5 - 86
S+ 82.5 - 84
S 79.5 - 82
S- 76.5 - 79
N 70 - 76
U 0 - 69

3rd, 4th & 5th Grade

A+ 99 - 100
A 95-98
A- 93 - 94
B+ 91 - 92
B 87 - 90
B- 85 - 86
C+ 83 -84
C 80 -82
C- 77 -79
D+ 74 -76
D 72-73
D- 70 -71
F 69 and lower

Kindergarten Standard Based Grading				
NT- Not tested	1-Beginning	2-Progressing	3-Meets Standard	4-Exceeds Standard

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an

incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incomplete sentences will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

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 and each grade level.

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.

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 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 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 or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day 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. Conduct constituting grounds for expulsion as hereinafter set forth; 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, 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, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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.

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 a 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;
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;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 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 email 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

- 1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be

suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. 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). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

It is the policy of the school 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 school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator**.” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

1.2. **Definitions.** As used in this policy, the following terms are defined as follows:

1.3. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

1.4. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

1.5. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint

with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 4.1.3–4.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

1.6. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

1.7. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

1.8. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 1.8.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 1.8.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

1.8.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

1.8.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

1.8.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

1.8.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

1.8.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

1.8.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

1.8.4. **Dating violence**, as defined in 34 U.S.C. § 12391(a)(10), which means violence committed by a person—

1.8.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

1.8.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

1.8.4.2.1. The length of the relationship.

1.8.4.2.2. The type of relationship.

1.8.4.2.3. The frequency of interaction between the persons involved in the relationship.

1.8.5. **Domestic violence**, as defined in 34 U.S.C. § 12391(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

1.8.6. **Stalking**, as defined in 34 U.S.C. § 12391(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1.8.6.1. fear for his or her safety or the safety of others; or

1.8.6.2. suffer substantial emotional distress.

1.9. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

2. **Discrimination Not Involving Sexual Harassment.**

2.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. Part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

2.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 2.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 2.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 2.2.3. Deny any person any such aid, benefit, or service;
- 2.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 2.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 2.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 2.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

2.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 1.8 above—shall be addressed pursuant to the district’s general complaint procedure.

3. **Response to Sexual Harassment**

3.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

3.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 1.9 above to a complainant, and by following the grievance process described in section 4 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

3.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

3.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 4 below. This provision may not be construed to

modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

3.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 3.

4. Grievance Process for Formal Complaints of Sexual Harassment.

4.1. General Requirements.

- 4.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 4 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 1.9 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 4.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 4.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 4.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 4.1.4 receive training as provided below. Any materials used to train these individuals will not rely

on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

4.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

4.1.4.2.1. The definition of sexual harassment in subsection 1.8;

4.1.4.2.2. The scope of the district's education program or activity;

4.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

4.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

4.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 4.6.

4.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 4.5.8.

- 4.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 4.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 4.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 4.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 1.9.
- 4.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

4.2. **Notice of Allegations.**

- 4.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

4.2.1.1. A copy of this policy.

4.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 1.8, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 4.5.5, and may inspect and review evidence under subsection 4.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

4.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

4.3. **Dismissal of Formal Complaint.**

4.3.1. The district will investigate the allegations in a formal complaint.

4.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

4.3.2.1. Would not constitute sexual harassment as defined in subsection 1.8 even if proved;

4.3.2.2. Did not occur in the district's education program or activity; or

4.3.2.3. Did not occur against a person in the United States.

4.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

4.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

4.3.3.2. The respondent is no longer enrolled in or employed by the district; or

4.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

4.3.4. Upon a dismissal required or permitted pursuant to subsections 4.3.2 or 4.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

4.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

4.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

4.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 4.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 4.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 4.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 4.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 4.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 4.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 4.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 4.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

4.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 4.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s)

will explain to the party proposing the questions any decision to exclude a question as not relevant.

4.7. Determination Regarding Responsibility

4.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

4.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

4.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 1.8;

4.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

4.7.2.3. Findings of fact supporting the determination;

4.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

4.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

4.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

4.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility

becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- 4.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

4.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 4.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 4.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

- 4.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

4.8.2.1. Procedural irregularity that affected the outcome of the matter;

4.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

4.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally

or the individual complainant or respondent that affected the outcome of the matter.

4.8.3. As to all appeals, the district will:

- 4.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 4.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 4.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 4.1.3–4.1.4.
- 4.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 4.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 4.8.3.6. Provide the written decision simultaneously to both parties.

4.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

4.9.1. Provides to the parties a written notice disclosing:

4.9.1.1. The allegations;

4.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

4.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

4.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

4.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

4.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

4.10. **Recordkeeping.**

4.10.1. The district will maintain for a period of seven years, records of:

4.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

4.10.1.2. Any appeal and the result therefrom;

4.10.1.3. Any informal resolution and the result therefrom; and

4.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

4.10.2. For each response required under section 3, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

5. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

6. **Access to Classes and Schools.**

6.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

6.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling,

boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

6.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

6.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

6.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

6.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

7. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

7.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

7.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

8. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R.

part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

9. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

9.1. Specific Circumstances.

- 9.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 9.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

10. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or

activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. Part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

11. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

12. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

13. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

NOTE: IF AT ANY TIME IT BECOMES NECESSARY TO ADD OR ALTER THE RULES AND/OR GUIDELINES OUTLINED IN THIS HANDBOOK, SUCH A DECISION WILL BE MADE BY THE ADMINISTRATION. THESE CHANGES WILL BE “IN EFFECT” IMMEDIATELY, AS AUTHORIZED.

Cozad Elementary Staff (2024-25)

Teaching Staff	Grade Level	Support Staff	Position
Abbie Neujahr	Kindergarten	Haleigh Henricksen	Secretary
Courtney Hanson	Kindergarten	Sandra Pelayo	Gen.Ed.(Media) Para
Taryn Burrell	Kindergarten	Steph Schroeder	Gen.Ed. (Art) Para
Stephanie Rush	Kindergarten	Monica Henrickson	Title 1 Para
Karmen Keith	1st Grade	Kim Smock	ELL Para
Jacquie Kral	1st Grade	Stephanie Curtice	Gen.Ed. Para
Briana Hovie	1st Grade	Julie Seimer	SPED Para
Amberlyn Cullers	1st Grade	Specialized Staff	Position
Karen Berreckman	2nd Grade	Amber Ross	School Counselor
Ashley Korth	2nd Grade	Sera Shoemaker	School Nurse
Lisa Gengenbach	2nd Grade	Courtney Arends	Title I
Debbie Neill	2nd Grade	Sydney Reichart	Physical Education
Megan Buss	3rd Grade	Senja Stephens	Elementary Music
Vickie Gilbert	3rd Grade	Ashley Simpson	Resource
Hannah Walker	3rd Grade	Caitlin Smith	Resource
Sydney Widick	3rd Grade	Teresa Savick	Resource
Kimberly Heimann	4th Grade	Amanda Badgley	Resource
Theresa Lemmer	4th Grade	Jill Arnold	Computer/Library
Anngie Love	4th Grade	Jill Albrecht	Speech Pathologist

Mindy Brock	5th Grade
Tim Negley	5th Grade
Tess Poppert	5th Grade
Shelby Worrell	5th Grade

Bethany Hyatt	School Psychologist
Administration	Position
Justin Dowdy	Principal
Connor Williams	A.P./Director of Teaching & Learning
Jessica Edeal	A.P/District SPED Director

COZAD COMMUNITY SCHOOLS 2024 – 2025

School Year

0 No School
0 No School for Students
0 Last Day of Quarter/Semester
0 No School, PTC, 8 am to 8 pm
 First & Last Days
 2:00 pm Early Dismissal, PK-12

13 New Teachers
 14-20 Teacher Prof Development
 21 First Day of School

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School
 6 Teacher Prof Development
 8 Early Dismissal, 2pm
 22 Early Dismissal, 2pm

2 No School
 4 Early Dismissal, 2 pm
 18 Early Dismissal, 2pm

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5 Early Dismissal, 2pm
 19 Early Dismissal, 2pm
 20 Parent Teacher Conferences
 8am -8pm
 21 No School

2 Early Dismissal, 2 pm
 3 Parent Teacher Conferences
 8am -8pm
 4 No School
 16 Early Dismissal, 2 pm
 18 End of Quarter
 21 Teacher Prof Development

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Early Dismissal, 2 pm
 14 End of Quarter, No School
 19 Early Dismissal, 2 pm

6 Early Dismissal, 2pm
 20 Early Dismissal, 2pm
 27-29 No School

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Early Dismissal, 2 pm
 16 Early Dismissal, 2 pm
 18 No School
 21 No School

4 Early Dismissal, 2pm
 18 Early Dismissal, 2pm
 23-31 No School

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Early Dismissal, 2pm
 10 Commencement
 21 Early Dismissal, 2pm
 23 Last Day of School
 11 am Dimissal

Certified Staff Days			
Aug	13	Jan	20
Sept	20	Feb	19.5
Oct	22.5	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Staff Days		185	

Student Days			
Aug	8	Jan	19
Sept	20	Feb	18
Oct	20	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Student Days		175	

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..."

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Cozad School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Cozad Elementary School, including the Drug Free School Policy and Title IX Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, 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.

Parent/Guardian Signature

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Cozad Elementary and Early Education Student/Parent Handbook PK-5th *2024-2025*

#HaymakerWay



Mission:

Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.

Vision:

Cozad Creates Success

Cozad Community School District students, families, and employees are hereby notified that the Cozad Elementary School does not discriminate on the basis of race, color, national origin, age religion marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. All inquiries concerning Cozad Elementary School's compliance with Title I, Title II, Title VI, Title IX and/or Section 504 may contact Supt. Dan Endorf.

Elementary Leadership Personnel

Principal: *Justin Dowdy*

Dir. of Teaching and Learning/Assistant Principal: *Connor Williams*

Dir. of Student Services/Assistant Principal: *Jessica Edeal*

Administrative Assistant: *Haleigh Hendricksen*

Administrative Assistant: *Amy Mohler*

School Guidance Counselor: *Amber Ross*

Title I Coordinator: *Courtney Arends*

Elementary Office Phone: (308) 784-3462 - Preschool Office Phone: (308) 784-3381

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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 no later than August 30th, 2024.

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, speak with the building principal, or contact my office.

Sincerely,

Dr. Dan Endorf
Superintendent

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. District policies can be found on the school website (<https://www.cozadschools.net/>), or by using this link: <https://cozadschoolsboardpolicies.weebly.com/>.

Notice of Nondiscrimination

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

Dr. Dan Endorf
Superintendent
1910 Meridian Ave
308-784-2745
dan.endorf@cozadschools.net

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

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Preschool Attendance

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office by calling CEEC office 784-3381.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal. Out of consideration of other students, please pick up students before 12:00 PM or after 12:45 pm to avoid disruption of rest time.

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 dis-enroll pursuant to district 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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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 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.

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
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, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

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 more than twenty 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 23 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 for every day of absence to complete missed assignments.

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.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged 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.

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 Cozad Community 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, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

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.

Building Operations

The pre-kindergarten program will be in operation during all regular school hours with the exception of some Fridays. These days will be noted on the calendar given to families. Parent notes will be used to inform you of any other schedule changes. Please refer to the school calendar for information about scheduled school dismissals.

CEEC doors will open promptly at 7:40 a.m. for breakfast. Dismissal begins at 3:10 p.m. Students can arrive between 7:40 a.m and 8:10 a.m. Lunch is served between 11:30 a.m. and 12:00 p.m.

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 into 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 to those who have made an effort to clean their trays 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 provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other personal 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. Students must comply with each teacher's classroom rules regarding cell phone use in class.

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 vehicle's driver.

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. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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.

Classroom Behavior

While attending preschool, children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum, and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they make. Adults support learning appropriate behavior practices through social stories, visuals, and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self, or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interferes with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this model, all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support. They are treated with respect and dignity. Our goal is to help each child develop internal self-control and problem-solving skills to manage better as they grow and become adults.

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 parent's written permission or permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office. Students with permission to leave must be picked up by a parent, guardian, or an immediate family member.

Clothing

In preschool, your child will spend a great deal of each day on the floor inside and playing outside. Please dress your child for an active school day. Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The clothing attire should be suitable for the classroom, school activities, and weather. Students will not be permitted to wear clothing that is inappropriate for school (cut-off shirts, midribs, spaghetti straps, sagging pants, unacceptable jeans, shorts, or cut-offs).

All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their lockers. Extra clothes are needed even after they conquer potty training. Label your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. Students will play outside each day unless there is precipitation falling, or the temperature is dangerously cold.

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

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 over shoes or boots when the playground is wet, muddy, or snowy. 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 call the school nurse.

Communicating with Parents

There will be frequent written and verbal communication between preschool staff and families regarding student progress. Parents will be informed through student progress, classroom and building events through telephone calls, emails, home visits, newsletters, and social media. Please read newsletters, social media and reference school calendars to stay informed about CEEC and district events designed to include you in your child's education.

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 board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such 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 below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

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

the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - 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 School District's Title IX/504 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 to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant 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 involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, 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) business 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 shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 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 be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - 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.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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 to 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. Complaints filed (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 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 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 email, 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 disciplines as school administration and the school board deem 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 director 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 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>.

Curriculum & Assessment

Teaching Strategies GOLD

We use the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning at the foundation of the Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program. Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Assessment

Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children from birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community. Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children from birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates on your child's progress in November and May. The dates may not correspond with other report card dates.

Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation. Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website. Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

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.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's

school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, dan.endorf@cozadschools.net 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

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts

16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drop off and Pick up Procedure

Parking

Preschool parking is available on the east side of the elementary building for pick up and drop off. Please enter and exit the building through the east preschool door.

Sign-In

Each day preschool students must be signed into their classroom. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in students arriving on the bus. We understand that this is a new experience for many children and they may be reluctant to have their parents leave. However, we have found that when parents give their child a reassuring hug and leave promptly after entering the building, it can be less stressful for the child. We ask that when you enter the building you direct your student to either eat breakfast or complete an activity in the flex lunchroom.

Sign-Out

At dismissal, parents must sign their children out for the day. The staff will sign out students leaving on the bus. This helps us assure safety. You will be required to provide the names of people you authorize the school to release your child to. If someone other than the parent will be picking up the child, the staff must have the authorization (written note, phone call, etc.) to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

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 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. 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 \$1.65 and adults \$3.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$3.00. Lunch for 6-12 lunch is \$3.20 for students and \$5.50 for adults.

Students attending preschool have the option to eat breakfast. Daily lunch and snack(s) are provided to each child. This cost is in addition to the monthly tuition cost. A breakfast and lunch calendar is provided to parents.

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring a sack lunch from home, water will be available or milk may be purchased for \$.40. Parents of a student with a negative balance will be contacted to bring a deposit for their meal.

Breakfast at the preschool is provided every morning from 7:40 until 8:00 a.m. Lunch is from 11:20-11:50 a.m. Students will get their lunch in traditional "cafeteria" style by using a tray and going through the line to be served their food. Students may bring a sack lunch from home if they choose. During meal and snack time, students will have the opportunity to visit with their friends and teachers while also practicing table manners, language skills, and responsible behavior.

Students may have guests for lunch if they call school no later than 8:30 a.m. and bring the exact amount of money needed to eat.

Lunch Time Guidelines

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at www.cozadschools.net District>Board Policies.

*Please inform your child's teacher and the preschool office staff of any food allergies.

Payment for Meals

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.65 breakfast; \$3.00 lunch. Adult meal prices are \$3.00

breakfast; \$5.50 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if the student qualifies. Milk may be purchased individually for \$.40. Families will be notified by email or text when the account reaches a low balance or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at www.cozadschools.net District>Board Policies.

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

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 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

Parents of students with live head lice will be notified and the child must be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be

persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

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 the principal, nurse, 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 school nurse, who may be contacted at 308-784-3462.

Home Visits

Home visits are scheduled throughout the school year and are a requirement of the Nebraska Department of Education for children attending preschool. Preschool teachers will work with you to find a convenient time to schedule home visits. Preschool families will participate in two home visits and the option for one parent-teacher conference each school year.

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; varicella and hepatitis B series; or
- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- 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 CES or CEEC lost and found areas (location to be determined). 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 or discretion of the building principal.

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 at 308-784-2745.

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.

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 encouraged 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, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

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 unless given permission by the playground supervisor.
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.

Preschool Enrollment

Children eligible for CEEC enrollment is based on the following criteria in order of priority:

1. Those students living in our school district who will turn four by July 31st, oldest to youngest by birth month/day/year.
 - a. Students on an Individualized Education Plan (IEP/IFSP), living in our school district and meeting appropriate age requirements, will receive consideration based on individual needs and IEP team decision(s).
2. Those students living in the school district who will turn three by July 31st, oldest to youngest by birth month/day/year.
3. If there are still open spots, non-district students will be chosen based on the criteria above.

Mid-Year Enrollment

Children who move into the district during the school year and wish to attend CEEC will be considered if they meet age requirements and there is an opening in the program.

Children who are newly eligible with a disability will be accepted into the program to fulfill the Individualized Education Plan (IEP) if the IEP team determines the program is the best placement for the child and there is an opening in the program.

Children who have high risk factors as set out in Nebraska Rule 11 will be accepted if there is an opening in the program.

If a student moves during the school year and has been attending CEEC for at least a quarter of the school year, they will still be eligible to attend for the remainder of the school year.

*Successful early childhood education programs must keep the teacher/pupil ratio low and match enrollment to the physical size of the facility. The above mentioned factors are limiting factors in enrollment numbers and are considered on a case-by-case basis.

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. 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.

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.

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 3:20 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 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.

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 Student Assistance Team (SAT). The SAT 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.** Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school

property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:

Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

a. The school district will provide students with the material 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 material, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

b. 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 postsecondary courses.

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 (take-home) fee to take the device off district property. The maximum dollar amount of this convenience (take-home) fee charged by the district will be \$20.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$20.00.

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:

- **Student Activity Card: \$ 35**
 - o **Covers admission to all extracurricular events**

6. **Transportation Costs.** The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.
7. **Copies of Student Files or Records.** The school district may 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.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **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.
10. **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 maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PK-5

Regular Price \$1.65

Lunch Program – Grades PK-5

Regular Price \$3.00

11. **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.

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.

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 support 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 committees. 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 Records

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 September 1st.

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

Telephone Calls

The school's telephone may be used only with permission of staff.

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 reports 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 of schools, building principal(s), guidance counselor and local law enforcement.

Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member needs to 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 their bus driver 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 buses, but they will be charged a fee to be established by the board of education. 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) Students 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.

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 to be dropped off at a point **not** on the regular route 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 presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (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.

Preschool Tuition Payment Information

For the 2024-2025 school year, preschool tuition is on a sliding scale. The full tuition rate is \$250 per month, beginning in September and ending in April, and a partial fee of \$125 will be collected in the month of May.

- For families who qualify for free and reduced meals, the tuition rate will be \$125 per month, September through April, and \$67.50 for May.
- Families who qualify for free meals are not required to remit a tuition fee.
- If your child qualifies for a 504 Plan a reduction of fees may be considered on an individual basis.

Free and Reduced Price Meal applications are distributed to all households prior to the beginning of the school year and can be filled out at any time during the school year to update meal status. Contact the preschool Office for more information, 308-784-3381.

Full or partial tuition payments can be made to the preschool office through check, cash or money order, payable to Cozad Community Schools by the 1st of each month. Failure to pay tuition may result in removal from the program unless alternative arrangements have been made with the district. Pursuant to board policy, the district will assess an additional penalty for \$30 for any check returned from the bank for insufficient funds.

Video Surveillance 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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 radio station KRVN and local television stations and the school notification system which includes the school website and Apptegy. 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.

SECTION TWO ACADEMIC INFORMATION

REPORT CARDS

Report cards are sent home following the close of each nine-week period. The report card is designed to aid the parent in determining the progress of the child. This is a good time to sit down and talk with your child about expectations.

PROGRESS REPORTS for 3rd, 4th & 5th grades will be sent out according to the schedule in the school calendar.

A variety of grade cards are used at different levels of the elementary schools to report quarterly achievement.

The scales used on these report cards are:

1st, 2nd grade Art, Music, PE

E 94.5 - 100
E- 92.5 - 94
G+ 90.5 - 92
G 86.5 - 90
G- 84.5 - 86
S+ 82.5 - 84
S 79.5 - 82
S- 76.5 - 79
N 70 - 76
U 0 - 69

3rd, 4th & 5th Grade

A+ 99 - 100
A 95-98
A- 93 - 94
B+ 91 - 92
B 87 - 90
B- 85 - 86
C+ 83 -84
C 80 -82
C- 77 -79
D+ 74 -76
D 72-73
D- 70 -71
F 69 and lower

Kindergarten Standard Based Grading				
NT- Not tested	1-Beginning	2-Progressing	3-Meets Standard	4-Exceeds Standard

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an

incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incomplete sentences will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

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 and each grade level.

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.

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 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 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 or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day 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. Conduct constituting grounds for expulsion as hereinafter set forth; 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, 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, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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.

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 a 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;
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;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - 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 email 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

- 1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be

suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. 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). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

It is the policy of the school 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 school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

1.2. **Definitions.** As used in this policy, the following terms are defined as follows:

1.3. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

1.4. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

1.5. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint

with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 4.1.3–4.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

1.6. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

1.7. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

1.8. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 1.8.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 1.8.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

1.8.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

1.8.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

1.8.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

1.8.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

1.8.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

1.8.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

1.8.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

1.8.4. **Dating violence**, as defined in 34 U.S.C. § 12391(a)(10), which means violence committed by a person—

1.8.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

1.8.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

1.8.4.2.1. The length of the relationship.

1.8.4.2.2. The type of relationship.

1.8.4.2.3. The frequency of interaction between the persons involved in the relationship.

1.8.5. **Domestic violence**, as defined in 34 U.S.C. § 12391(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

1.8.6. **Stalking**, as defined in 34 U.S.C. § 12391(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1.8.6.1. fear for his or her safety or the safety of others; or

1.8.6.2. suffer substantial emotional distress.

1.9. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

2. **Discrimination Not Involving Sexual Harassment.**

2.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. Part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

2.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 2.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 2.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 2.2.3. Deny any person any such aid, benefit, or service;
- 2.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 2.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 2.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 2.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

2.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 1.8 above—shall be addressed pursuant to the district’s general complaint procedure.

3. **Response to Sexual Harassment**

3.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

3.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 1.9 above to a complainant, and by following the grievance process described in section 4 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

3.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

3.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 4 below. This provision may not be construed to

modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

3.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 3.

4. Grievance Process for Formal Complaints of Sexual Harassment.

4.1. General Requirements.

- 4.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 4 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 1.9 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 4.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 4.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 4.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 4.1.4 receive training as provided below. Any materials used to train these individuals will not rely

on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

4.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

4.1.4.2.1. The definition of sexual harassment in subsection 1.8;

4.1.4.2.2. The scope of the district's education program or activity;

4.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

4.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

4.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 4.6.

4.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 4.5.8.

- 4.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 4.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 4.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 4.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 1.9.
- 4.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

4.2. **Notice of Allegations.**

- 4.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

4.2.1.1. A copy of this policy.

4.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 1.8, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 4.5.5, and may inspect and review evidence under subsection 4.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

4.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

4.3. **Dismissal of Formal Complaint.**

4.3.1. The district will investigate the allegations in a formal complaint.

4.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

4.3.2.1. Would not constitute sexual harassment as defined in subsection 1.8 even if proved;

4.3.2.2. Did not occur in the district's education program or activity; or

4.3.2.3. Did not occur against a person in the United States.

4.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

4.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

4.3.3.2. The respondent is no longer enrolled in or employed by the district; or

4.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

4.3.4. Upon a dismissal required or permitted pursuant to subsections 4.3.2 or 4.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

4.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

4.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

4.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 4.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 4.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 4.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 4.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 4.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

- 4.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 4.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 4.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

4.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 4.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s)

will explain to the party proposing the questions any decision to exclude a question as not relevant.

4.7. Determination Regarding Responsibility

- 4.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 4.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 4.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 1.8;
 - 4.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 4.7.2.3. Findings of fact supporting the determination;
 - 4.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 4.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 4.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 4.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility

becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- 4.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

4.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 4.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 4.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

- 4.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

4.8.2.1. Procedural irregularity that affected the outcome of the matter;

4.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

4.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally

or the individual complainant or respondent that affected the outcome of the matter.

4.8.3. As to all appeals, the district will:

- 4.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 4.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 4.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 4.1.3–4.1.4.
- 4.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 4.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 4.8.3.6. Provide the written decision simultaneously to both parties.

4.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

4.9.1. Provides to the parties a written notice disclosing:

4.9.1.1. The allegations;

4.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

4.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

4.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

4.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

4.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

4.10. **Recordkeeping.**

4.10.1. The district will maintain for a period of seven years, records of:

4.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

4.10.1.2. Any appeal and the result therefrom;

4.10.1.3. Any informal resolution and the result therefrom; and

4.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

4.10.2. For each response required under section 3, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

5. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

6. **Access to Classes and Schools.**

6.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

6.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling,

boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

6.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

6.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

6.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

6.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

7. **Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

7.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

7.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

8. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R.

part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

9. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

9.1. **Specific Circumstances.**

- 9.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
- 9.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

10. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or

activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. Part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

11. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

12. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

13. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

NOTE: IF AT ANY TIME IT BECOMES NECESSARY TO ADD OR ALTER THE RULES AND/OR GUIDELINES OUTLINED IN THIS HANDBOOK, SUCH A DECISION WILL BE MADE BY THE ADMINISTRATION. THESE CHANGES WILL BE “IN EFFECT” IMMEDIATELY, AS AUTHORIZED.

Cozad Elementary Staff (2024-25)

Teaching Staff	Grade Level	Support Staff	Position
Abbie Neujahr	Kindergarten	Haleigh Henricksen	Secretary
Courtney Hanson	Kindergarten	Sandra Pelayo	Gen.Ed.(Media) Para
Taryn Burrell	Kindergarten	Steph Schroeder	Gen.Ed. (Art) Para
Stephanie Rush	Kindergarten	Monica Henrickson	Title 1 Para
Karmen Keith	1st Grade	Kim Smock	ELL Para
Jacquie Kral	1st Grade	Stephanie Curtice	Gen.Ed. Para
Briana Hovie	1st Grade	Julie Seimer	SPED Para
Amberlyn Cullers	1st Grade	Specialized Staff	Position
Karen Berreckman	2nd Grade	Amber Ross	School Counselor
Ashley Korth	2nd Grade	Sera Shoemaker	School Nurse
Lisa Gengenbach	2nd Grade	Courtney Arends	Title I
Debbie Neill	2nd Grade	Sydney Reichart	Physical Education
Megan Buss	3rd Grade	Senja Stephens	Elementary Music
Vickie Gilbert	3rd Grade	Ashley Simpson	Resource
Hannah Walker	3rd Grade	Caitlin Smith	Resource
Sydney Widick	3rd Grade	Teresa Savick	Resource
Kimberly Heimann	4th Grade	Amanda Badgley	Resource
Theresa Lemmer	4th Grade	Jill Arnold	Computer/Library
Anngie Love	4th Grade	Jill Albrecht	Speech Pathologist

Mindy Brock	5th Grade
Tim Negley	5th Grade
Tess Poppert	5th Grade
Shelby Worrell	5th Grade

Bethany Hyatt	School Psychologist
Administration	Position
Justin Dowdy	Principal
Connor Williams	A.P./Director of Teaching & Learning
Jessica Edeal	A.P./District SPED Director

COZAD COMMUNITY SCHOOLS 2024 – 2025

School Year

0 No School
0 No School for Students
0 Last Day of Quarter/Semester
0 No School, PTC, 8 am to 8 pm
 First & Last Days
 2:00 pm Early Dismissal, PK-12

13 New Teachers
 14-20 Teacher Prof Development
 21 First Day of School

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School
 6 Teacher Prof Development
 8 Early Dismissal, 2pm
 22 Early Dismissal, 2pm

2 No School
 4 Early Dismissal, 2 pm
 18 Early Dismissal, 2pm

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5 Early Dismissal, 2pm
 19 Early Dismissal, 2pm
 20 Parent Teacher Conferences
 8am -8pm
 21 No School

2 Early Dismissal, 2 pm
 3 Parent Teacher Conferences
 8am -8pm
 4 No School
 16 Early Dismissal, 2 pm
 18 End of Quarter
 21 Teacher Prof Development

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Early Dismissal, 2 pm
 14 End of Quarter, No School
 19 Early Dismissal, 2 pm

6 Early Dismissal, 2pm
 20 Early Dismissal, 2pm
 27-29 No School

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Early Dismissal, 2 pm
 16 Early Dismissal, 2 pm
 18 No School
 21 No School

4 Early Dismissal, 2pm
 18 Early Dismissal, 2pm
 23-31 No School

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 Early Dismissal, 2pm
 10 Commencement
 21 Early Dismissal, 2pm
 23 Last Day of School
 11 am Dimissal

Certified Staff Days			
Aug	13	Jan	20
Sept	20	Feb	19.5
Oct	22.5	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Staff Days		185	

Student Days			
Aug	8	Jan	19
Sept	20	Feb	18
Oct	20	Mar	20
Nov	18	Apr	20
Dec	15	May	17
Total Student Days		175	

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..."

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Cozad School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Cozad Elementary School, including the Drug Free School Policy and Title IX Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, 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.

Parent/Guardian Signature

Cell Phone Number (Optional)

Parent's Email Address (Optional)

22. PUBLIC COMMENT (NON-AGENDA SPECIFIC)

The Board of Education invites you to offer comments during the public comments portion of the non-agenda item. This is the portion of the meeting when members of the public may speak to the board about matters not on the agenda.

We have _____ speakers who have signed up to speak. We will allow ____ minutes per speaker for a total of _____ minutes.

During the public comment portion of this meeting, those who have signed up need to be allowed to speak without interruption for the time allotted by the Board. We understand that people may have strong feelings about the issues they come to speak about. We ask that you respect the opinions of all who speak and that you refrain from applause, conduct that interferes with the Board meeting, or other outbursts during the presentations. Offensive language, vulgar personal attacks, or hostile conduct will not be tolerated. If the Board President determines any statement or comment constitutes offensive language, a vulgar personal attack, or hostile conduct, then the Board President will rule the person out of order, and the person forfeits any remaining time. You should be further advised that there is no legal protection for any comments that are made, including slanderous comments. Each person should choose their words carefully.

The Board is not obligated to respond to public comments or questions because such dialogue could violate the Open Meetings Act.

As a reminder, under the Open Meetings Act, the Board of Education is legally obligated to require any member of the public desiring to address the Board to identify himself or herself, including an address and the name of any organization you may represent. As a result, please state and spell your first and last name, state your current address, and let us know if you are here representing any particular organization before you begin your public comment.

It is now _____ p.m. Our first speaker _____

23. AGENDA SETTING AND FUTURE MEETINGS

August 5, 2024 Board of Education Budget Amendment ??
August 12, 2024 Board of Education Regular Meeting, 7pm
August 26, 2024 Board of Education Special Meeting, 12pm

24. CONSTRUCTION UPDATE AND TOUR

25. ADJOURNMENT

*** Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on any item on the board agenda.