

**Cozad Community Schools
Board of Education Regular Meeting
Monday, July 13, 2026 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**
 - 1.4. **Excused/Unexcused Board Member Absence**
2. **APPROVAL OF THE AGENDA**
3. **HAYMAKER HIGHLIGHT**
4. **PUBLIC COMMENT**
5. **SUPERINTENDENT REPORT**
6. **CONSENT AGENDA**
 - 6.1. **Approval of the Minutes of Previous Meeting(s)**
 - 6.2. **Congratulations, Condolences, Correspondences**
 - 6.3. **Classified Resignations**
 - 6.4. **Classified Hires**
 - 6.5. **Standing Reports**
 - 6.5.1. **Sub Reports**
 - 6.5.2. **Nutrition Services SNP Claim for Reimbursement Summary**

Month		Breakfast	Lunch	
June	Elementary			
	Full (\$1.75 & \$3.10)			
	Free			
	Reduced (.30 & .40)			
	Total:	\$ -	\$ -	\$ -
	Middle School			
	Full (\$2.00 & \$3.30)			
	Free			
	Reduced (.30 & .40)			
	Total:	\$ -	\$ -	\$ -
	High School			
	Full (\$2.00 & \$3.30)			
	Free			
	Reduced			
	Totals:	\$ -	\$ -	\$ -
	Total:	\$ -	\$ -	\$ -
	Parents	\$ 684.50		
	State Reimb	\$ 38,422.44		
	Total	\$ 39,106.94		
	Staff Meals	\$ -	Lunch	
		\$ -	Breakfast	
	Total	\$ -		
	Ala Carte (Type C)	\$ -	Lunch	
		\$ -	Breakfast	
		\$ -		
	Parent and State Reimb	\$ 39,106.94		
	Staff Meals	\$ -		
	Ala Carte (Type C)	\$ -		
	OPAA Commodity	\$ -		
	Interest on Investment	\$ 382.70		
	Total Revenue	\$ 39,489.64		
	OPAA Expense	\$ 31,722.54		
	Repair Expense	\$ -		
	USPS	\$ -		
	222 Hardware	\$ -		
	Total	\$ 7,767.10		

6.5.3. **Bus Route Averages**

6.6. **Salary Advancement Applications**

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: Alexandria Anthony Date: 3-10-26

College granting course credit: Peru State College

Course number: EDUC 612 Course term date: Summer 2026

Number of graduate course hours: 3

Course title: Technology and Mediated Instruction

Course description: Shows how to integrate computers and instructional technology into the educational environment.

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

With technology continuing to play a large role in classrooms, this course will help me use it purposefully.

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: _____ Board notified: _____

Superintendent of Schools: Dan Eudy Date: 6-30-26

Transcripts received by: _____ Date: _____

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

Name: Alexandria Anthony Date: 3-10-26

College granting course credit: Peru State College

Course number: EDUC 601 Course term date: Summer 2026

Number of graduate course hours: 3

Course title: Study Design and Data Collection

Course description: This course focuses on research methods and writing a research proposal.

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

Research plays a large role in education.
This will help me be sure to use good
research methods.

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: _____ Board notified: _____

Superintendent of Schools: Dr. Dan Smith Date: 6-30-26

Transcripts received by: _____ Date: _____

SALARY ADVANCEMENT APPLICATION

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

Name: Shelby Worrell Date: 6-29-26

College granting course credit: UNK

Course number: TE 815P Course term date: 7/6 - 7/31

Number of graduate course hours: 3 hrs.

Course title: The Effective Teacher: Enhancing Classroom Instruction

Course description: Designed to provide participants with research and experience based info, strategies, techniques, & hands on activities to improve & enrich the quality of their teaching & to increase the probability of learning & success of their students.

How will this course be used to improve your teaching methods and why do you wish to take it? This course will allow me to become a more effective teacher and allow for more improvement and success of my students.

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: 27-28 Board notified: _____

Superintendent of Schools: Dr. Dan Eng Date: 6-30-26

Transcripts received by: _____ Date: _____

7. **GENERAL, BUILDING, BOND, LUNCH, ACTIVITIES AND DEPRECIATION FINANCIAL REPORTS AND CLAIMS**
 - 7.1. **Financial Report by Account**

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>
01 1100	Local Property Taxes	7,000,000.00	275,640.96	6,477,042.57	92.53	522,957.43
01 1100 0000	Cash Balance - Placeholder	0.00	0.00	0.00	0.00	0.00
01 1115	Carline Taxes	18,000.00	0.00	13,272.84	73.74	4,727.16
01 1125	Motor Vehicle Taxes	530,000.00	30,627.55	465,323.19	87.80	64,676.81
01 1311	Tuition from Individuals Reg Education	6,000.00	7,820.00	7,820.00	130.33	(1,820.00)
01 1323	TUITION FROM OTHER SCHOOL DISTRICTS- SPED	0.00	0.00	0.00	0.00	0.00
01 1370	Preschool Tuition and Fees	40,000.00	0.00	44,357.50	110.89	(4,357.50)
01 1510	Interest on Investments	210,000.00	25,139.97	176,774.85	84.18	33,225.15
01 1800	Community Services Activities	70,000.00	5,972.00	54,302.00	77.57	15,698.00
01 1910	Rental of Equip/Prop/Facilities	0.00	775.00	775.00	0.00	(775.00)
01 1911	Local License Fees	2,000.00	0.00	7,140.00	357.00	(5,140.00)
01 1920	Contributions and Donations	0.00	0.00	647.21	0.00	(647.21)
01 1921	Police Court Fines	0.00	0.00	125.00	0.00	(125.00)
01 1925	Categorical Grants from Corp/Private	5,000.00	0.00	5,612.47	112.25	(612.47)
01 1980	Refund of Prior Year Expenditures	5,000.00	495.71	4,957.10	99.14	42.90
01 1990	Miscellaneous Local Receipts	5,400.00	0.00	11,646.25	215.67	(6,246.25)
Subtotal: 1000		7,891,400.00	346,471.19	7,269,795.98	92.12	621,604.02
01 2110	County Fines and License Fees	70,000.00	6,756.04	59,648.03	85.21	10,351.97
01 2210	ESU Receipts	2,000.00	0.00	13,089.25	654.46	(11,089.25)
Subtotal: 2000		72,000.00	6,756.04	72,737.28	101.02	(737.28)
01 3110	State Aid	1,941,825.00	388,361.00	1,941,825.00	100.00	0.00
01 3120	SPED Reimb (School Age)	1,200,000.00	138,827.00	1,213,681.00	101.14	(13,681.00)
01 3125	SPED Transportation Reimb (School Age)	15,000.00	0.00	24,300.00	162.00	(9,300.00)
01 3130	Homestead Exemption	150,000.00	31,543.71	126,174.84	84.12	23,825.16
01 3131	Property Tax Credit	2,400,000.00	0.00	3,198,705.22	133.28	(798,705.22)
01 3180	Pro-Rate Motor Vehicle	19,000.00	0.00	20,108.38	105.83	(1,108.38)
01 3400	State Apportionment	160,000.00	0.00	208,761.47	130.48	(48,761.47)
01 3535	Payments for High Ability Learners	8,000.00	0.00	8,862.00	110.78	(862.00)
01 3540	State Early Childhood	18,680.00	0.00	0.00	0.00	18,680.00
01 3551	CAREER EDUCATION	7,500.00	0.00	0.00	0.00	7,500.00
Subtotal: 3000		5,920,005.00	558,731.71	6,742,417.91	113.89	(822,412.91)
01 4212	Title I, Part A:Support for Improvement	0.00	0.00	16,174.00	0.00	(16,174.00)
01 4421	IDEA PART-B ARP-BASE & ENROLLMENT POVERTY ALLOCATION	0.00	0.00	0.00	0.00	0.00
01 4422	IDEA PRESCHOOL ARP-BASE/ENROLLMENT POVERTY ALLOCATION	0.00	0.00	0.00	0.00	0.00
01 4505	Title I, Part A	250,000.00	0.00	121,093.00	48.44	128,907.00
01 4509	Title II, Part A	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA Preschool	9,300.00	0.00	9,309.00	100.10	(9.00)
01 4518	IDEA Part B (611) Base & Enroll/Poverty	250,000.00	0.00	237,485.00	94.99	12,515.00
01 4521	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00
01 4530	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4531	Title IV, Part B - 21st Century Grant	0.00	0.00	0.00	0.00	0.00
01 4708	MIPS	8,000.00	0.00	3,221.12	40.26	4,778.88
01 4709	MAAPS	6,000.00	805.28	11,466.27	191.10	(5,466.27)
01 4969	Title IV-A, SSAE Grant	0.00	0.00	0.00	0.00	0.00
01 4988	ARP-EXPANDED LEARNING AFTERSCHOOL (ARP ESSER III)	0.00	0.00	0.00	0.00	0.00
01 4989	ARP-EXPANDED LEARNING SUMMER (ARP ESSER III)	0.00	0.00	0.00	0.00	0.00
Subtotal: 4000		523,300.00	805.28	398,748.39	76.20	124,551.61
01 5300	Sale of Property	0.00	0.00	205.10	0.00	(205.10)
01 5301	Insurance Adjustments	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	2,000.00	210.49	2,402.24	120.11	(402.24)

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>
	Subtotal: 5000	2,000.00	210.49	2,607.34	130.37	(607.34)
01 9000	Non-Program Receipts	0.00	0.00	9,952.98	0.00	(9,952.98)
	Subtotal: Non-Program Receipts	0.00	0.00	9,952.98	0.00	(9,952.98)
	Fund Total:	14,408,705.00	912,974.71	14,496,259.88	100.61	(87,554.88)

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	14,408,705.00	912,974.71	14,496,259.88	100.61	(87,554.88)

Expenditure Report by Function/Object -
Summary

07/10/2026 02:07 PM

Regular, Processing Month: 06/2026, Fund Number 01

User ID: HENDHALE

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTION	5,532,967.00	452,058.04	4,385,572.33	79.90	1,147,394.67	0.00	35,293.56	1,112,101.11
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	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	236,793.00	20,860.39	224,270.23	94.85	12,522.77	0.00	321.16	12,201.61
1160	PROVERTY PROGRAMS	708,301.00	55,349.19	561,723.63	79.31	146,577.37	0.00	0.00	146,577.37
1190	EARLY CHILDHOOD PROGRAMS	151,270.00	14,305.13	134,506.35	90.63	16,763.65	0.00	2,592.63	14,171.02
1195	REG INSTR PROG BELOW AGE 5 (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPED INSTR PROGRAM SCHOOL AGE	1,527,999.00	115,561.65	1,225,061.75	80.99	302,937.25	0.00	12,461.66	290,475.59
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	0.00	0.00
1291	SPED INSTR PROGRAMS (AGE 3-5)	6,677.00	989.00	2,216.19	40.80	4,460.81	0.00	507.95	3,952.86
1292	SPED INSTR PROGRAMS (AGE 0-2)	508.00	0.00	0.00	0.00	508.00	0.00	0.00	508.00
1300	SUMMER SCHOOL	30,362.00	1,215.15	1,757.05	5.79	28,594.95	0.00	0.00	28,594.95
2110	ATTENDANCE AND SOCIAL WORK SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	209,557.00	16,957.51	166,696.68	79.75	42,860.32	0.00	428.23	42,432.09
2130	HEALTH SERVICES	49,799.00	6,325.58	41,388.21	83.11	8,410.79	0.00	0.00	8,410.79
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	PSYCHOLOGICAL SERVICES SCHOOL AGE	111,154.00	9,680.68	93,494.21	84.11	17,659.79	0.00	0.00	17,659.79
2151	SPEECH PATH & AUDIOLOGY SVCS SCHOOL AGE	114,540.00	10,708.00	135,178.16	118.02	(20,638.16)	0.00	0.00	(20,638.16)
2152	SPEECH PATH & AUDIOLOGY SVCS (AGE 3-5)	40,939.00	6,724.39	20,140.22	49.20	20,798.78	0.00	0.00	20,798.78
2153	SPEECH PATH & AUDIOLOGY SVCS (AGE 0-2)	22,291.00	1,580.54	4,734.52	21.24	17,556.48	0.00	0.00	17,556.48
2161	OCCUPATIONAL THERAPY SVCS SCHOOL AGE	17,719.00	1,789.00	17,667.85	99.71	51.15	0.00	0.00	51.15
2162	OCCUPATIONAL THERAPY SVCS (AGE 3-5)	1,379.00	0.00	0.00	0.00	1,379.00	0.00	0.00	1,379.00
2163	OCCUPATIONAL THERAPY SVCS (AGE 0-2)	682.00	217.50	1,285.86	188.54	(603.86)	0.00	0.00	(603.86)
2171	PHYSICAL THERAPY SERVICES SCHOOL AGE	1,751.00	396.06	3,436.41	196.25	(1,685.41)	0.00	0.00	(1,685.41)
2172	PHYSICAL THERAPY SERVICES (AGE 3-5)	591.00	0.00	0.00	0.00	591.00	0.00	0.00	591.00
2173	PHYSICAL THERAPY SERVICES (AGE 0-2)	340.00	0.00	0.00	0.00	340.00	0.00	0.00	340.00
2181	VISUALLY IMP/VISION SVCS SCHOOL AGE	2,119.00	177.64	1,776.48	83.84	342.52	0.00	0.00	342.52
2190	OTHER SUPPORT SERVICES - STUDENT	346,531.00	24,668.75	311,381.82	89.86	35,149.18	0.00	0.00	35,149.18
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	0.00
2195	2195 - ONE ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210	IMPROVEMENT OF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212	INSTR AND CURR DEVELOPMENT	103,461.00	8,546.25	85,742.28	83.04	17,718.72	0.00	175.00	17,543.72
2213	INSTRUCTIONAL STAFF TRAINING	492.00	0.00	4,314.00	876.83	(3,822.00)	0.00	0.00	(3,822.00)
2219	OTHER IMPROVEMENT OF INSTRUCTION SVCS	11,412.00	33,863.76	33,863.76	296.74	(22,451.76)	0.00	0.00	(22,451.76)
2220	LIBRARY/MEDIA SERVICES	137,337.00	15,463.46	110,269.78	110.58	27,067.22	0.00	41,604.16	(14,536.94)

User ID: HENDHALE

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2224	EDUCATIONAL TELEVISION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2240	ACADEMIC STUDENT ASSESSMENT	3,219.00	0.00	2,975.00	92.42	244.00	0.00	0.00	244.00
2310	BOARD OF EDUCATION	61,500.00	1,384.22	35,689.33	58.03	25,810.67	0.00	0.00	25,810.67
2320	EXECUTIVE ADMINISTRATION	303,958.00	25,503.86	234,956.20	78.34	69,001.80	0.00	3,171.71	65,830.09
2330	DISTRICT LEGAL SERVICES	43,186.00	6,414.00	37,412.43	86.63	5,773.57	0.00	0.00	5,773.57
2410	OFFICE OF THE PRINCIPAL	844,130.00	66,658.29	662,608.77	78.52	181,521.23	0.00	214.71	181,306.52
2490	SCHOOL ADMINISTRATION - OTHER	121,042.00	10,450.71	101,536.88	83.89	19,505.12	0.00	0.00	19,505.12
2510	FISCAL SERVICES	227,717.00	14,741.73	175,505.31	77.07	52,211.69	0.00	0.00	52,211.69
2530	PRINTING_PUBLISHING_DUPLICATING SVCS	40,825.00	0.00	23,950.90	58.67	16,874.10	0.00	0.00	16,874.10
2540	PLANNING_RESEARCH_DVLPMT_EVALUATION SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2580	PUBLIC INFORMATION SERVICES	24,474.00	2,526.89	20,289.77	82.90	4,184.23	0.00	0.00	4,184.23
2570	PERSONNEL SERVICES	4,462.00	728.00	2,752.01	61.68	1,709.99	0.00	0.00	1,709.99
2580	ADMINISTRATIVE TECHNOLOGY SERVICES	398,206.00	17,400.89	255,005.12	81.35	143,200.88	0.00	68,946.33	74,254.55
2590	CENTRAL SERVICES - OTHER	0.00	0.00	400.00	0.00	(400.00)	0.00	0.00	(400.00)
2600	2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF BUILDINGS	653,059.00	28,301.74	272,668.73	43.37	380,390.27	0.00	10,551.66	369,838.61
2620	MAINTENANCE OF BUILDINGS	662,309.00	57,766.78	962,899.14	145.45	(300,590.14)	0.00	400.00	(300,990.14)
2630	CARE AND UPKEEP OF GROUNDS	132,508.00	10,501.72	93,780.40	70.77	38,727.60	0.00	0.00	38,727.60
2640	CARE AND UPKEEP OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	VEH OPER MAINT PURC (NON STUDENT TRANSP)	4,561.00	196.38	2,544.70	55.79	2,016.30	0.00	0.00	2,016.30
2660	SECURITY	8,489.00	365.00	365.00	4.30	8,124.00	0.00	0.00	8,124.00
2670	SAFETY	7,240.00	1,000.00	10,920.51	150.84	(3,680.51)	0.00	0.00	(3,680.51)
2680	OPERATION AND MAINT OF PLANT - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	VEHICLE OPER/PURCH REGULAR EDUC	327,640.00	16,943.99	322,822.39	98.53	4,817.61	0.00	0.00	4,817.61
2712	VEHICLE OPER/PURCH SPED - SCHOOL AGE	15,918.00	1,718.10	21,378.69	134.31	(5,460.69)	0.00	0.00	(5,460.69)
2713	VEHICLE OPER/PURCH SPED - BELOW AGE 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2722	MONITORING SERVICES SPED SCHOOL AGE	244.00	59.63	377.96	154.90	(133.96)	0.00	0.00	(133.96)
2730	VEHICLE SERVICE/MAINT REGULAR EDUC	138,534.00	13,297.95	126,840.24	92.07	11,693.76	0.00	710.80	10,982.96
2732	VEHICLE SERVICE/MAINT SPED SCHOOL AGE	11,751.00	0.00	672.28	5.72	11,078.72	0.00	0.00	11,078.72
2900	OTHER SUPPORT SERVICES	0.00	3,231.21	17,771.61	0.00	(17,771.61)	0.00	0.00	(17,771.61)
3300	COMMUNITY SERVICES OPERATIONS	175,926.00	6,961.67	89,900.49	51.10	86,025.51	0.00	0.00	86,025.51
3400	CATEGORIC GRANTS FROM CORP/OTHER PRIVATE	4,660.00	1,753.53	4,949.13	120.94	(289.13)	0.00	686.56	(975.69)
3535	HIGH ABILITY LEARNERS	244,333.00	20,114.35	219,109.16	89.68	25,223.84	0.00	0.00	25,223.84
3540	STATE EARLY CHILDHOOD	14,166.00	1,492.81	14,732.92	104.00	(566.92)	0.00	0.00	(566.92)
3551	CAREER EDUCATION	7,415.00	2,528.00	8,115.31	112.46	(700.31)	0.00	223.86	(924.17)
4300	ARCHITECTURE AND ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE I, PART A	251,710.00	19,896.81	212,330.56	84.36	39,379.44	0.00	0.00	39,379.44
6210	TITLE I, PART A ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6212	TITLE I, PART A-SUPPORT FOR IMPROVEMENT	15,991.00	0.00	0.00	0.00	15,991.00	0.00	0.00	15,991.00
6310	TITLE II, PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL BASE (AGES 3 & 4 ONLY)	9,695.00	770.57	9,925.58	102.38	(230.58)	0.00	0.00	(230.58)
6408	IDEA PART B (611) BASE & ENROLL POVERTY	248,793.00	15,533.75	230,644.89	92.71	18,148.11	0.00	0.00	18,148.11
6412	IDEA PART B-PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	IDEA PART B ARP BASE & ENROLL POV-B-21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	IDEA PRESCHOOL ARP-BASE/ENROLL POVERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	IDEA PART B ARP PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6450	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6868	TITLE IV, PART B (21ST CENTURY)	0.00	0.00	169.00	0.00	(169.00)	0.00	0.00	(169.00)
6909	TITLE IV, PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6988	ARP-EXPANDED LEARNING COLL AFTERSCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6989	ARP-EXPANDED LEARNING COLL SUMMER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORICAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

07/10/2026 02:07 PM

Regular, Processing Month: 06/2026, Fund Number 01

User ID: HENDHALE

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6996	ESSER I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ARP ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	58,000.00	0.00	54,218.52	93.48	3,781.48	0.00	0.00	3,781.48
9000	NON PROGRAM EXPENDITURES	3,415,385.00	0.00	3,317.66	0.10	3,412,067.34	0.00	0.00	3,412,067.34
01	GENERAL FUND	17,848,007.00	1,145,680.25	11,800,014.36	67.11	6,047,992.64	0.00	178,289.98	5,869,702.66

Expenditure Report by Function/Object -
Summary

Regular, Processing Month: 06/2026, Fund Number 01

User ID: HENDHALE

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
17,848,007.00	1,145,680.25	11,800,014.36	67.11	6,047,992.64	0.00	178,289.98	5,869,702.66

SCHOOL DISTRICT NO. 11—Treasurer's Report

Beginning balance as June 1, 2026		\$8,683,942.37
Receipts:		
	Dawson Co Treasurer	344,568.26
	Afterzone	4,236.00
	Afterzone direct	1,736.00
	State of Nebraska	527,993.28
	CCS reimbursement	495.71
	Sigler	210.49
	JW Pepper-reimbursement	23.99
	NE Cattleman's	775.00
	J Ashe-sales tax reimbursement	14.70
	Driver's Education	7,820.00
	Interest	25,139.97
		\$ 913,013.40
Disbursements		\$1,443,090.16
Closing balance June 30, 2026		\$ 8,153,865.61

ACCOUNTS:	Waypoint Bank-m1148	\$7,067,964.95	
	Waypoint Bank-Revolv0602	5,000.00	
	Waypoint Bank-c1159	1,080,900.66	\$ 8,153,865.61

BOND FUND

Balance 06-01-26	2,334,398.07	Security 1 st Bank-391	\$ 1,023,487.85
Receipts	77,942.91		
Disbursements	<u>1,388,853.13</u>		
Balance 06-30-26	\$1,023,487.85		

BUILDING ACCOUNTS

Balance 06-01-26 \$	596,148.63	Homestead Bank-902	\$610,266.54
Receipts	14,117.91		
Disbursements			
Balance 06-30-26 \$	<u>610,266.54</u>		

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	\$	322,268.65
	79702		610,266.54
	798017		2,692,833.19
			3,625,368.38


Treasurer Susan Kloepping

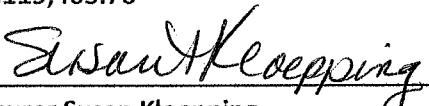
Dated this first day of July, 2026.

SCHOOL DISTRICT NO. 11--SECURITY 1ST BANK

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

ACCOUNTS:	STUDENT FEES -1095	11,132.58
	BOND FUND-9391	1,023,487.85
	EMP BENEFITS-6735	8,253.46
	QCPUF-5319	<u>76,531.81</u>
		\$1,119,405.70

Dated this first day of July, 2026.


Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11-Waypoint Bank/Custody Receipts

CUSIP#	ISSUE	MATURITY	AMOUNT
3130AJNT2	FEDERAL HOME LOAN BANK	6/4/2027	971,590.00
3130AKNJ1	FHLB	10/27/2027	955,070.00
3130AKPJ9	FHLB	1/28/2028	671,555.70
3130AKT48	FHLB	1/27/2028	951,490.00
3130ALA6	FHLB	2/24/2028	966,990.00
3130ALDA9	FHLB		978,990.00
3130ALH31	FHLB	3/22/2029	471,740.00
3130ALMG6	FHLB	3/24/2031	467,900.00
31303AMPN6	FFCB	6/16/2028	484,580.00
3133EMMT6	FFCB	1/13/2027	530,071.70
3135GA7H8	FANNIE MAE	6/22/2028	105,235.59
112128LA9	BROKEN BOW NE RFDG	6/15/2028	244,040.95
25929MR0	DOUGLAS CO NE S/D #1	12/15/2032	192,674.44
259353MF4	DOUGLAS CO NE S/D #59	12/15/2028	192,674.44
878848JV3	TECUMSEH NE RFDG GO UT	12/15/2027	192,047.12
48128UYD5	JM MORGAN CHASE BK CD	7/28/2028	\$248,000.00

\$9,362,145.50

F.C.I.C.

250,000.00

\$9,612,145.50

ACCOUNTS:	General Ckg-1159	1,080,900.66
	General MMA-1148	7,067,964.95
	Revolving Acct-1170	4,420.56
	125 Plan-1181	13,071.34
	Hot Lunch-1192	116,306.03
	CEA Checking-4650	1,456.33
	CEA Savings-1759	2,641.05
	Sunshine-7651	<u>324.10</u>

8,287,085.02

Amount of coverage over deposits.

\$1,325,060.48

Dated this first day of July, 2026.


Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11

COZAD CITY SCHOOLS

Activities Account

Beginning balance as of June 1, 2026		\$366,245.79
Income:		
Receipts	21,661.86	
Interest	983.23	22,645.09
Disbursements:		66,622.23
Closing balance as of June 30, 2026		\$322,268.65
Homestead Bank #058		\$322,268.65

Respectfully submitted,


Susan Kloepping
District No. 11 Treasurer

GENERAL FUND**Comparison**

Beginning Balance as 6/1/2026	\$ 8,352,127.46		
Deposits	\$ 887,873.43		
Interest	\$ 25,139.97		
Voided checks	\$ 319.00		
Payroll expenses	\$ 959,016.59	\$ 972,778.68	as of 6/20/2025
ACH Fee		\$ 75.00	as of 6/20/2025
Accounts Payable expenses	\$ 186,702.35	\$ 385,586.20	as of 6/20/2025
Total book balance as 6/30/2026	\$ 8,119,740.92	\$ 7,564,233.93	as of 6/20/2025
Projected tax deposit	\$ 118,130.42	\$ 415,521.13	as of 7/15/2025
Other deposits to date	\$ -	\$ 403,950.38	as of 7/15/2025
Payroll to date		\$ 955,674.42	as of 7/15/2025
Accounts Payable to date	\$ 165,206.90	\$ 154,052.08	as of 7/15/2025
Total book balance as 7/___/2026	\$ 8,072,664.44	\$ 7,273,978.94	as of 6/15/2025

BOND FUND

Beginning Balance as 6/1/2026	\$ 2,334,398.07		
Deposits	\$ 282.33		
Deposit-2022 Bond	\$ 73,928.35		
Interest	\$ 3,732.23		
Disbursements	\$ 1,388,853.13		
Total book balance as 6/30/2026	\$ 1,023,487.85	\$ 2,174,979.24	as of 6/31/2025
Interfund Loan	\$ -	\$ -	
Interfund Loan Payment	\$ -		
Bond payment-Series 2020	\$ -	\$ -	
Bond payment-Series 2022		\$ 1,391,653.13	
Wire Fee	\$ -		
Projected tax deposit		\$ 152.48	as of 7/15/2025
Projected tax deposit-2022	\$ 21,244.23	\$ 100,632.95	
Total book balance as 7/___/2026	\$ 1,044,732.08	\$ 884,111.54	as of 6/31/2025

BUILDING FUND

Beginning Balance as 6/1/2026	\$ 596,148.63		
Deposits	\$ 12,353.84		
Interest	\$ 1,764.07		
Disbursements			
Total book balance as 6/30/2026	\$ 610,266.54	\$ 1,492,110.66	as of 6/30/2025
Projected tax deposit	\$ 3,222.24	\$ 18,217.35	as of 6/15/2025
Other deposits to date	\$ -		
Disbursements to date	\$ 49.80	\$ 87,206.50	as of 6/15/2025
Total book balance as 7/___/2026	\$ 613,438.98	\$ 1,423,121.51	as of 6/15/2025

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Beginning Balance as 6/1/2026	\$ 279,246.54		
Deposits	\$ 8,724.97	\$ 104,080.57	
Interest	\$ 354.05	\$ 579.50	as of 6/20/2025
Disbursements	\$ 211,793.75	\$ -	as of 6/20/2025
Total book balance as 6/30/2026	\$ 76,531.81	\$ 219,886.37	as of 6/30/2025
Projected tax deposit	\$ 2,284.16	\$ 11,446.13	
Accounts Payable to date	\$ 35.31	\$ 199,873.75	as of 6/15/2025
Total book balance as of 7/___/2026	\$ 78,780.66	\$ 31,458.75	as of 6/30/2025

DEPRECIATION FUND

Beginning Balance as 6/1/2026	\$ 2,684,969.54	
Deposits	\$ -	
Interest	\$ 7,863.65	
Disbursements	\$ -	
Total book balance as 6/30/2026	<u>\$ 2,692,833.19</u>	\$ 1,708,154.48 as of 6/31/2025
Accounts Payable to date		
Total book balance as 7/___/2026	\$ 2,692,833.19	\$ 1,708,154.48

LUNCH FUND

Beginning Balance as 6/1/2026	\$ 135,461.98	
Deposits	\$ 30,059.59	
Voided Checks		
Interest	\$ 382.70	
Payroll expenses		
Accounts Payable expenses	<u>\$ 49,598.24</u>	\$ 75,363.41 as of 6/20/2025
Total book balance as 6/30/2026	<u>\$ 116,306.03</u>	\$ 180,073.18 as of 6/30/2025
Projected federal reimbursement		\$ 36,468.82 as of 7/15/2025
Other deposits to date	\$ -	\$ 47.25 as of 7/15/2025
Payroll to date	\$ -	
Accounts Payable to date	<u>\$ 31,817.53</u>	\$ 60,100.10 as of 7/15/2025
Total book balance as 7/___/2026	<u>\$ 84,488.50</u>	\$ 156,489.15 as of 7/15/2025

EMPLOYEE BENEFIT FUND

Beginning Balance as 6/1/2026	\$ 8,337.65	
Deposits		
Interest	\$ 8.81	
Disbursements	<u>\$ 93.00</u>	
Total book balance as 6/30/2026	<u>\$ 8,253.46</u>	\$ 5,733.50 as of 6/31/2025
Expected transfer from General Fund	\$ -	\$ -
Disbursements to date	<u>\$ -</u>	\$ 13.19 as of 7/15/2025
Total book balance as 7/___/2026	<u>\$ 8,253.46</u>	\$ 5,720.31 as of 7/15/2025

STUDENT FEE FUND

Beginning Balance as 6/1/2026	\$ 11,120.79	
Deposits	\$ -	
Interest	\$ 11.79	
Disbursements	<u>\$ -</u>	
Total book balance as 6/30/2026	<u>\$ 11,132.58</u>	\$ 10,791.03 as of 6/31/2024
Other deposits to date	\$ -	\$ - as of 7/15/2025
Disbursements to date	<u>\$ -</u>	\$ - as of 7/15/2025
Total book balance as 7/8/2026	<u>\$ 11,132.58</u>	\$ 10,791.03 as of 7/15/2025

7.2. Financial Claims

Checking Account: 1

GENERAL CHECKING

Check Number: 31828	Check Type: Check	Check Date: 07/13/2026	Vendor: 222HARD	222 HARDWARE	Check Total:	686.45
<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>	
2606-0121051	06/02/2026		EC QT Past Base Enamel	01 2610 610 004	26.99	
2606-021051	06/02/2026		EC QT Past Base Enamel	01 2610 610 004	26.99	
2606-022366	06/10/2026		SL BTR 2.5" ANG Brush	01 2610 610 004	12.99	
2606-022366	06/10/2026		SL BTR 2" ANG Brush	01 2610 610 004	10.99	
2606-022366	06/10/2026		SL BTR 3" ANG Brush	01 2610 610 004	14.99	
2606-022366	06/10/2026		SL BTR 3" FLT Brush	01 2610 610 004	14.99	
2606-022366	06/10/2026		SL GD 3PK 9X3/8 Cover	01 2610 610 004	9.99	
2606-022375	06/10/2026		94x60yd BLU Paint Tape	01 2610 610 004	44.94	
2606-022375	06/10/2026		EC GAL Enam Pastel Base	01 2610 610 004	231.96	
2606-022536	06/11/2026		9.8oz WHT Sili Seal	01 1100 610 001 0001	21.98	
2606-022641	06/12/2026		1-1/4X10 SCH40 PVC Pipe	01 1100 610 001 0004	49.95	
2606-022641	06/12/2026		Misc. Fasteners	01 1100 610 001 0004	0.96	
2606-022655	06/12/2026		1/2x80 HD Mounting Tape	01 2610 610 004	5.99	
2606-023037	06/15/2026		10.1oz WHT Alex Caulk	01 2610 610 004	5.49	
2606-023037	06/15/2026		3/8"x20' caulk saver	01 2610 610 004	5.49	
2606-023237	06/16/2026		SL BST 2pk 4x3/8 Cover	01 2610 610 004	11.98	
2606-023250	06/16/2026		PT2 12 oz App RedPaint	01 2610 610 004	7.99	
2606-023250	06/16/2026		PT2 12oz Red Sat Paint	01 2610 610 004	7.99	
2606-023404	06/17/2026		Misc. Fasteners	01 2610 610 000	1.59	
2606-023404	06/17/2026		Misc. Fasteners	01 2610 610 000	7.49	
2606-023528	06/18/2026		2X30 YD Pro Duct Tape	01 2610 610 001	8.49	
2606-024376	06/24/2026		Janitor Pumice Stick	01 2610 610 004	8.98	
2606-024487	06/24/2026		32OZ Veg Killer	01 2630 610 000	62.99	
2606-025176	06/29/2026		100 Pk Blade Dispenser- custodial	01 2610 610 000	18.99	
2606-025368	06/30/2026		2" BLK Indus Stick Tape	01 2610 610 001	3.29	
2606-025416	06/30/2026		2GAL ScottsEliteSprayer	01 2630 610 000	56.99	
2606-025416	06/30/2026		5PK 1/2" Pex End Plug	01 2630 610 000	4.99	

Check Number: 31829

Check Type: Check

Check Date: 07/13/2026 Vendor: AAASPRI

Cory Allen

Check Total: 2,845.87

<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>	
4450	06/14/2026		1" inlet par circle rotor x4	01 2630 431 001	280.00	
4450	06/14/2026		2" Pvc Pipe Class 160	01 2630 431 001	1.29	
4450	06/14/2026		1/2" Slide Coupler	01 2630 431 001	8.17	
4450	06/14/2026		2" PVC Fitting	01 2630 431 001	2.42	
4450	06/14/2026		Diaphragm for 1 1/2" PGV Valve	01 2630 431 001	23.37	
4450	06/14/2026		Service Call x3	01 2630 431 001	195.00	
4450	06/14/2026		4" Pop-up spray x6	01 2630 431 002	42.00	
4450	06/14/2026		Rotor Sprinkler head x2	01 2630 431 002	44.54	
4450	06/14/2026		Check and Adjust Middle School	01 2630 431 002	65.00	
4471	06/27/2026		Raise and replace heads at Sheets Field	01 2630 431 000	195.00	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

4471	06/27/2026	One sprinkler system elementary	01 2630 431 004	1,900.00
4471	06/27/2026	Rotor Sprinkler head	01 2630 431 004	89.08

Check Number: 31830	Check Type: Check	Check Date: 07/13/2026	Vendor: ACCOBRAN	ACCO BRANDS USA LLC	Check Total:	1,095.44
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<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>
4731852674	05/28/2026	CCS33873	Laminating Pouches- Letter Size	01 1100 610 002	13.74
4731852674	05/28/2026	CCS33873	Laminating Pouches- Letter Size	01 2220 610 002	20.61
4731857536	05/29/2026	CCS33850	Laminating film (GBC)- 27x250- 3.0 mil-	01 1100 610 004	960.00
4731857536	05/29/2026	CCS33850	Bulletin Board- 2x3 Aluminum Frame- Tan-	01 1100 610 004	53.00
4731857536	05/29/2026	CCS33850	Laminating Pouches- Letter Size	01 1100 610 004	48.09

Check Number: 31831	Check Type: Check	Check Date: 07/13/2026	Vendor: AMAZON	AMAZON.COM	Check Total:	3,071.16
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<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>
111-4307372-3915434	06/16/2026	CCS34013	red binders	01 2670 610 000	276.42
111-4484064-4028250	06/03/2026	CCS34000	1 air compressor	01 1100 610 002	39.00
111-5808353-6728262	06/11/2026	CCS34010	6 Pack White Plastic Label Tapes	01 1100 610 004	9.99
111-5808353-6728262	06/11/2026	CCS34010	Sharpie Permanent Ultra Fine Tip 12 coun	01 1100 610 004	24.87
111-5808353-67282620	06/11/2026	CCS34008	Double Sided Student Dry Erase Boards- 3	01 1100 610 004	174.76
111-7711336-0921857	06/23/2026	CCS34021	2 Pcs. Construction Paper Storage	01 1100 610 004	47.99
111-7711336-09218570	06/23/2026	CCS34020	Motorola Solutions Red Cross T478	01 1100 610 004	451.69
111-8198110-6345065	06/10/2026	CCS33995	VIZ-PRO Notice Board Felt Gray, 48 X 36	01 2320 610 000	44.16
111-8962928-7370654	06/05/2026	CCS33996	desk lamps	01 1100 610 004	26.99
111-8962928-7370654	06/05/2026	CCS33996	floor lamp	01 1100 610 004	34.99
111-9762362-0995408	05/27/2026	CCS33979	Mackie MC Series Professional Foldable M	01 3551 610 001	359.96
112-0234371-35762090	05/01/2026	CCS33895	Time Timer Original 12" Visual Countdown	01 1200 610 002	31.95
112-0658551-4778665	06/24/2026	CCS34026	Appliance Cart	01 2610 610 001	239.99
112-4777688-8173009	06/15/2026	CCS34012	Carpet Shampooer for Fisher	01 2620 610 001	379.99
112-5756553-6716257	06/22/2026	CCS34018	Bulletin Boards for the Office 48x36	01 1100 610 001	88.32
112-5756553-6716257	06/22/2026	CCS34018	Bulletin Boards for the Office 24x18	01 1100 610 001	17.99
112-6312510-7418615	06/17/2026	CCS34009	RUBMUD Fiber Optic HDMI Cable 50ft, 8K L	01 2580 610 000	279.90
112-6312510-7418615	06/17/2026	CCS34009	shipping	01 2580 610 000	6.99
112-6312510-7418615	06/17/2026	CCS34009	promo	01 2580 610 000	(36.39)
112-6312510-7418615	06/17/2026	CCS34009	4K Long HDMI Cable 40ft/12M, in-Wall CL3	01 2580 610 000	43.68
112-6312510-7418615	06/17/2026	CCS34009	8K HDMI 2.1 Cable 10ft, Fiber Optic HDMI	01 2580 610 000	48.98
112-6312510-7418615	06/17/2026	CCS34009	8K HDMI 2.1 Cable 75ft, Long Fiber Optic	01 2580 610 000	48.99
113-4901698-1490609	05/22/2026	CCS33964	table tennis table- PE	01 1100 610 001	429.95

Check Number: 31832	Check Type: Check	Check Date: 07/13/2026	Vendor: AMPLIFY	AMPLIFY	Check Total:	541.60
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<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-472949	06/30/2026	CCS34033	CKLA G5 U1 Reader: Personal Narratives	01 1100 640 004	4.36
INV-472949	06/30/2026	CCS34033	CKLA Trade Book G5: Adventures of Don Qu	01 1100 640 004	48.00
INV-472949	06/30/2026	CCS34033	CKLA G5 U6 Reader: Reformation: Shifts i	01 1100 640 004	69.76
INV-472949	06/30/2026	CCS34033	CKLA G5 U9 Reader	01 1100 640 004	4.36

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
INV-472949	06/30/2026	CCS34033	CKLA Trade Book G5: The Science of Break	01 1100 640 004	375.00	
INV-472949	06/30/2026	CCS34033	Shipping	01 1100 640 004	40.12	
Check Number: 31833	Check Type: Check	Check Date: 07/13/2026	Vendor: ASCHJOSH	Joshua Asche	Check Total:	63.10
<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>	
CELLJUNE2026	07/01/2026		Reimburse Cell phone- June 2026	01 2410 291 002	63.10	
Check Number: 31834	Check Type: Check	Check Date: 07/13/2026	Vendor: ASK	ASK SUPPLY CO.	Check Total:	1,388.78
<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>	
25415	06/24/2026	CCS33998	15" Hokki wobble stool	01 1100 610 004	660.00	
25415	06/24/2026	CCS33998	Sit/ Stand Work station	01 1100 610 004	596.28	
25415	06/24/2026	CCS33998	Freight Expense	01 1100 610 004	125.00	
25415	06/24/2026	CCS33998	Drop Charge	01 1100 610 004	7.50	
Check Number: 31835	Check Type: Check	Check Date: 07/13/2026	Vendor: BRENGRAV	Brent Graves Tree Service LLC	Check Total:	4,980.00
<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>	
062426	06/24/2026		3 Mulberry removals, 1 cedar removal	01 2630 431 000	3,030.00	
062426	06/24/2026		Stumps Ground	01 2630 431 000	1,550.00	
062426	06/24/2026		Pine tree removal added	01 2630 431 000	300.00	
062426	06/24/2026		Pine stump ground	01 2630 431 000	100.00	
Check Number: 31836	Check Type: Check	Check Date: 07/13/2026	Vendor: CAPISANI	Capital Sanitary Supply Co, Inc.	Check Total:	585.74
<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>	
0103503	06/29/2026		Sweep Drawer	01 2610 610 000	0.00	
0103503	06/29/2026		Roller Brush Green (Old Color Green)	01 2610 610 000	153.71	
0103539	06/15/2026		Custodial Supplies	01 2610 610 000	380.29	
O103539A	06/29/2026		Easy shine reusable pouch 5/cs	01 2610 610 000	51.74	
Check Number: 31837	Check Type: Check	Check Date: 07/13/2026	Vendor: CARDMEMB	CARDMEMBER SERVICES	Check Total:	4,929.48
<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>	
05272026	05/27/2026		Brain Pop video support for all subjects	01 1100 643 004	138.03	
06152026	06/15/2026		Refund from Speechify	01 1100 643 001	(69.50)	
06222026	06/22/2026	CCS34014	shipping	01 1100 531 001	34.80	
06222026	06/22/2026	CCS34014	Non-window stamped envelopes	01 1100 531 001	2,341.50	
06222026	06/22/2026	CCS34014	Window stamped envelopes	01 1100 531 001	472.20	
06222026	06/22/2026	CCS34014	Non-window stamped envelopes	01 1100 531 002	1,404.90	
06222026	06/22/2026	CCS34014	shipping	01 1100 531 002	17.40	
06222026	06/22/2026	CCS34014	Non-window stamped envelopes	01 1190 531 005	351.23	
06222026	06/22/2026	CCS34014	shipping	01 1200 531 000	17.40	
06222026	06/22/2026	CCS34014	Non-window stamped envelopes	01 1200 531 000	117.07	
07012026	07/01/2026		Refund for General supplies	01 1100 610 004	(46.40)	
33-264101154	06/04/2026	ACT04897	Notay expenses	01 1100 340 001	150.85	
Check Number: 31838	Check Type: Check	Check Date: 07/13/2026	Vendor: COACMAST	COACH MASTER'S, INC.	Check Total:	2,655.87

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>	
INV-5841	06/25/2026		Repairs on #307	01 2730 431 000	2,655.87	
Check Number: 31839	Check Type: Check	Check Date: 07/13/2026	Vendor: COUNTRYCOO	COUNTRY PARTNERS COOPERATIVE	Check Total:	377.55
<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>	
20030112	06/01/2026		Ruby Fieldmaster Diesel 46.8 g/\$4.29gl	01 2630 626 000	200.77	
20030161	06/12/2026		Ruby Fieldmaster Diesel 42.7 g/ \$4.14gl	01. 2630 626 000	176.78	
Check Number: 31840	Check Type: Check	Check Date: 07/13/2026	Vendor: COZAAUTO	COZAD AUTO SUPPLY	Check Total:	23.65
<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>	
893930	03/18/2026		Fil NAPA Oil Filter	01 2710 610 000	9.09	
898668	06/16/2026		Hex scre- for mower	01 2630 610 000	2.10	
898668	06/16/2026		Hex nut- for mower	01 2630 610 000	0.48	
899031	06/23/2026		NAPA Conv Blade 20in- #120	01 2710 610 000	5.99	
899031	06/23/2026		WiprBld- #120	01 2710 610 000	5.99	
Check Number: 31841	Check Type: Check	Check Date: 07/13/2026	Vendor: CULLIGAN	CULLIGAN	Check Total:	876.60
<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>	
1018400	04/30/2026		Bottle Free Cooler	01 2610 610 004	95.35	
1018487	05/29/2026		Bottle Free Cooler	01 2610 610 004	95.35	
1018570	06/30/2026		Bottle Free Cooler	01 2610 610 004	95.35	
1018572	06/30/2026		Commercial RO Rental	01 2610 610 001	104.95	
1123673	06/09/2026		Wholesale Pallet (forklift)	01 2610 610 001	576.45	
1123673	06/09/2026		Salt Pallet	01 2610 610 001	4.50	
1123673	06/09/2026		Check	01 2610 610 001	(95.35)	
Check Number: 31842	Check Type: Check	Check Date: 07/13/2026	Vendor: CUSTCLER	CUSTER COUNTY CLERK	Check Total:	1,236.43
<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>	
06082026	06/08/2026		repay taxes due to error from city treasu	01 5000 805 000	1,236.43	
Check Number: 31843	Check Type: Check	Check Date: 07/13/2026	Vendor: DOWDJUST	Justin Dowdy	Check Total:	72.77
<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>	
CELLJUNE26	06/08/2026		Reimburse cellphone- June 2026	01 2490 291 001	72.77	
Check Number: 31844	Check Type: Check	Check Date: 07/13/2026	Vendor: EARLAUTO	EARL'S AUTO GLASS	Check Total:	45.00
<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>	
14248	06/25/2026		Windshield Repair #125	01 2730 431 000	45.00	
Check Number: 31845	Check Type: Check	Check Date: 07/13/2026	Vendor: ESU7	EDUCATIONAL SERVICE UNIT #7	Check Total:	160.00
<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>	
L926-27	06/11/2026	CCS33970	LastPass Renewal	01 2580 735 000	160.00	
Check Number: 31846	Check Type: Check	Check Date: 07/13/2026	Vendor: ESU15	Educational Service Unit 15	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>	
3172026	03/17/2026		2025 Regional Continuous Improvment	01 2213 330 000	20.00	

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 31847	Check Type: Check	Check Date: 07/13/2026	Vendor: ENDODANI	Daniel Endorf	Check Total: 76.85
<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>
06112026	07/06/2026		School Law conference in Kearney	01 2320 333 000	76.85
Check Number: 31848	Check Type: Check	Check Date: 07/13/2026	Vendor: FLINSCIE	FLINN SCIENTIFIC INC	Check Total: 597.53
<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>
3279690	06/18/2026	CCS33892	Zinc, Mossy, 500 g	01 1100 610 002	31.99
3279690	06/18/2026	CCS33892	Hydrochloric acid, 6M 1L	01 1100 610 002	33.98
3279690	06/18/2026	CCS33892	Balloons, Latex, Sphere, 12", Pkg. of 20	01 1100 610 002	25.96
3279690	06/18/2026	CCS33892	Hydrogen Peroxide, 30%, Reagent, 500 mL	01 1100 610 002	59.98
3279690	06/18/2026	CCS33892	Butane Burner	01 1100 610 002	79.99
3279690	06/18/2026	CCS33892	Butane Fuel	01 1100 610 002	21.58
3279690	06/18/2026	CCS33892	Ethyl Alcohol, 70% Solution, 4 L	01 1100 610 002	29.99
3279690	06/18/2026	CCS33892	Manganese Dioxide, Laboratory Grade, 500	01 1100 610 002	16.79
3279690	06/18/2026	CCS33892	Tall Lens Safety and Protective Glasses,	01 1100 610 002	209.80
3279690	06/18/2026	CCS33892	Shipping	01 1100 610 002	87.47
Check Number: 31849	Check Type: Check	Check Date: 07/13/2026	Vendor: COZALOCA	For the Record, LLC dba Cozad LOCAL	Check Total: 240.04
<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>
1405	06/04/2026		5-18-26 Minutes	01 2310 540 000	90.39
1412	06/11/2026		Notice of 6-15-26 Meeting	01 2310 540 000	12.68
1412	06/11/2026		Notice of 6-15-26 Meeting	01 2310 540 000	10.99
1431	06/25/2026		6-15-26 Minutes	01 2310 540 000	112.89
1483	07/02/2026		Notice of 7-13-26 Meeting	01 2310 540 000	13.09
Check Number: 31850	Check Type: Check	Check Date: 07/13/2026	Vendor: GRAHBRIA	Brian Graham	Check Total: 400.00
<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>
1	06/22/2026		CPI Preperation-2 hrs	01 1200 580 000	100.00
1	06/22/2026		CPI Training- 6 hrs 5/27/26	01 1200 580 000	300.00
Check Number: 31851	Check Type: Check	Check Date: 07/13/2026	Vendor: HOMAJEAN	JEANNIE HOMAN	Check Total: 550.90
<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>
06292026	06/29/2026		Accompanist EL- second semester 2026	01 1100 340 004 0004	550.90
Check Number: 31852	Check Type: Check	Check Date: 07/13/2026	Vendor: HOMELEAS	HOMETOWN LEASING	Check Total: 1,842.71
<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>
00018	07/01/2026		Acct#12800875- Leasing of Printer Equip	01 2510 443 000	1,842.71
Check Number: 31853	Check Type: Check	Check Date: 07/13/2026	Vendor: JAYMBUSI	Jaymar Business Forms, Inc.	Check Total: 340.46
<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>
066565	06/26/2026		General Fund checks	01 2510 610 000	280.00
066565	06/26/2026		Freight	01 2510 610 000	60.46
Check Number: 31854	Check Type: Check	Check Date: 07/13/2026	Vendor: JOHNSPOT	Johnny on the Spot	Check Total: 1,253.75

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>
72973	06/09/2026		S side of new gym sewer machine/labor	01 2620 431 001	230.00
72974	06/09/2026		Ref's Locker Room repair	01 2620 431 000	226.75
73045	07/12/2026		Supplies needed for HS shop room	01 2620 431 001	197.00
73045	07/12/2026		Labor for HS shop room	01 2620 431 001	600.00
Check Number: 31855	Check Type: Check	Check Date: 07/13/2026	Vendor: JOSTENS	JOSTENS, INC.	Check Total: 16.95
<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>
39188547-1	03/10/2026		Shipping	01 1100 610 001	(13.95)
39188547-1	03/10/2026		Diploma- L Osburn	01 1100 610 001	(7.00)
39188547-1	03/10/2026		Diploma- S Porter	01 1100 610 001	(7.00)
39188547-1	03/10/2026		Diploma- A Grieser	01 1100 610 001	(7.00)
40060627	06/03/2026		Cover with Names	01 1100 610 001	12.00
40060627	06/03/2026		Packaging, Handling & Deliver	01 1100 610 001	18.95
40064970	06/04/2026		Diploma	01 1100 610 001	7.00
40064970	06/04/2026		Packaging, Handling & Delivery	01 1100 610 001	13.95
Check Number: 31856	Check Type: Check	Check Date: 07/13/2026	Vendor: MBA	Marcia Brenner Associates	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>
INV-262871	07/01/2026		Device Manager Plus Plugin renewal	01 2580 650 000	750.00
Check Number: 31857	Check Type: Check	Check Date: 07/13/2026	Vendor: MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	Check Total: 5,291.04
<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>
140779041001	06/09/2026	CCS33982	class set of 20 geometry books	01 1100 640 001	2,577.00
140779041001	06/09/2026	CCS33982	Shipping/Handling	01 1100 640 001	218.96
140796094001	06/10/2026	CCS34003	Teen Health 2021	01 1100 640 002	2,314.20
140796094001	06/10/2026	CCS34003	Shipping	01 1100 640 002	180.88
Check Number: 31858	Check Type: Check	Check Date: 07/13/2026	Vendor: MIDWTECH	MIDWEST TECHNOLOGY PRODUCTS	Check Total: 596.90
<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>
2156821-00	05/26/2026	CCS33864	Wood glue- gallon	01 1100 610 001 0001	76.80
2156821-00	05/26/2026	CCS33864	Piece router bit set	01 1100 610 001 0001	341.00
2156821-00	05/26/2026	CCS33864	2 disposable brush- tapered poly foam he	01 1100 610 001 0001	103.50
2156821-00	05/26/2026	CCS33864	4 disposable brush- tapered poly foam he	01 1100 610 001 0001	75.60
Check Number: 31859	Check Type: Check	Check Date: 07/13/2026	Vendor: NCSA	NE COUNCIL OF SCHOOL ADMINISTRATORS	Check Total: 670.00
<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>
91567	06/11/2026		2026 NCE Conference Reg.- B Horwart	01 1100 330 001 0009	335.00
91569	06/11/2026		2026 NCE Conf. Registration- D Beans	01 1100 330 001	335.00
Check Number: 31860	Check Type: Check	Check Date: 07/13/2026	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>

Detail Check Register

Checking Account: 1	GENERAL CHECKING				
1641	07/01/2026	2026-27 NCRSA Dues Renewal			01 2310 810 000 850.00
Check Number: 31861	Check Type: Check	Check Date: 07/13/2026	Vendor: NOREDINK	NoRedink Corp	Check Total: 7,300.00
<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>
29067	06/23/2026	CCS34016	NoRedInk Premium- District Pricing	01 1100 643 000	7,300.00
Check Number: 31862	Check Type: Check	Check Date: 07/13/2026	Vendor: NUTTMELA	Melanie Nutt	Check Total: 55.62
<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>
6292026	06/29/2026		hibiscus plants for CMS bed	01 2630 610 002	55.62
Check Number: 31863	Check Type: Check	Check Date: 07/13/2026	Vendor: ONESOUR	ONE SOURCE	Check Total: 25.00
<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>
2022209605	07/01/2026		3857025- B Hicken	01 2570 340 000	25.00
Check Number: 31864	Check Type: Check	Check Date: 07/13/2026	Vendor: STASUSA	Pangeaea USA Corp, STAS USA LLC	Check Total: 3,319.78
<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-008997	06/23/2026	CCS34019	Picture rail hooks and cords: for loads	01 2220 610 001	1,596.00
INV-008997	06/23/2026	CCS34019	STAS u-rail (59 inch) + installation kit	01 2220 610 001	881.40
INV-008997	06/23/2026	CCS34019	STAS cliprail pro + installation kit	01 2220 610 001	842.38
Check Number: 31865	Check Type: Check	Check Date: 07/13/2026	Vendor: PAPER101	PAPER 101	Check Total: 2,900.99
<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>
294197-00	06/05/2026	CCS33746	Premium Copier Paper-8 1/2 x 14-White	01 1190 610 005	58.59
294197-00	06/05/2026	CCS33746	Vellum Bristol-11x17-67 lb-White	01 1190 610 005	63.00
294197-00	06/05/2026	CCS33746	Vellum Bristol-11x17-67 lb-Blue	01 1190 610 005	63.00
294197-00	06/05/2026	CCS33746	Cardstock/Vellum Bristol-8 1/2 x 11-67 l	01 1190 610 005	72.88
294197-00	06/05/2026	CCS33746	Vintage 4-Color Coverstock Assortment-8	01 1190 610 005	97.19
294197-00	06/05/2026	CCS33746	Index/Cardstock-8 1/2 x 11-110 lb-White	01 1190 610 005	103.44
294700-00	05/05/2026	CCS33757	Premium Copier Paper- 8 1/2" x 11"- Whit	01 1100 610 001	1,348.40
294700-00	05/05/2026	CCS33757	Premium Copier Paper- 11" x 17"- White	01 1100 610 001	189.04
294700-00	05/05/2026	CCS33757	Color Copier Paper- 8 1/2" x 11" -20lb-	01 1100 610 001	188.85
294700-00	05/05/2026	CCS33757	PP Color Copier Paper- 8 1/2" x 11"- 24	01 1100 610 001	116.26
294700-00	05/05/2026	CCS33757	Neon 5- Color Assortment Copier Paper- 8	01 1100 610 001	275.75
294700-00	05/05/2026	CCS33757	PPK Color Copier Paper- 11" x 17"- 24- P	01 1100 610 001	107.97
294700-00	05/05/2026	CCS33757	Buff Color Copier Paper- 8 1/2" x 11"- 2	01 1100 610 001	53.54
294700-00	05/05/2026	CCS33757	Gray Color Copier Paper- 8 1/2" x 11"- 2	01 1100 610 001	53.54
294700-00	05/05/2026	CCS33757	Ivry Color Copier Paper- 8 1/2" x 11"- 2	01 1100 610 001	53.54
294700-001	05/05/2026	ACT04682	Coverstock - 8 1/2" x 11" - 65 lb. - Whi	01 1100 610 001	56.00
Check Number: 31866	Check Type: Check	Check Date: 07/13/2026	Vendor: PARCSCIE	PARCO SCIENTIFIC COMPANY	Check Total: 316.40
<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>
PU125402	05/27/2026	CCS33867	Lab Aprons- 27w x 35l- vinyl	01 1100 610 001	38.40
PU125414	05/27/2026	CCS33877	Balance- Electronic	01 1100 610 002	278.00

Detail Check Register

Checking Account: 1

GENERAL CHECKING

Check Number: 31867 Check Type: Check Check Date: 07/13/2026 Vendor: PERRGUTH PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O. Check Total: 2,679.00

<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>
139	06/15/2026		Legal services	01 2330 317 000	2,679.00

Check Number: 31868 Check Type: Check Check Date: 07/13/2026 Vendor: PLVAGLAS Platte Valley Glass LLC Check Total: 14,950.00

<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>
53686	06/04/2026		Repair South Gym Door	01 2620 431 001	14,950.00

Check Number: 31869 Check Type: Check Check Date: 07/13/2026 Vendor: PYRASCHO PYRAMID SCHOOL PRODUCTS Check Total: 1,195.00

<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>
S1501675.001	06/05/2026	CCS33824	AAA Cell- Alkaline Batteries	01 1190 610 005	23.76
S1501675.001	06/05/2026	CCS33824	Book Rings- Loose Leaf- 3/4 Diameter	01 1190 610 005	3.99
S1501675.001	06/05/2026	CCS33824	Mavalus Tape- White- 1 x 324- 1 core	01 1190 610 005	7.44
S1501675.001	06/05/2026	CCS33824	Professional Lysol Disinfectant Spray	01 1190 610 005	112.98
S1501675.001	06/05/2026	CCS33824	Magic Mending (Scotch) Tape 3/4 x 1296,	01 1190 610 005	47.76
S1501675.001	06/05/2026	CCS33824	Sheet Protectors- Top Loading	01 1291 610 005	11.34
S1501678.001	06/08/2026	CCS33854	Dry erase markers- Chisel tip- assorted	01 1100 610 004	27.95
S1501678.001	06/08/2026	CCS33854	Dry Erase Markers- Fine Tip- Black- 12 P	01 1100 610 004	15.10
S1501678.001	06/08/2026	CCS33854	Washable Window Markers	01 1100 610 004	3.79
S1501678.001	06/08/2026	CCS33854	Highlighter - retractable- assorted - 5	01 1100 610 004	3.99
S1501678.001	06/08/2026	CCS33854	Post- It Notes- 4x6- lined	01 1100 610 004	8.79
S1501678.001	06/08/2026	CCS33854	Dual ended dry erase markers- 4 markers	01 1100 610 004	6.39
S1501678.001	06/08/2026	CCS33854	Thumbtacks	01 1100 610 004	0.69
S1501678.001	06/08/2026	CCS33854	Sheet protectors- top loading	01 1100 610 004	9.45
S1501678.001	06/08/2026	CCS33854	Mavalus Tape Large Roll- White- 1x45 yds	01 1100 610 004	22.99
S1501678.001	06/08/2026	CCS33854	Pocket Folder- Red	01 1100 610 004	14.98
S1501678.001	06/08/2026	CCS33854	Twin Pocket Portfolios with Fasteners- A	01 1100 610 004	148.68
S1501678.001	06/08/2026	CCS33854	Mavalus Tape 1x324	01 1100 610 004	63.24
S1501678.001	06/08/2026	CCS33854	Dry Erase Markers- 12 color set- Crayole	01 1100 610 004	41.70
S1501678.001	06/08/2026	CCS33854	Porous Point Pen- Red (Medium)	01 1100 610 004	8.35
S1501678.001	06/08/2026	CCS33854	Scissors- 7- all purpose- soft handled	01 1100 610 004	71.40
S1501678.001	06/08/2026	CCS33854	Post- it notes 1 1/2x2 size- plain	01 1100 610 004	7.32
S1501678.001	06/08/2026	CCS33854	Facial Tissue- 2 ply	01 1100 610 004	118.90
S1501678.001	06/08/2026	CCS33854	Dry erase markers- expo low odor - blue	01 1100 610 004	86.90
S1501678.001	06/08/2026	CCS33854	Dry erase marker- expo low odor- black	01 1100 610 004	259.20
S1501678.001	06/08/2026	CCS33854	AA Cell- Alkaline Batteries	01 1100 610 004	39.60
S1501678.001	06/08/2026	CCS33854	Sharpie Fine Point Marker- Black	01 1100 610 004	12.78
S1501678.001	06/08/2026	CCS33827	White Velcro Coin 1 7/8"	01 1190 610 005	15.54

Check Number: 31870 Check Type: Check Check Date: 07/13/2026 Vendor: RENALEAN RENAISSANCE LEARNING INC Check Total: 8,314.24

<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>
INV5702187	06/30/2026	CCS34032	District Wide Educlimber subscription	01 2219 643 000	6,062.00

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
INV5702187	06/30/2026	CCS34032	FastBridge for SAEBRS EL/MS	01 2219 643 000	2,252.24	
Check Number: 31871	Check Type: Check	Check Date: 07/13/2026	Vendor: REYEROXA	Roxanne Reyes	Check Total:	33.81
<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>	
May2026-June2026	07/01/2026		Mileage reimbursement 5/13/26-6/29/26	01 2650 333 001	33.81	
Check Number: 31872	Check Type: Check	Check Date: 07/13/2026	Vendor: RIBBGALO	Ribbons Galore, Inc.	Check Total:	189.95
<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>	
2623553	04/20/2026	CCS33916	first-sixt place ribbons	01 1100 610 004	180.00	
2623553	04/20/2026	CCS33916	shipping and handling	01 1100 610 004	9.95	
Check Number: 31873	Check Type: Check	Check Date: 07/13/2026	Vendor: SCCLLLC	SCCL, 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>	
AUG2026	07/01/2026		Rental of unit #36-August 2026	01 2610 441 000	150.00	
Check Number: 31874	Check Type: Check	Check Date: 07/13/2026	Vendor: SCHOSPEC	SCHOOL SPECIALTY, LLC	Check Total:	592.62
<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>	
208137067241	05/27/2026	CCS33879	Penmanship paper- 8 1/2x11 with red marg	01 1100 610 002	9.52	
208137067241	05/27/2026	CCS33879	graph paper 1/2 squares- whtie- printed	01 1100 610 002	10.08	
208137067241	05/27/2026	CCS33879	graph paper- 1 squares- white-printed on	01 1100 610 002	22.22	
208137067241	05/27/2026	CCS33879	index cards- 4x6-ruled	01 1100 610 002	3.48	
208137067241	05/27/2026	CCS33879	glue sticks	01 1100 610 002	5.58	
208137067241	05/27/2026	CCS33879	poster board(railroad board)- 4 ply 22x2	01 1100 610 002	58.90	
208137067241	05/27/2026	CCS33879	mini glue sticks	01 1100 610 002	20.04	
208137067241	05/27/2026	CCS33879	paper clips- vinyl coated- colored	01 1100 610 002	2.80	
208137067241	05/27/2026	CCS33879	book rings- loose lef- 1 diameter	01 1100 610 002	9.86	
208137067241	05/27/2026	CCS33879	paper clips- vinyl coated- colored	01 1100 610 002 0003	0.35	
208137067241	05/27/2026	CCS33879	tagboard- 18x24- whtie	01 1100 610 002 0005	18.33	
208137067241	05/27/2026	CCS33879	single subject notebooks -wide ruled	01 1150 610 002	22.80	
208137067241	05/27/2026	CCS33879	mavalus tape- measurement tape- 1x324- 1	01 1200 610 002	3.89	
3081041873435-1	06/03/2026	CCS33855	Paper Fasteners 3/4, brass	01 1100 610 004	4.97	
3081041873435-1	06/03/2026	CCS33855	Glue Sticks	01 1100 610 004	2.79	
3081041873435-1	06/03/2026	CCS33855	Book rings- loose leaf- 1 diameter	01 1100 610 004	4.93	
3081041873435-1	06/03/2026	CCS33855	T-Pins	01 1100 610 004	11.68	
308104873435	06/03/2026	CCS33858	Kraft paper- Lite Green	01 1100 610 004	84.31	
308104878461	06/29/2026	CCS33868	paper clips- vinyl coated- colored	01 1100 610 001	0.70	
308104878461	06/29/2026	CCS33868	index cards- 5x8- ruled	01 1100 610 001	11.52	
308104878461	06/29/2026	CCS33868	alt storage box- economy boxes	01 1100 610 001	95.38	
308104878461	06/29/2026	CCS33868	clear shipping tape dispenser- 2- pistol	01 1100 610 001	2.80	
308104878461	06/29/2026	CCS33868	Penmanship paper- 8 1/2x11, with red mar	01 1100 610 001	4.76	
308104878461	06/29/2026	CCS33868	ring binder- 3 ring, 1 capacity- white	01 1100 610 001	42.00	
308104878461	06/29/2026	CCS33868	chalk- colored	01 1100 610 001	1.72	
308104878461	06/29/2026	CCS33868	penmanship paper- 8 1/2x11- no margin- 3	01 1100 610 001	23.80	

Detail Check Register

Checking Account: 1		GENERAL CHECKING				
308104878461	06/29/2026	CCS33868	index cards 3x5- ruled- blue	01 1100 610 001	2.49	
308104878461	06/29/2026	CCS33868	index cards 3x5- ruled- cherry	01 1100 610 001	2.49	
308104878461	06/29/2026	CCS33868	index cards- 3x5- ruled- green	01 1100 610 001	2.49	
308104878461	06/29/2026	CCS33868	Poster board (railroad board)- 4 ply- 22	01 1100 610 001 0005	29.45	
308104878461	06/29/2026	CCS33868	Scratchboard- pre-inked- black 11x14 she	01 1100 610 001 0005	22.65	
308104878461	06/29/2026	CCS33868	Glue Sticks	01 1100 610 001 0005	8.37	
308104878461	06/29/2026	CCS33868	Mat frames- pre-cut- 9x12, black	01 1100 610 001 0005	22.54	
308104878461	06/29/2026	CCS33868	paper clips- vinyl coated- colored	01 2120 610 001	0.70	
308104878461	06/29/2026	CCS33868	alt manila envelopes- 11 1/2x14 1/2- 28	01 2120 610 001	22.23	
Check Number: 31875		Check Type: Check	Check Date: 07/13/2026	Vendor: SERVMAS	SERVICEMASTER OF MID NE	Check Total: 4,555.00
<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>	
25795	06/30/2026		Contract Cleaning HS	01 2620 340 001	2,277.50	
25795	06/30/2026		Contract Cleaning MS	01 2620 340 002	2,277.50	
Check Number: 31876		Check Type: Check	Check Date: 07/13/2026	Vendor: SMARPASS	SmartPass Inc.	Check Total: 2,268.60
<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>	
INV273750	07/01/2026	CCS34034	Hall Pass standard plan- HS	01 1100 643 001	1,213.02	
INV273750	07/01/2026	CCS34034	Hall Pass standard plan- MS	01 1100 643 002	1,055.58	
Check Number: 31877		Check Type: Check	Check Date: 07/13/2026	Vendor: SOCITHIN	SOCIAL THINKING	Check Total: 161.83
<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>	
97401056	12/11/2025	CCS33684	Superflex Series Dynamic Duo Basic Bundl	01 1200 640 004	139.99	
97401056	12/11/2025	CCS33684	Shipping	01 1200 640 004	21.84	
Check Number: 31878		Check Type: Check	Check Date: 07/13/2026	Vendor: STAPADVA	STAPLES ADVANTAGE	Check Total: 3,967.40
<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>	
6064146091	05/20/2026	CCS33881	foam bowls- 12 oz	01 1100 610 002 0006	39.52	
6064146102	05/20/2026	CCS33870	Styrofoam cups- 8 oz	01 1100 610 001	38.08	
6064146103	05/20/2026	CCS33870	kraft paper- dark blue	01 1100 610 001 0001	61.78	
6064146105	05/20/2026	CCS33870	Alt Desktop calendar pads	01 1100 610 001	4.98	
6064146105	05/20/2026	CCS33870	Alt Desktop calendar pads	01 2410 610 001	14.94	
6064797012	05/28/2026	CCS33825	Paper Plate- 9"	01 1190 610 005	55.66	
6064797012	05/28/2026	CCS33825	Receipt Book	01 1190 610 005	9.96	
6064797013	05/28/2026	CCS33825	Nylon Zippered Pencil Pouch	01 1190 610 005	80.64	
6064797013	05/28/2026	CCS33825	Book Tape- 3.5 Mil- 2 x 15 yd- 3 core	01 1190 610 005	4.82	
6064797013	05/28/2026	CCS33825	Name Badge White Labels- 2 1/3 x 3 3/8-	01 1190 610 005	73.96	
6064797013	05/28/2026	CCS33825	Security Tint Easy Close Envelopes- No.	01 1291 610 005	18.06	
6064797013	05/28/2026	CCS33825	Storage Box- Economy Boxes	01 1291 610 005	72.39	
6064797014	05/28/2026	CCS33825	Acrylic Paints- Portfolio Deep Red	01 1190 610 005	12.40	
6066088718	06/11/2026	CCS33870	Manila Envelopes- 11 1/2x14 1/2- 28 poun	01 1100 610 001	21.88	
6066088718	06/11/2026	CCS33870	Manila Envelopes- 9x12- 32 pound	01 1100 610 001	30.16	
6066088718	06/11/2026	CCS33870	Manila Envelopes- 6x9- 32 pound	01 1100 610 001 0003	9.74	

Checking Account:	1	GENERAL CHECKING			
6066088718	06/11/2026	CCS33870	Manila Envelopes- 6x9- 32 pound	01 1100 610 001 0004	9.74
6066088719	06/11/2026	CCS33870	Bic Round Stic Pens- Medium Point- red	01 1100 610 001	1.06
6066088719	06/11/2026	CCS33870	Alt single subject notebooks- college ru	01 1100 610 001	18.96
6066088719	06/11/2026	CCS33870	push pins plastic- 1/4- assorted colors	01 1100 610 001	3.30
6066088719	06/11/2026	CCS33870	Colored Hanging File Folders- Legal Size	01 1100 610 001	21.48
6066088719	06/11/2026	CCS33870	Gel Ink Rollerball Pen- blue	01 1100 610 001	57.10
6066088719	06/11/2026	CCS33870	Gel Ink Rollerball Pen- red	01 1100 610 001	34.26
6066088719	06/11/2026	CCS33870	White envelopes- No. 10 size	01 1100 610 001	15.68
6066088719	06/11/2026	CCS33870	File folder labels- mini sheet- assorted	01 1100 610 001	4.92
6066088719	06/11/2026	CCS33870	Gel Ink Rollerball Pen- black	01 1100 610 001	34.26
6066088719	06/11/2026	CCS33870	Magic markers-- black	01 1100 610 001 0001	56.96
6066088719	06/11/2026	CCS33870	Dry erase marker cleaner	01 1100 610 001 0001	26.88
6066088719	06/11/2026	CCS33870	Plastic bags- ziplock- gallon size	01 1100 610 001 0001	31.42
6066088719	06/11/2026	CCS33870	rubber cement- 4oz bottle	01 1100 610 001 0001	23.64
6066088719	06/11/2026	CCS33870	precision knife- 4 long	01 1100 610 001 0001	23.28
6066088719	06/11/2026	CCS33870	Sharpie Metallic fine tip assorted marke	01 1100 610 001 0001	26.96
6066088719	06/11/2026	CCS33870	Paint markers- oil based	01 1100 610 001 0001	39.12
6066088719	06/11/2026	CCS33870	Erasers	01 1100 610 001 0001	13.74
6066088719	06/11/2026	CCS33870	safety vest- lime- economy	01 1100 610 001 0001	60.96
6066088719	06/11/2026	CCS33870	Broom- for unfinished floors- 24w	01 1100 610 001 0001	92.40
6066088719	06/11/2026	CCS33870	hand soap- gojo- natural orange- gallon	01 1100 610 001 0001	71.52
6066088719	06/11/2026	CCS33870	Post- It notes- Dispenser Refills- 3x3-	01 1100 610 001 0003	6.54
6066088719	06/11/2026	CCS33870	Correction tape- cover- up & labeling ta	01 1150 610 001	3.42
6066088719	06/11/2026	CCS33870	Alt single subject notebookds- college r	01 1150 610 001	18.96
6066088719	06/11/2026	CCS33870	Post- It notes- Dispenser refills- 3x3-	01 1200 610 001	6.54
6066088719	06/11/2026	CCS33870	Gel Ink Rollerball Pen- black	01 2120 610 001	22.84
6066088719	06/11/2026	CCS33870	Highlighter- liquid pen- assorted 10 pac	01 2120 610 001	16.36
6066088719	06/11/2026	CCS33870	Push Pin Magnets	01 2120 610 001	34.96
6066088719	06/11/2026	CCS33870	book tape 3.5Mil- 1 1/2x15yd- 3 core	01 2220 610 001	11.34
6066088719	06/11/2026	CCS33870	book tape 3.5Mil- 2x15 yd-3 core	01 2220 610 001	14.46
6066088719	06/11/2026	CCS33870	book tape 3.5Mil- 4x15yd, 3 core	01 2220 610 001	19.08
6066088719	06/11/2026	CCS33870	Bic round stic pens- medium point- blue	01 2220 610 001	2.12
6066088720	06/11/2026	CCS33870	Wireless Presenter	01 1100 610 001 0001	33.56
6066088721	06/11/2026	CCS33870	Post-it notes- dispenser refills- 3x3- a	01 1100 610 001	11.62
6066088721	06/11/2026	CCS33870	Post-it notes- dispenser refills- 3x3 as	01 1150 610 001	11.62
6066088722	06/11/2026	CCS33870	colored pencils- prismacolor	01 1100 610 001 0001	96.08
6066168170	06/12/2026	CCS33870	Colored Hanging File Folders- Letter Siz	01 1100 610 001	16.98
6066168170	06/12/2026	CCS33870	Clear Tape- 1.88x54.6yds	01 1100 610 001	108.56
6066168170	06/12/2026	CCS33870	White laser full sheet mailing labels- A	01 1100 610 001	9.48
6066168170	06/12/2026	CCS33870	Manila File folders- letter size	01 1100 610 001	11.98
6066168170	06/12/2026	CCS33870	Graph paper- 1/4 squares- white- printed	01 1100 610 001	4.48

Checking Account:	1	GENERAL CHECKING			
6066168170	06/12/2026	CCS33870	Ring binder- 3 ring 1 capacity- black	01 1100 610 001 0001	27.36
6066168170	06/12/2026	CCS33870	Rare Earth Magnets	01 1100 610 001 0001	32.80
6066168170	06/12/2026	CCS33870	prisma- color art pencils	01 1100 610 001 0001	17.76
6066168170	06/12/2026	CCS33870	Clock- Atomic- Battery Operated	01 1100 610 001 0003	47.48
6066168170	06/12/2026	CCS33870	Post- it notes, 3x3 size assorted	01 1150 610 001	13.60
6066168170	06/12/2026	CCS33870	book tape 3.5Mil- 3x15yd- 3 core	01 2220 610 001	14.16
6066168170	06/12/2026	CCS33870	Bic round stic pens- medium point- black	01 2220 610 001	2.12
6066168172	06/12/2026	CCS33870	Uni-ball Micro Pens- blue	01 2410 610 001	44.04
6066548419	06/18/2026	CCS33859	Kraft paper- pink	01 1100 610 004	68.48
6066548421	06/18/2026	CCS33881	pocket folders- yellow	01 1100 610 002	48.86
6066548421	06/18/2026	CCS33881	masking tape 3/4x60 yd roll	01 1100 610 002	71.40
6066548421	06/18/2026	CCS33881	paper plate 9"	01 1100 610 002 0006	27.83
6066548423	06/18/2026	CCS33857	Styrofoam cups- 12oz	01 1100 610 004	109.72
6066548423	06/18/2026	CCS33857	Paper plate- 9"	01 1100 610 004	55.66
6066548423	06/18/2026	CCS33857	Manila Envelopes- 9x12- 32 pound	01 1100 610 004	15.08
6066548425	06/18/2026	CCS33881	pocket folders- assorted colors	01 1200 610 002	14.56
6066548427	06/18/2026	CCS33857	Construction Paper- All Purpose - black-	01 1100 610 004	49.50
6066548427	06/18/2026	CCS33857	Construction Paper- All Purpose- white-	01 1100 610 004	49.50
6066548427	06/18/2026	CCS33857	Dry erase Markers- Chisel tip (low odor)	01 1100 610 004	8.36
6066548427	06/18/2026	CCS33857	Storage Box- Economy Boxes	01 1200 610 004	24.13
6066548427-1	06/18/2026	CCS33826	2" Book Tape- Regelin	01 1190 610 005	14.46
6066548427-1	06/18/2026	CCS33826	2" Scotch Book Tape- Wetovick	01 1190 610 005	14.46
6066548428	06/18/2026	CCS33881	wireless presenter	01 1100 610 002	33.56
6066548429	06/18/2026	CCS33881	highlighter- assorted accent tank style-	01 1100 610 002	10.40
6066548429	06/18/2026	CCS33881	highlighter- brite liner grip xl	01 1100 610 002	7.90
6066548429	06/18/2026	CCS33881	mechanical pencil .7mm	01 1100 610 002	41.12
6066548429	06/18/2026	CCS33881	Hand Sanitizer-12oz pump bottles	01 1100 610 002	52.86
6066548429	06/18/2026	CCS33881	masking tape 1x60 yd roll	01 1100 610 002	52.45
6066548429	06/18/2026	CCS33881	bic round stic pens medium point blue	01 1100 610 002	5.30
6066548429	06/18/2026	CCS33881	gel ink rollerball pen- black	01 1100 610 002	57.10
6066548429	06/18/2026	CCS33881	gel ink rollerball pen- blue	01 1100 610 002	45.68
6066548429	06/18/2026	CCS33881	composition book	01 1100 610 002	118.80
6066548429	06/18/2026	CCS33881	name badge white labels 2 1/3x3 3/8- sel	01 1100 610 002	36.98
6066548429	06/18/2026	CCS33881	colored pencils- 240 pencil classpack	01 1100 610 002	82.86
6066548429	06/18/2026	CCS33881	pocket folders- blue	01 1100 610 002 0003	7.28
6066548429	06/18/2026	CCS33881	post it notes dispense 3x3- charcoal	01 1100 610 002 0003	7.70
6066548429	06/18/2026	CCS33881	plastic bags- ziplock- quart size (ziplo	01 1100 610 002 0006	37.44
6066548429	06/18/2026	CCS33881	colored pencils 240 pencil classpack	01 1150 610 002	27.62
6066548429	06/18/2026	CCS33881	pocket folders- blue	01 1150 610 002	14.56
6066548429	06/18/2026	CCS33881	nylon zippered pencil pouch	01 1200 610 002	20.16
6066548429	06/18/2026	CCS33881	white envelopes- no. 9 size	01 1200 610 002	18.88

Checking Account: 1		GENERAL CHECKING				
6066548429	06/18/2026	CCS33881	post it notes- 3x5- lined	01 1200 610 002	15.16	
6066548429	06/18/2026	CCS33881	mechanical pencil .7mm	01 2120 610 002	20.56	
6066548429	06/18/2026	CCS33881	bic round stic pens medium point blue	01 2220 610 002	3.18	
6066548429	06/18/2026	CCS33881	precision knife 4 long	01 2220 610 002	3.88	
6066548429	06/18/2026	CCS33881	Sharpie Metallic fine tip assorted marke	01 2220 610 002	20.22	
6066548430	06/18/2026	CCS33857	Manila File Folders	01 1100 610 004	35.94	
6066548430	06/18/2026	CCS33857	Manila File Folders	01 1200 610 004	11.98	
6066548431	06/18/2026	CCS33881	manila file folders-letter size	01 1100 610 002	35.94	
6066548432	06/18/2026	CCS33881	crayola markers- washable- classpack- 20	01 1100 610 002	100.96	
6066548432	06/18/2026	CCS33881	crayola markers- washable- classpack- 20	01 1150 610 002	50.48	
6066615259	06/19/2026	CCS33881	post it notes- 3x3 size assorted	01 1100 610 002	68.00	
6066615259	06/19/2026	CCS33881	post it notes- dispenser refills- 3x3 as	01 1100 610 002	34.86	
6066615259	06/19/2026	CCS33881	clear tape 1.88x54.6 yds	01 1100 610 002	23.28	
6066615259	06/19/2026	CCS33881	Bic Round pens- medium point- black	01 1100 610 002	3.18	
6066615259	06/19/2026	CCS33881	ring binder- 3 ring-1 capacity black	01 1100 610 002 0003	109.44	
6066615259	06/19/2026	CCS33881	Erasers- whiteboard- 3M	01 1100 610 002 0003	8.12	
6066615259	06/19/2026	CCS33881	post it notes 3x3 assorted	01 1150 610 002	13.60	
6066615259	06/19/2026	CCS33881	crayons- large size- 4x7/16- 16 ct	01 1200 610 002	29.28	
6066615259	06/19/2026	CCS33881	post it notes 3x3 assorted	01 2220 610 002	13.60	
6066615259	06/19/2026	CCS33881	bic round stic pens medium point black	01 2220 610 002	3.18	
6066615261	06/19/2026	CCS33859	Kraft paper- sky blue	01 1100 610 004	72.98	
6066615261-1	06/19/2026	CCS33857	Hand Sanitizer	01 1100 610 004	110.56	
6066824962	06/23/2026	CCS33825	Medium Mounting Hooks	01 1190 610 005	27.28	
6066824962	06/23/2026	CCS33825	Manila File Folders- Letter Size	01 1190 610 005	11.98	
6066824962	06/23/2026	CCS33825	White Laser Labels- Size 1 x 2 5/8	01 1291 610 005	12.20	
Check Number: 31879		Check Type: Check	Check Date: 07/13/2026	Vendor: TOLEDO	Toledo Physical Education Supply	Check Total: 3,875.50
<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>	
360506-00	06/08/2026	CCS34002	Baden Perfection Elite 28.5 Intermediate	01 1100 610 004	954.00	
360506-00	06/08/2026	CCS34002	Shipping	01 1100 610 004	19.52	
360529-00	06/10/2026	CCS34001	Zume Pickle Ball Set	01 1100 610 002	85.99	
360529-00	06/10/2026	CCS34001	Toledo Pickleball Paddle	01 1100 610 002	309.80	
360529-00	06/10/2026	CCS34001	6 color set of Hockey Hotballs	01 1100 610 002	39.98	
360529-00	06/10/2026	CCS34001	pack of 6 shield street hockey puck	01 1100 610 002	22.99	
360529-00	06/10/2026	CCS34001	SHIPPING	01 1100 610 002	314.85	
360529-00	06/10/2026	CCS34001	floor tape 1" white	01 1100 610 002	63.00	
360529-00	06/10/2026	CCS34001	Ultra Soft Multi Sport Ball 6 Color Set	01 1100 610 002	55.98	
360529-00	06/10/2026	CCS34001	Ultra 8.5 Playground Ball Yellow	01 1100 610 002	186.00	
360529-00	06/10/2026	CCS34001	Carlton Club 100 Series Shuttlecocks	01 1100 610 002	17.98	
360529-00	06/10/2026	CCS34001	Baggo Bean Bag Game	01 1100 610 002	684.95	
360529-00	06/10/2026	CCS34001	Spikeball Rookie Set	01 1100 610 002	63.99	
360529-00	06/10/2026	CCS34001	Spikeball Weekender Replacement Ball	01 1100 610 002	111.84	

Detail Check Register

Checking Account: 1		GENERAL CHECKING			
360529-00	06/10/2026	CCS34001	Eclipse Ball	01 1100 610 002	155.88
360529-00	06/10/2026	CCS34001	Mikasa Blue Size 4 Soccer Ball	01 1100 610 002	107.94
360529-00	06/10/2026	CCS34001	10' Fun Gripper Football Set of 6	01 1100 610 002	149.99
360529-00	06/10/2026	CCS34001	Extra Soft Sponge Foam Softball	01 1100 610 002	102.00
360529-00	06/10/2026	CCS34001	White Softball Funball	01 1100 610 002	24.50
360529-00	06/10/2026	CCS34001	Dunlop 4" Grip Junior Tennis Racket	01 1100 610 002	323.82
360529-00	06/10/2026	CCS34001	floor tape 1" red	01 1100 610 002	63.00
360529-01	06/12/2026	CCS34001	White Softball Funball	01 1100 610 002	17.50
Check Number: 31880		Check Type: Check	Check Date: 07/13/2026	Vendor: EDUTYPING	Typing.com LLC
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
INV-2903		06/30/2026	CCS34029	Annual Renewal	01 2220 650 004
					Check Total: 1,438.40
					Detail Amount 1,438.40
Check Number: 31881		Check Type: Check	Check Date: 07/13/2026	Vendor: ULINE	ULINE
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
209798000		06/24/2026	CCS34027	Tall Round Table 32" diameter	01 1100 610 001
209798000		06/24/2026	CCS34027	White Plastic Tables 8 foot	01 1100 610 001
209798000		06/24/2026	CCS34027	White plastic tables 5 foot	01 1100 610 001
209798000		06/24/2026	CCS34027	Shipping	01 1100 610 001
209798000		06/24/2026	CCS34027	Yeti Backpack Cooler	01 1100 610 001
209798000		06/24/2026	CCS34027	Shipping	01 1100 610 004
209798000		06/24/2026	CCS34027	White plastic tables 5 foot	01 1100 610 004
209798000		06/24/2026	CCS34027	White Plastic tables 8 foot	01 1100 610 004
209798000		06/24/2026	CCS34027	Metal Picnic Table	01 1100 610 004
					Check Total: 8,448.61
					Detail Amount 8,448.61
Check Number: 31882		Check Type: Check	Check Date: 07/13/2026	Vendor: WOLFPATT	Patty Wolfe
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
CELLJUNE26		06/27/2026		Reimburse cellphone-June	01 2580 294 000
					Check Total: 75.00
					Detail Amount 75.00
Check Number: 31883		Check Type: Check	Check Date: 07/13/2026	Vendor: YILK	Jeremy Yilk
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
CELLJUNE26		06/28/2026		Reimburse cellphone-Jan	01 2490 291 001
					Check Total: 75.00
					Detail Amount 75.00
Check Number: 19592		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: ROGUFITN	Coulter Ventures LLC
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
14231988		06/23/2026	CCS33994	Rogue Echo Bike V3.0	01 2212 610 001
					Check Total: 945.00
					Detail Amount 945.00
Check Number: 19593		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: BLICART	BLICK ART MATERIALS
Invoice Number		Invoice Date	PO Number	Detail Description	Chart of Account Number
8148688		06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005
8148688		06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005
8148688		06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005
8148688		06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005
8148688		06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005
					Check Total: 473.99
					Detail Amount 473.99

Checking Account: 1

GENERAL CHECKING

8148688	06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005	4.60
8148688	06/02/2026	CCS33874	Canvas panels 8x10 size	01 1100 610 002 0005	54.72
8148688	06/02/2026	CCS33874	Canvas Panels- 12x16 size	01 1100 610 002 0005	85.68
8148688	06/02/2026	CCS33874	Canvas panels- 16x20 size	01 1100 610 002 0005	94.32
8148688	06/02/2026	CCS33874	Acrylic Paint- Blicrylic Student Acrylic	01 1100 610 002 0005	27.60
8148688	06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005	4.60
8148688	06/02/2026	CCS33874	Acrylic Paint- Blickrylic Student Acryli	01 1100 610 002 0005	4.60
8148688	06/02/2026	CCS33874	Canvas Panels 8x10 size	01 1100 610 002 0006	82.08
8148688	06/02/2026	CCS33874	Artist Acrylic Paint- Cadmium Red Medium	01 2120 610 002	25.85
8148688	06/02/2026	CCS33874	Artist Acrylic Paint- Mars Black- 16oz j	01 2120 610 002	11.30
8148688	06/02/2026	CCS33874	Artist Acrylic Paint- Titanium White- 16	01 2120 610 002	11.30
8209967	06/12/2026	CCS33851	Craft Glue Dots	01 1190 610 005	16.48
8210037	06/12/2026	CCS33851	Craft Glue Dots	01 1100 610 004	12.36

Check Number: 19594

Check Type: Direct Deposit

Check Date: 07/13/2026 Vendor: BOPW

BOARD OF PUBLIC WORKS

Check Total: 24,564.11

<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>
JUNE2026	07/01/2026		7693: Water - Transition House	01 2610 410 001	115.75
JUNE2026	07/01/2026		7693: Sewer - Transition House	01 2610 410 001	38.72
JUNE2026	07/01/2026		2134: Water - Stadium Well	01 2610 410 001	383.50
JUNE2026	07/01/2026		1169: Water - HS Sprinklers	01 2610 410 001	185.90
JUNE2026	07/01/2026		1166: Water - HS	01 2610 410 001	48.10
JUNE2026	07/01/2026		1166: Sewer - HS	01 2610 410 001	179.93
JUNE2026	07/01/2026		5862: Sewer - MS	01 2610 410 002	89.49
JUNE2026	07/01/2026		5862: Water - MS	01 2610 410 002	721.50
JUNE2026	07/01/2026		5679: Sewer - EL	01 2610 410 004	164.86
JUNE2026	07/01/2026		6160: Water - EL Sprinklers	01 2610 410 004	400.40
JUNE2026	07/01/2026		5679: Water - EL	01 2610 410 004	137.80
JUNE2026	07/01/2026		53: Water - CEEC - Soccer Field	01 2610 410 005	248.30
JUNE2026	07/01/2026		1166: Sanitation - HS	01 2610 420 001	473.00
JUNE2026	07/01/2026		7693: Sanitation - Transition House	01 2610 420 001	17.20
JUNE2026	07/01/2026		5862: Sanitation - MS	01 2610 420 002	107.50
JUNE2026	07/01/2026		5679: Sanitation - EL	01 2610 420 004	215.00
JUNE2026	07/01/2026		2496: Electricity - Concessions	01 2610 621 001	32.91
JUNE2026	07/01/2026		1168: Electricity - Stadium	01 2610 621 001	96.45
JUNE2026	07/01/2026		1170: Electricity - Stadium Well	01 2610 621 001	185.43
JUNE2026	07/01/2026		7693: Electricity - Transition House	01 2610 621 001	20.98
JUNE2026	07/01/2026		5862: Electricity - MS	01 2610 621 002	3,939.84
JUNE2026	07/01/2026		6653: Electricity - EL Garage/Greenhouse	01 2610 621 004	250.46
JUNE2026	07/01/2026		5679: Electricity - EL	01 2610 621 004	5,075.44
JUNE2026	07/01/2026		1166:Electricity HS	01 2620 110 000	11,435.65

Check Number: 19595

Check Type: Direct Deposit

Check Date: 07/13/2026 Vendor: COZAHOSP

COZAD COMMUNITY HOSPITAL

Check Total: 601.62

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>	
03172026	03/17/2026		Drug Screen- 16 random test @ \$15.00each	01 2130 340 000	240.00	
06302026OT	06/30/2026		Occupational Therapy Services - Birth-2	01 2161 320 000	47.69	
06302026OT	06/30/2026		Occupational Therapy Services-School Age	01 2161 320 001	0.00	
06302026OT	06/30/2026		Occupational Therpay Services-School Age	01 2161 320 002	0.00	
06302026OT	06/30/2026		Planning time	01 2161 320 004	0.00	
06302026OT	06/30/2026		Occupational Therapy Services-School Age	01 2161 320 004	0.00	
06302026OT	06/30/2026		Occupational Therapy Services-Age 3-5	01 2161 320 005	143.37	
06302026PT	06/30/2026		Physical Therapy Services - Birth-2	01 2171 320 000	68.20	
06302026PT	06/30/2026		Planning time	01 2171 320 000	0.00	
06302026PT	06/30/2026		Physical Therapy Services-School Age	01 2171 320 001	0.00	
06302026PT	06/30/2026		Physical Therapy Services-School Age	01 2171 320 004	0.00	
06302026PT	06/30/2026		Physical Therapy Services-Age 3-5	01 2171 320 005	102.36	
Check Number: 19596	Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: COZASERV	COZAD SERVICES, INC.	Check Total:	432.58
<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>	
80325	06/10/2026		Labor for chiller and rooftop unit #11	01 2620 431 001	300.00	
80363	06/22/2026		Met with board about service contract	01 2620 431 004	100.00	
80374	06/05/2026		38-D Aerators for HS sinks	01 2620 431 001	32.58	
Check Number: 19597	Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: COZATELE	COZAD TELEPHONE CO.	Check Total:	1,498.41
<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>	
JUNE2026	07/01/2026		Telephone Services- June 2026	01 2560 382 000	1,498.41	
Check Number: 19598	Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: DAWSPEST	DAWSON PEST CONTROL	Check Total:	207.43
<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>	
29318	06/25/2026		Interior spray @ HS, MS, EL	01 2610 431 000	198.00	
29318	06/25/2026		Administration Fee	01 2610 431 000	9.43	
Check Number: 19599	Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: EAKESKE	EAKES OFFICE PLUS - KEARNEY	Check Total:	318.00
<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>	
INV782063	06/15/2026		Contract Base rate-DocMgt-June	01 2510 643 000	318.00	
Check Number: 19600	Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: ESU10	EDUCATIONAL SERVICE UNIT #10	Check Total:	19,642.76
<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>	
06302026	07/27/2026		Student Record System Inservice	01 1200 591 000	2,982.00	
06302026	07/27/2026		Vocational Secondary Billing	01 1200 591 001	146.00	
06302026	07/27/2026		SpEd Supplemental Supervision Billing	01 1200 591 001	110.91	
06302026	07/27/2026		SpEd Supplemental Supervision Billing	01 1200 591 002	110.91	
06302026	07/27/2026		Vocational Secondary Billing	01 1200 591 002	146.00	
06302026	07/27/2026		Audiology School Age Sec Billing	01 2151 591 001	100.19	
06302026	07/27/2026		Speech SA Secondary Billing	01 2151 591 001	1,910.63	
06302026	07/27/2026		Deaf Education Secondary Billing	01 2151 591 001	248.46	

Checking Account: 1		GENERAL CHECKING			
06302026	07/27/2026	Deaf Education Secondary Billing	01 2151 591 002	248.46	
06302026	07/27/2026	Speech SA Secondary Billing	01 2151 591 002	1,910.63	
06302026	07/27/2026	Audiology School Age Sec Billing	01 2151 591 002	100.19	
06302026	07/27/2026	Deaf Education Elementary Billing	01 2151 591 002	496.92	
06302026	07/27/2026	Audiology School Age Elem Billing	01 2151 591 004	200.38	
06302026	07/27/2026	Speech SA Elementary Billing	01 2151 591 004	2,430.90	
06302026	07/27/2026	Speech Ages 3-4 Billing	01 2152 591 005	6,942.86	
06302026	07/27/2026	Audiology Ages 3-4 Billing	01 2152 591 005	50.09	
06302026	07/27/2026	Audiology Birth-2 Billing	01 2153 591 000	50.09	
06302026	07/27/2026	Speech Birth-2 Billing	01 2153 591 000	1,157.14	
27498	06/25/2026	Adviser Work Day- P Wolfe	01 2580 330 000	20.00	
27550-1	06/26/2026	UFLI Foundations Implem- M Buss	01 1100 330 004	20.00	
27550-1	06/26/2026	UFLI Foundations Implem- S Rush	01 1100 330 004	20.00	
27550-1	06/26/2026	UFLI Foundations Implem- A Badgley	01 1200 330 004	20.00	
27550-1	06/26/2026	UFLI Foundations Implem- C Arends	01 6200 330 004	20.00	
27550-2	06/26/2026	Teach Habits Promote LL 2026 S Blackmore	01 1100 330 001	40.00	
27550-2	06/26/2026	UFLI Foundations Implem- T Henry	01 1100 330 004	20.00	
27550-2	06/26/2026	UFLI Foundations Implem- T Galas	01 1100 330 004	20.00	
27550-2	06/26/2026	Psychological First Aid- T Sassali	01 2410 330 001	40.00	
27550-3	06/26/2026	Psychological First Aid- D Revelo	01 2120 330 001	40.00	
27550-3	06/26/2026	Psychological First Aid- J Dowdy	01 2410 330 004	40.00	
Check Number: 19601		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: FLASELEC	FLASH ELECTRIC, LLC
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>
9853	06/24/2026		HS work for woods room and commons	01 2620 431 001	2,657.15
Check Number: 19602		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: LANDMARK	LANDMARK IMPLEMENT, INC.
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>
12068615	04/03/2026		Grasshopper 930D- full service labor	01 2630 431 000	550.36
12084757	04/27/2026		PTO Clutch- Grasshopper 900D	01 2630 431 000	425.00
12084757	04/27/2026		Pigtail- Grasshopper 900D	01 2630 431 000	17.50
12084757	04/27/2026		Labor- Grasshopper 900D	01 2630 431 000	692.13
12105607	05/30/2026		Diagnose Engine Oil- SCAG STT72V-25KBD	01 2630 431 000	395.50
Check Number: 19603		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: PAPETIGE	PAPER TIGER SHREDDING
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>
239290	06/30/2026		Paper Shredding-DO	01 2610 420 000	0.00
239290	06/30/2026		Paper Shredding HS	01 2610 420 001	90.00
239290	06/30/2026		Paper Shredding MS	01 2610 420 002	30.00
239290	06/30/2026		Paper Shredding ELEM	01 2610 420 004	90.00
239290	06/30/2026		Paper Shredding-CEEC	01 2610 420 005	0.00
Check Number: 19604		Check Type: Direct Deposit	Check Date: 07/13/2026	Vendor: GARRTIRE	SOUTHSIDE TIRE COMPANY INC
					<u>Check Total:</u>
					710.80

Detail Check Register

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>
21604298	06/17/2026		Firestone All Seas 225/65R-17 x4	01 2730 431 000	408.80
21604298	06/17/2026		Reset/Retrain TPMS Sensor	01 2730 431 000	14.25
21604298	06/17/2026		Tire Disposal x4	01 2730 431 000	23.80
21604298	06/17/2026		Switch and Balance x4	01 2730 431 000	130.00
21604298	06/17/2026		Car Alignment	01 2730 431 000	109.95
21604298	06/17/2026		Shop Supplies	01 2730 431 000	20.00
21604298	06/17/2026		Nebraska Tire Fee	01 2730 431 000	4.00

Check Number: 19605

Check Type: Direct Deposit

Check Date: 07/13/2026 Vendor: TMS

TIME MANAGEMENT SYSTEMS, INC.

Check Total: 192.64

<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>
369266	07/02/2026		AOD maintenance-June 2026	01 2510 643 000	192.64

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 160,555.35

Checking Account: 1

GENERAL CHECKING

Check Number: 926	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: VERIZON	VERIZON WIRELESS	Check Total: 80.02
<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>
6145766437	06/10/2026		Cellular Services- May 11- Jun 10, 2026	01 2510 382 000	80.02

Check Number: 927	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: BLACHILL	BLACK HILLS ENERGY	Check Total: 3,009.07
<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>
JUNE2026	06/29/2026		SG285404: Gas services - Trans House	01 2610 621 001	48.75
JUNE2026	06/29/2026		BHE350720: Gas services - FB Stadium	01 2610 621 001	76.57
JUNE2026	06/29/2026		BHE363178: Gas services - HS	01 2610 621 001	1,183.50
JUNE2026	06/29/2026		BHE363178: Gas services - MS	01 2610 621 002	1,183.50
JUNE2026	06/29/2026		BHE363102: Gas services - EL	01 2610 621 004	465.07
JUNE2026	06/29/2026		SG584718: Gas services - CEEC	01 2610 621 005	51.68

Check Number: 928	Check Type: Automatic Payment	Check Date: 07/13/2026	Vendor: PUMPPANTRY	PUMP & PANTRY	Check Total: 1,562.46
<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>
113534985	06/30/2026		Driver's Education - Fuel	01 1300 610 001	248.23
113534985	06/30/2026		#204 - Fuel	01 2650 626 000	0.00
113534985	06/30/2026		#102 - Fuel	01 2650 626 000	0.00
113534985	06/30/2026		#201 - Fuel	01 2650 626 000	0.00
113534985	06/30/2026		#202 - Fuel	01 2650 626 000	0.00
113534985	06/30/2026		#206 - Fuel	01 2650 626 000	0.00
113534985	06/30/2026		#205 - Fuel	01 2650 626 000	229.20
113534985	06/30/2026		New cards shipping	01 2710 610 000	0.00
113534985	06/30/2026		#116 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#114 - Fuel	01 2710 626 000	49.01
113534985	06/30/2026		#304 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#305 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#308 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#309 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		Card replacement fee	01 2710 626 000	0.00
113534985	06/30/2026		#303 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#124 - Fuel	01 2710 626 000	181.87
113534985	06/30/2026		#125 - Fuel	01 2710 626 000	357.68
113534985	06/30/2026		#126 - Fuel	01 2710 626 000	130.39
113534985	06/30/2026		Monthly Card Charge	01 2710 626 000	124.00
113534985	06/30/2026		#123 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#311 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		Rebates and reversals	01 2710 626 000	0.00
113534985	06/30/2026		#93A - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#312 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#314 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026		#300 - Fuel	01 2710 626 000	0.00

Detail Check Register

Checking Account: 1

GENERAL CHECKING

113534985	06/30/2026	#118 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#302 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#117 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#110 - Fuel (2019 Exp)	01 2710 626 000	0.00
113534985	06/30/2026	#122 - Fuel	01 2710 626 000	89.77
113534985	06/30/2026	#111 - Fuel (2023 Exp)	01 2710 626 000	0.00
113534985	06/30/2026	#119 - Fuel	01 2710 626 000	16.72
113534985	06/30/2026	#310 - Fuel	01 2710 626 000	78.66
113534985	06/30/2026	#120 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#121 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#306 - Fuel	01 2710 626 000	0.00
113534985	06/30/2026	#307 - Fuel	01 2712 626 000	56.93

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 4,651.55

Detail Check Register

Checking Account: 6 LUNCH FUND

Check Number: 26716	Check Type: Check	Check Date: 07/13/2026	Vendor: AMAZON	AMAZON.COM	Check Total: 94.99
<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>
111-8198110-6345065L	06/10/2026	CCS33995	3 Drawer Mobile File Cabinet with Lock,U	06 3100 610 000	94.99

Check Number: 26717	Check Type: Check	Check Date: 07/13/2026	Vendor: OPAAFOOD	OPAA! FOOD MANAGEMENT OF NEBRASKA, LLC	Check Total: 31,722.54
<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>
NE00073810	06/30/2026		Summer Student Lunches	06 3100 340 000	1,705.24
NE00073810	06/30/2026		Summer Student Breakfasts	06 3100 340 000	374.68
NE00073810	06/30/2026		Snacks	06 3100 340 000	0.00
NE00073810	06/30/2026		Ala Carte sales	06 3100 340 000	0.00
NE00073810	06/30/2026		Adult Lunches	06 3100 340 000	180.20
NE00073810	06/30/2026		Adult Breakfasts	06 3100 340 000	21.56
NE00073810	06/30/2026		Commodity credit	06 3100 340 000	0.00
NE00073810	06/30/2026		Summer Non-Con Lunches	06 3100 340 000	19,862.47
NE00073810	06/30/2026		Summer Non-Con Breakfasts	06 3100 340 000	9,578.39

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 31,817.53

Detail Check Register

Checking Account: 8		BUILDING FUND				
Check Number: 1123		Check Type: Check		Check Date: 07/13/2026		Vendor: CUSTCLER
						CUSTER COUNTY CLERK
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Check Total:</u>	
06082026B	06/08/2026		repay taxes due to error from cty treasu	08 5000 805 000	49.80	
					<u>Detail Amount</u>	
					49.80	
*Denotes Expensed Invoice Item				Checking Account ID: 8	Total without Voids:	49.80

Checking Account: 9 QCPUF
Check Number: 111 Check Type: Automatic Payment Check Date: 07/13/2026 Vendor: CUSTCLER CUSTER COUNTY CLERK Check Total: 35.31
Invoice Number Invoice Date PO Number Detail Description Chart of Account Number Detail Amount
06082026Q 06/08/2026 Repay taxes due to error from cty treasu 09 5000 805 000 35.31

*Denotes Expensed Invoice Item Checking Account ID: 9 Total without Voids: 35.31

7.3. Activities Account

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0013	MS MATHLETES FUND	232.70	0.00	0.00	0.00	0.00	0.00	232.70
05 704 0089	HS ATHLETICS IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0091	HS WEIGHT ROOM	228.85	0.00	0.00	0.00	0.00	0.00	228.85
05 704 0092	HS TRACK TIMING	5,477.99	0.00	0.00	0.00	0.00	0.00	5,477.99
05 704 0094	CHROMEBOOK DEVICE	1,378.04	0.00	0.00	0.00	59.98	0.00	1,318.06
05 704 0095	PHYSICS FUND	440.59	0.00	0.00	0.00	0.00	0.00	440.59
05 704 0096	QUIZ BOWL FUND	405.38	0.00	0.00	0.00	0.00	0.00	405.38
05 704 0100	DIST ATHLETICS	(1,356.26)	0.00	0.00	0.00	4,995.40	0.00	(6,351.66)
05 704 0101	HS VOLLEYBALL FUND	10,908.03	0.00	0.00	0.00	2,320.43	0.00	8,587.60
05 704 0102	WRESTLING FUND	68.50	0.00	0.00	0.00	0.00	0.00	68.50
05 704 0103	HS GIRLS BBALL FUND	9,908.39	0.00	0.00	0.00	702.26	0.00	9,206.13
05 704 0104	HS BOYS BASKETBALL FUND	15,366.88	0.00	0.00	0.00	1,255.74	0.00	14,111.14
05 704 0106	HS GIRLS GOLF FUND	1,682.40	0.00	0.00	0.00	0.00	0.00	1,682.40
05 704 0107	PITCHFORK FUND	1,377.00	0.00	0.00	0.00	0.00	0.00	1,377.00
05 704 0108	HS GIRLS TRACK FUND	4,036.55	0.00	0.00	0.00	117.99	0.00	3,918.56
05 704 0109	HS BOYS TRACK FUND	6,064.94	0.00	0.00	0.00	300.00	0.00	5,764.94
05 704 0110	HS SOFTBALL FUND	5,829.12	0.00	0.00	0.00	523.98	0.00	5,305.14
05 704 0112	HS BOYS GOLF FUND	4,025.93	0.00	0.00	0.00	1,584.26	0.00	2,441.67
05 704 0115	HS CROSS COUNTRY FUND	5,865.55	0.00	0.00	0.00	14.82	0.00	5,850.73
05 704 0116	HS FOOTBALL FUND	(1,449.69)	0.00	0.00	0.00	264.00	0.00	(1,713.69)
05 704 0119	ATHLETIC SCOREBOARD	5,231.69	0.00	0.00	0.00	0.00	0.00	5,231.69
05 704 0120	HS SPEECH	22.77	0.00	0.00	0.00	0.00	0.00	22.77
05 704 0138	HS GIRLS WRESTLING FUND	5,116.37	0.00	0.00	0.00	0.00	0.00	5,116.37
05 704 0139	HS GIRLS WRESTLING	0.00	0.00	0.00	0.00	3,843.60	0.00	(3,843.60)
05 704 0140	HS FOOTBALL	0.00	0.00	0.00	0.00	619.00	0.00	(619.00)
05 704 0141	HS GOLF-GIRLS	131.63	0.00	0.00	0.00	0.00	0.00	131.63
05 704 0142	HS SOFTBALL	147.69	0.00	0.00	0.00	11,865.00	0.00	(11,717.31)
05 704 0143	HS VOLLEYBALL	(14.71)	0.00	0.00	0.00	11,279.00	0.00	(11,293.71)
05 704 0144	HS CROSS COUNTRY	30.00	0.00	0.00	0.00	137.14	0.00	(107.14)
05 704 0145	HS BOYS WRESTLING	50.00	0.00	0.00	0.00	3,151.30	0.00	(3,101.30)
05 704 0146	HS BASKETBALL-GIRLS	1,576.17	0.00	0.00	0.00	6,944.12	0.00	(5,367.95)
05 704 0147	HS BASKETBALL-BOYS	5,379.98	0.00	0.00	0.00	6,732.00	0.00	(1,352.02)
05 704 0148	HS TRACK-GIRLS	(2,475.22)	0.00	0.00	0.00	191.59	0.00	(2,666.81)
05 704 0149	HS TRACK-BOYS	(3,202.03)	0.00	0.00	0.00	757.60	0.00	(3,959.63)
05 704 0150	HS GOLF-BOYS	(1,468.83)	0.00	0.00	0.00	1,879.80	0.00	(3,348.63)
05 704 0159	MS GIRLS WRESTLING	2,639.05	0.00	0.00	0.00	442.90	0.00	2,196.15
05 704 0160	MS FOOTBALL	0.00	0.00	0.00	0.00	2,661.00	0.00	(2,661.00)
05 704 0161	MS VOLLEYBALL	2,168.37	0.00	0.00	0.00	645.00	0.00	1,523.37
05 704 0163	MS BOYS WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0164	MS GIRLS BASKETBALL	2,116.72	0.00	0.00	0.00	288.00	0.00	1,828.72

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0165	MS BOYS BASKETBALL	5,448.59	0.00	0.00	0.00	324.52	0.00	5,124.07
05 704 0166	MS GIRLS TRACK	1,025.39	0.00	0.00	0.00	124.00	0.00	901.39
05 704 0167	MS BOYS TRACK	1,283.35	0.00	0.00	0.00	100.00	0.00	1,183.35
05 704 0305	DIST NURSE FUND	789.97	0.00	0.00	0.00	0.00	0.00	789.97
05 704 0337	HS CLASS OF 2027	1,967.89	0.00	0.00	0.00	0.00	0.00	1,967.89
05 704 0338	HS CLASS OF 2028	1,126.50	0.00	0.00	0.00	0.00	0.00	1,126.50
05 704 0339	HS CLASS OF 2029	504.00	0.00	0.00	0.00	0.00	0.00	504.00
05 704 0400	HS GUIDANCE/COUNSELOR	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
05 704 0401	HS INDUSTRIAL TECHNOLOGY	(114.25)	0.00	0.00	0.00	610.85	0.00	(725.10)
05 704 0405	STUDENT SPECIAL NEEDS	364.12	0.00	0.00	0.00	0.00	0.00	364.12
05 704 0406	HS INSTRUMENTAL MUSIC	771.53	0.00	0.00	0.00	13.74	0.00	757.79
05 704 0407	HS MEDIA CENTER FUND	3,230.52	0.00	0.00	0.00	0.00	0.00	3,230.52
05 704 0408	MS LIBRARY	87.50	0.00	0.00	0.00	0.00	0.00	87.50
05 704 0409	HS YEARBOOK	7,728.31	0.00	0.00	0.00	0.00	0.00	7,728.31
05 704 0411	HS PRINCIPAL	1,736.31	0.00	0.00	0.00	124.08	0.00	1,612.23
05 704 0412	HS BAND UNIFORM FUND	6,693.04	0.00	0.00	0.00	0.00	0.00	6,693.04
05 704 0415	PEPSI CONTRACT	10,178.90	0.00	0.00	0.00	0.00	0.00	10,178.90
05 704 0416	POP IN/OUT	6,792.95	0.00	0.00	0.00	312.00	0.00	6,480.95
05 704 0417	CONCESSIONS	1,543.31	0.00	0.00	0.00	64.64	0.00	1,478.67
05 704 0501	HS SPIRIT CLUB	3,352.14	0.00	0.00	0.00	0.00	0.00	3,352.14
05 704 0502	HS CHEER	(9,279.68)	0.00	0.00	0.00	0.00	0.00	(9,279.68)
05 704 0503	HS STUDENT COUNCIL	5,563.90	0.00	0.00	0.00	45.00	0.00	5,518.90
05 704 0504	HS BAND FUND	2,535.73	0.00	0.00	0.00	0.00	0.00	2,535.73
05 704 0505	HS COLOR GUARD	1,143.71	0.00	0.00	0.00	0.00	0.00	1,143.71
05 704 0507	HS THESPIANS	4,330.07	0.00	0.00	0.00	250.00	0.00	4,080.07
05 704 0509	HS C-CLUB	585.32	0.00	0.00	0.00	0.00	0.00	585.32
05 704 0514	HS ART-COMMERCIAL	54.64	0.00	0.00	0.00	0.00	0.00	54.64
05 704 0516	HS FFA FUND	41,528.02	0.00	0.00	0.00	178.52	0.00	41,349.50
05 704 0517	HS TOWER GARDEN	5,020.53	0.00	0.00	0.00	0.00	0.00	5,020.53
05 704 0520	HS NATIONAL HONOR SOCIETY FUND	1,689.16	0.00	0.00	0.00	0.00	0.00	1,689.16
05 704 0527	HS MAKERS MARKET FUND	2,454.81	0.00	0.00	0.00	0.00	0.00	2,454.81
05 704 0528	HS SKILLS USA	2,091.95	0.00	0.00	0.00	285.00	0.00	1,806.95
05 704 0529	HS MAKER FAIR FUND	1,100.04	0.00	0.00	0.00	0.00	0.00	1,100.04
05 704 0600	HS VOCAL MUSIC	4,689.51	0.00	0.00	0.00	0.00	0.00	4,689.51
05 704 0601	STUDENT BAND INSTRUMENT	280.75	0.00	0.00	0.00	0.00	0.00	280.75
05 704 0610	HS MUSICAL FUND	3,180.45	0.00	0.00	0.00	0.00	0.00	3,180.45
05 704 0611	HS ONE ACT FUND	395.78	0.00	0.00	0.00	135.68	0.00	260.10
05 704 0620	HS TRI M	1,679.61	0.00	0.00	0.00	319.00	0.00	1,360.61
05 704 0700	HS ACADEMIC DECATHLON	316.07	0.00	0.00	0.00	0.00	0.00	316.07
05 704 0702	MS STUDENT CONGRESS	2,272.61	0.00	0.00	0.00	0.00	0.00	2,272.61

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0703	MIDDLE SCHOOL PRINCIPAL	383.96	0.00	0.00	0.00	0.00	0.00	383.96
05 704 0704	MS INSTRUMENTAL MUSIC FUND	1,311.95	0.00	0.00	0.00	0.00	0.00	1,311.95
05 704 0705	MIDDLE SCHOOL SHOP	193.95	0.00	0.00	0.00	0.00	0.00	193.95
05 704 0706	MS SMASH	870.89	0.00	0.00	0.00	0.00	0.00	870.89
05 704 0708	MS YEARBOOK	875.01	0.00	0.00	0.00	0.00	0.00	875.01
05 704 0710	SPECIAL EDUCATION	2,472.47	0.00	0.00	0.00	0.00	0.00	2,472.47
05 704 0715	ELEMENTARY HAL	1,918.48	0.00	0.00	0.00	0.00	0.00	1,918.48
05 704 0800	CEEC	666.42	0.00	0.00	0.00	0.00	0.00	666.42
05 704 0801	ELEMENTARY PRINCIPAL OFFICE	4,198.04	0.00	0.00	0.00	94.75	0.00	4,103.29
05 704 0803	EL LIBRARY FUND	2,702.58	0.00	0.00	0.00	0.00	0.00	2,702.58
05 704 0804	EL GRADE 3	35.03	0.00	0.00	0.00	0.00	0.00	35.03
05 704 0806	EL-GRADE K	113.36	0.00	0.00	0.00	0.00	0.00	113.36
05 704 0807	EL GRADE 2	362.43	0.00	0.00	0.00	0.00	0.00	362.43
05 704 0808	EL HONOR CHOIR FUND	557.16	0.00	0.00	0.00	0.00	0.00	557.16
05 704 0811	HAYMAKER GREENHOUSE	365.88	0.00	0.00	0.00	0.00	0.00	365.88
05 704 0900	HS DANCE TEAM	(397.43)	0.00	0.00	0.00	9,227.39	0.00	(9,624.82)
Fund Total: 05		232,213.77	0.00	0.00	0.00	75,785.08	0.00	156,428.69

7.4. AfterZone Report

Cozad AfterZone

Month	Revenue		Expenditures	Cost
			Regular (annual)	
Sept.	Parent Deposits	\$ 2,800.00	Classified Salaries	\$ 7,579.72
			Benefits	\$ 1,690.25
			Training	\$ -
			Postage	
	Total:	\$ 2,800.00	Total:	\$ 9,269.97
	Sept Balance	\$ (6,469.97)		
	Total YTD	\$ (6,469.97)		
October	Parent Deposits	\$ 6,695.00	Classified Salaries	\$ 9,141.14
	CCHS Donation	\$ 1,242.00	Benefits	\$ 1,455.53
			Training	\$ -
			Postage	\$ -
	Total:	\$ 7,937.00	Total:	\$ 10,596.67
	Oct Balance	\$ (2,659.67)		
	Total YTD	\$ (9,129.64)		
November	Parent Deposits	\$ 5,250.00	Classified Salaries	\$ 7,081.08
			Benefits	\$ 1,067.25
			Training	
			Postage	
	Total:	\$ 5,250.00	Total:	\$ 8,148.33
	Total Made	\$ (2,898.33)		
	Total YTD	\$ (12,027.97)		
December	Parent Deposits	\$ 4,216.00	Classified Salaries	\$ 5,910.87
			Benefits	\$ 1,032.79
			Training	
			Postage	
	Total:	\$ 4,216.00	Total:	\$ 6,943.66

Total Made	\$	(2,727.66)
Total YTD	\$	(14,755.63)

January	Parent Deposits	\$	6,438.00	Classified Salaries	\$	5,255.59
	Charitable Fund		\$2,500.00	Benefits	\$	1,081.77
				Training		
				Postage		

Total:	\$	8,938.00	Total:	\$	6,337.36
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Total Made	\$	2,600.64
Total YTD	\$	(12,154.99)

February	Parent Deposits	\$	3,732.00	Classified Salaries	\$	6,181.61
	Charitable Fund		\$0.00	Benefits	\$	1,527.13
	CSG Forte	\$	603.00	Training		
	Child Subsidy	\$	203.00	Postage		

Total:	\$	4,538.00	Total:	\$	7,708.74
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Total Made	\$	(3,170.74)
Total YTD	\$	(15,325.73)

March	Parent Deposits	\$	6,028.00	Classified Salaries	\$	5,782.51
	Charitable Fund		\$0.00	Benefits	\$	1,358.57
	CSG Forte	\$	869.00	Training	\$	369.35
	Child Subsidy	\$	259.00	Postage		

Total:	\$	7,156.00	Total:	\$	7,510.43
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Total Made	\$	(354.43)
Total YTD	\$	(15,680.16)

April	Parent Deposits	\$	2,189.00	Classified Salaries	\$	6,435.10
	Charitable Fund		\$0.00	Benefits	\$	1,266.45
	CSG Forte	\$	833.00	Training	\$	-
	Child Subsidy	\$	196.00	Postage		

Total:	\$	3,218.00	Total:	\$	7,701.55
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Total Made	\$	(4,483.55)
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Total YTD	\$	(20,163.71)
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May	Parent Deposits	\$	2,679.00	Classified Salaries	\$	6,544.80
	Charitable Fund		\$0.00	Benefits	\$	1,288.08
	CSG Forte	\$	703.00	Training	\$	-
	Child Subsidy	\$	196.00	Postage		
	Summer Deposits	\$	1,000.00			

Total:	\$	4,578.00	Total:	\$	7,832.88
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Total Made	\$	(3,254.88)
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Total YTD	\$	(23,418.59)
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June	Parent Deposits	\$	4,236.00	Classified Salaries	\$	5,928.01
	Charitable Fund		\$0.00	Benefits	\$	1,033.36
	CSG Forte	\$	1,541.00	Training	\$	-
	Child Subsidy	\$	195.00	Postage		
	Summer Deposits					

Total:	\$	5,972.00	Total:	\$	6,961.37
--------	----	----------	--------	----	----------

Total Made	\$	(989.37)
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Total YTD	\$	(24,407.96)
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YTD Total	\$	54,603.00		\$	79,010.96
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	\$	(24,407.96)
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8. COMMITTEE REPORTS

Trans, tour fleet review maint shed.
walk through,

Building, tour inside of
buildings
Review maint. schedule

STRAT

FEB

Personnel: Review Evaluation Tools

MARCH

Finance: Admin / Classified
State Aid
Bank Int. Rates
Activity Receipts Review

STRAT

APRIL

Finance

MAY

Policy: Review behavior Model, application

Personnel: AUGUST Review Staffing numbers, duties
how many certified, maint., drivers
admin, etc. comparable.

JUNE

① Review/Prevent
Curriculum: What are curriculum for each grade
what text books are used
syllabuses used

Traffic: tour fleet, maintenance schedule

Grounds:

NOTE:

Facilities: tour outside grounds

STRAT

AUGUST

Finance: Review previous data and
needs, recommendations
and projections

SEPT

~~LABOR~~

OCT

Negotiations
Labor Relations

STRAT

NOVEMBER

Negotiations

① Exec

Tues. @ 2
monthly
Agents

② Wellness
monthly

③ Policy
monthly

④ Issues
come up
recommend
to the
appropriate
committee

DECEMBER

Curriculum ②

Negotiations?

Review ACT scores
NsCass

Trends, 5-10-15 year

Teaching & Learning Committee - Annual Calendar

Month	Topic & Focus Question	Discussion Items
July	Strategic Planning & Goal Alignment <i>What do we want students to know and be able to do?</i>	Review district strategic plan, committee purpose. In 2026- discuss the formation of new school improvement goals. In future years, provide updates and discuss adjustments needing to be made to school improvement goals
August	Instructional Vision / Teacher Effectiveness <i>What does high quality instruction look like?</i>	Discuss the Marzano framework and the design questions that CCS has opted to focus on. Overview the teacher evaluation process related to this instructional vision
September	Assessment Systems <i>How do we know if students are learning?</i>	Review district assessment calendar, purpose of assessments, baseline student data, ACT and MAP trends. Discuss ACT preparations for students.
October	MTSS Systems Review <i>How do we respond when students struggle?</i>	Examine district MTSS structures, intervention processes, decision making rules.
November	Professional Development Effectiveness <i>How do we support teachers in improving practice?</i>	Review PD offerings and their relationship to the strategic plan and school improvement goals to ensure alignment to instructional priorities. Review teacher feedback and discuss potential future PD needs
December	HAL & Advanced Opportunities <i>How do we challenge students who are ready for more?</i>	Review identification processes, advanced coursework access, and potential equity considerations.
January	Mid-Year Review <i>Are our systems producing growth?</i>	Review student growth and achievement from first semester. Discuss progress on strategic plan & school improvement.
February	Teacher Evaluation <i>How do we know if teachers are aligning their practice to our priorities?</i>	In 2027- Circle back to instructional vision/teacher effectiveness to discuss potential edits to the teacher evaluation tool based on feedback from administrators. In future years- update committee members on general trends in teacher evaluation, what are strengths, what are weaknesses.
March	Cultural Inclusion & Engagement <i>Do students feel connected and engaged?</i>	Examine attendance and behavior data. Review belonging indicators from perceptual surveys. Evaluate student engagement initiatives.

April	Access to Educational Opportunities <i>Do all students have access to opportunities and are those opportunities valuable?</i>	Review course offerings, career pathways, dual credit, CTE, extracurricular participation and equitable access. (CTE & career pathways will have a larger impact on AQUESST ratings moving forward)
May	ACT & Postsecondary Readiness <i>Are students prepared for life after graduation?</i>	Review ACT, college/career readiness indicators, and graduation readiness measures.
June	Year End Teaching and Learning Updates <i>What should we improve next year?</i>	Evaluate progress towards committee goals, recommend priorities for alignment for the upcoming school year. Update committee on curriculum updates, changes, or modifications for new school year.

9. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON THE ELEMENTARY STUDENT HANDBOOK, GRADES 6 - 12 STUDENT HANDBOOK, ALTERNATIVE SCHOOL HANDBOOK AND ACTIVITIES GUIDELINES FOR 2026-27**

COZAD MIDDLE - HIGH SCHOOL STUDENT - PARENT HANDBOOK 2026 - 2027 WORKING DRAFT

Legend

~~Red Text With Strikethrough~~ = Text from previous handbook to be removed for 2026-2027. Most of the red text with strikethrough line was a directive from Perry Law.

Yellow Highlighted Text = New / Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals or reflective of Board Policy or Board Committee change.

Blue Text = New text for 2026-2027. Most of the blue text is from Perry Law. The blue text on the signature forms at the end of the handbook is the color we use on the form each year and not a directive from Perry.

The table of contents and other organization of this handbook will be completed once the draft is approved by the School Board.

COZAD MIDDLE - HIGH SCHOOL STUDENT - PARENT HANDBOOK 2026 - 2027



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: Dr. Dan Endorf, Superintendent

WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to Cozad Community Schools. On behalf of all district faculty, we look forward to helping your children reach their learning potential and achieve their educational goals.

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 21, 2026.**

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

**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**

COZAD COMMUNITY SCHOOLS WEBSITE www.cozadschools.net

- **District Superintendent: Dr. Dan Endorf**
- **High School Principal: Corey Fisher**
- **Middle School Principal: Joshua Asche**
- **Activities Director/Assistant High School Principal: Jeremy Yilk**
- **Special Education Directors: Teresa Schneider & Jackie Anderson**
- **High School Guidance Counselors: Jordan Haarberg and Daniel Revelo**
- **Middle School Guidance Counselor: Lyndee Koch**

Now cheer for dear ol' Cozad

SCHOOL FIGHT SONG

Forward in line
Classmates and comrades
Boosting all the time
Rah Rah Rah

And when the band is playing
Sing joyfully
Join in our Haymaker
Vic-tor-yyy

Go Big C
Go Big C
Go Big C
Go Big C

Now cheer for dear ol' Cozad
Forward in line
Classmates and comrades
Boosting all the time
Rah Rah Rah

And when the band is playing
Sing joyfully
Join in our Haymaker
Vic-tor-yyy

Go Big C
Go Big C
Go Big C
GO BIG C!

COZAD COMMUNITY MIDDLE/HIGH SCHOOL

STUDENT - PARENT HANDBOOK

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Cozad Community Schools Student-Parent Handbook

2026-2027 School Year

Foreword

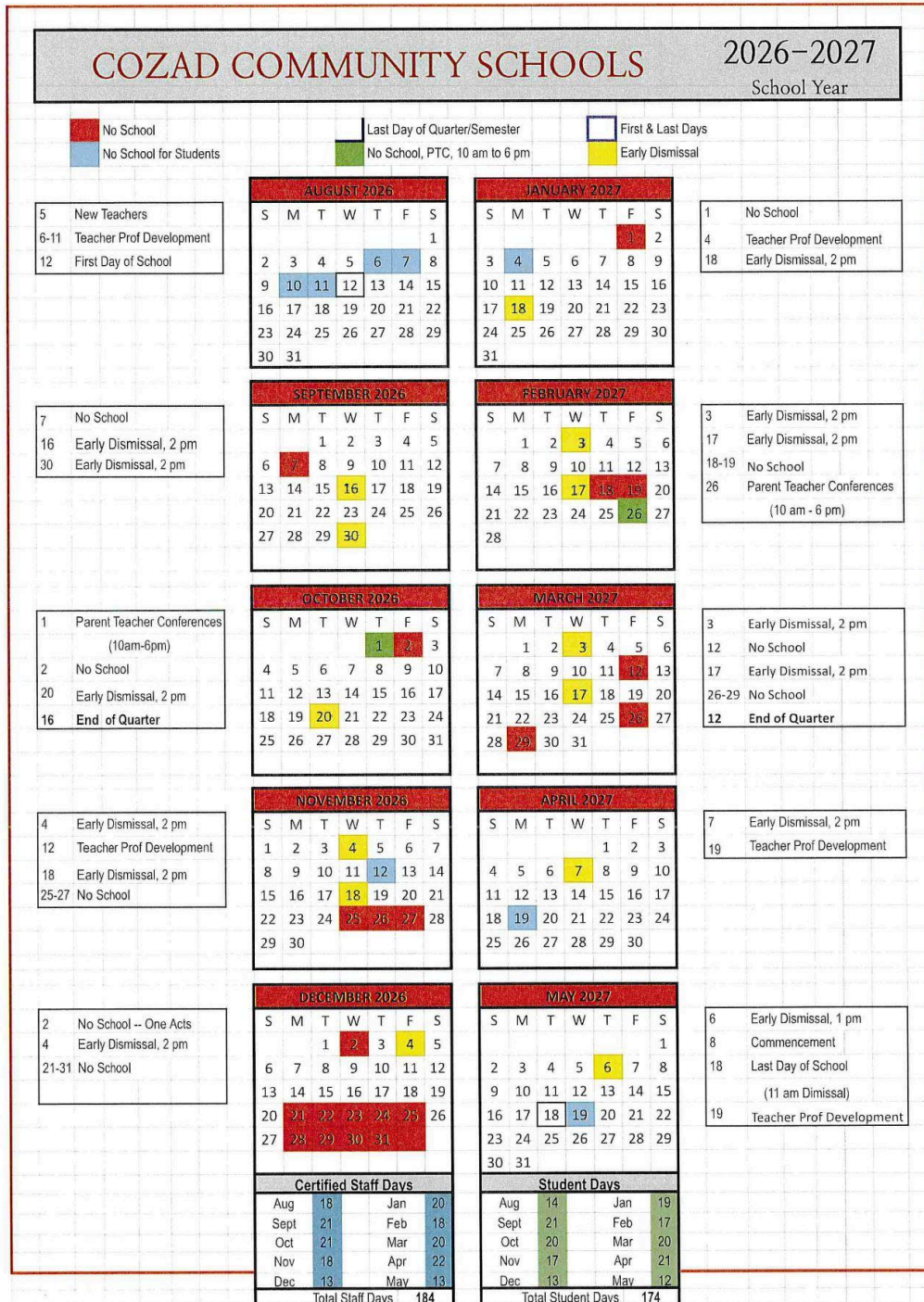
Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about 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.

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

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://cozadschoolsboardpolicies.weebly.com/>.

Section 2 **School Calendar**



Article 1 – Mission and Goals

Section 1 Mutual Respect

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

Section 2 Complaint Procedures

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

1. Complaint procedure

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

Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

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

Article 2 – School Day

Section 1 Daily Schedule

Regular Daily Schedule	2:00 P.M. Early Dismissal	Late Start Schedule
Warning Bell - 8:05 AM	Warning Bell - 8:05 AM	Warning Bell - 9:55 AM
1 8:10-8:55	1 8:10-8:48	1 10:00-10:34
2 8:58-9:43	2 8:51-9:29	2 10:37-11:11
3 9:46-10:31	3 9:32-10:10	3 11:14-11:48
4 10:34-11:19	4 10:13-10:50	4 11:51-12:25
5A 11:22-12:07	5A 10:53-11:30	5A 12:28-1:02
Lunch 11:19-11:49	Lunch 10:50-11:20	Lunch 12:25-12:55
5B 11:52-12:37	5B 11:23-12:00	5B 12:58-1:32
Lunch 12:07-12:37	Lunch 11:30-12:00	Lunch 1:02-1:32
6 12:40-1:25	6 12:03-12:40	6 1:35-2:09
7 1:28-2:13	7 12:43-1:20	7 2:12-2:47
8 2:16-3:01	8 1:23-2:00	8 2:50-3:25
9 (MT) 3:04-3:25	No Maker Time	No Maker Time
Tardy Detention 3:25-4:00	Tardy Detention 2:00-2:30	Tardy Detention 3:25-4:00

All students in grades 9-12 will report to their **Maker Time** (Academic Success) classroom at the start of 9th 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.

Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Section 3 Open-Closed Campus, Student Driving and Parking

All students are required to remain on campus during the school day, except **Juniors and Seniors** who are eligible to leave campus during lunch (Lunchtime Driving Privilege).

Students who are in the 11th and 12th grade who have a valid driver's license may drive off campus for lunch only if they have secured their parents' written permission on a form obtained at the high school office. A completed signature form will be considered written parent permission for the duration of the school year. This is a variation of school policy for closed campus and is granted only with the stipulation that students understand and adhere to the following expectations:

1. Students must be in either the **11th or 12th grade**.
2. Students must have a valid driver's license. **No learner's permit.**
3. Students must be passing **ALL** classes as per standard grading practice (70% or above or as defined in an IEP).
4. Students must not be in violation of the school's attendance policy (can not be truant or have excessive unexcused/unresolved absences).
5. No unexcused tardies upon returning from lunch.
6. Students must travel in their own vehicle and **can not have passengers.**
7. Violation of any school policy may result in suspension of this privilege.
8. IF THE STUDENT IS NOT IN GOOD STANDING (1-6 ABOVE) THE STUDENT **WILL NOT** BE ALLOWED TO PARTICIPATE IN THE LUNCHTIME DRIVING PRIVILEGE

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.

Driving and Parking Personal Vehicles and Reporting Vehicle/Driving 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 vehicle/driving accidents on school grounds shall be reported to the office of the principal in a timely manner.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class, unless participating in a school program (including breakfast) or school activity. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building at 7:30 am. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

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.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who intentionally damage property, break windows, or cause other harm to school property or equipment may be required to pay the cost to repair or replace the item and will be subject to disciplinary action.

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

Section 4 Lockers

Each student will be assigned a locker, and may be assigned an athletic locker as well if they are participating in an athletic activity or PE class. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests **will** be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests will be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras **will** be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Prohibition on Cell Phones ~~Use of Cell Phones~~

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement. ~~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 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 at school, except as permitted in this handbook, in a student learning plan, by school administration or for medical reasons:~~

~~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 access/use cell phones or other personal electronic devices in the common areas of the school before, during lunch, during student lounge 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 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:~~

Section 8 Prohibition on Cell Phones

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement.

ELECTRONIC COMMUNICATION DEVICE DEFINITION: An Electronic Communication Device is any technological tool that can transmit and/or receive data, voice, or video digitally using electromagnetic systems. They are tools or devices that connect people across distances through networks like cellular towers, Wi-Fi, or Bluetooth, facilitating activities like texting, calling, emailing, and web browsing.

ELECTRONIC COMMUNICATION DEVICE EXAMPLES: Examples of Electronic Communication Devices include, **but are not limited to**, Smart Phones/Cell Phones/Burner Phones, Smart Watches, Fitness Trackers, Tablets, Smart Glasses, Personal Gaming Devices, etc.

Students **are not** permitted to have an electronic communication device on their person or in their possession during the school day **and are expected to keep cell phones on silent and in their main hall locker from 8:10 a.m. - 3:25 p.m.**

Students **are not** permitted to have an electronic communication device on their person or in their possession **during their scheduled lunch period.**

Students **ARE ONLY** permitted to access their personal electronic communications devices **at their individual hallway locker before their scheduled lunch period.** Students **may not** take their electronic communication device to lunch. **It must remain in the student's hallway locker.**

Students **are not** permitted to have an electronic communication device on their person or in their possession **in school restrooms or locker rooms during the regular school day.**

Students **are not** permitted **access** to an electronic communication device **in locker rooms while participating in school activities.** Electronic Communications Devices must be stored away and not used while in locker rooms. This includes both home and away events.

Students **may not** **are not** permitted to use an electronic communication device **while riding in a school vehicle unless they have permission to do so from the vehicle's driver, school staff or activity sponsor/coach.**

Students are solely responsible for the security of their electronic communication device. The school district is not responsible for theft, loss, or damage and are not responsible for any messages sent, or calls made on a student's electronic communication device.

Students who violate this policy or classroom expectations regarding Electronic Communication Devices may have the device confiscated immediately. The administration will return confiscated devices to the student and/or parent at the end of the day. Students who violate this policy may be subject to disciplinary measures.

For Middle School and High School Students:

1st Office Referral: The Electronic Communications Device will be confiscated, turned into the school office, and picked up by the student from the principal at the end of the day.

2nd Office Referral: The Electronic Communications Device will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact .

- A **detention** will be assigned.

3rd Office Referral: The Electronic Communications Device will be confiscated, turned into the school office, and picked up by the student at the end of the day along with parent contact.

- The student will be required to turn in their Electronic Communications Device into the office at the start of their school day for a period of **30** consecutive school days.

4th Office Referral: Insubordination - The Electronic Communications Device will be confiscated, turned into the school office, and picked up by the **parent** at the end of the school day.

- The student will be required to turn in their Electronic Communications Device into the office at the start of their school day for a period of **30** consecutive school days.
- The student will serve **1 Day** of In-School Suspension.

5th Office Referral: Insubordination - The Electronic Communications Device will be confiscated, turned into the school office, and picked up by the parent at the end of the school day.

- The student will be required to turn in their Electronic Communications Device into the office at the start of their school day for a period of **30** consecutive school days.
- The student will serve **3 Days** of In-School Suspension.
- An individual student/parent plan may also be implemented when addressing the 5th office referral.

In addition to the above consequences, school officials may conduct a search of the Electronic Communications Device if they have reasonable suspicion that the student was using the Electronic Communications Device to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment. The possession of obscene or pornographic or other illicit material on an Electronic Communications Device will result in a referral to law enforcement officials.

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 may 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.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display cases/areas are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright

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

Article 4 – Attendance

Section 1 Attendance

Children who have not turned eighteen years of age are of mandatory attendance age. Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extra-curricular 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.

Section 2 Attendance and Absences

The circumstances for all absences from school will be identified as either "School Excused" or "Not School Excused."

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

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

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

~~The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.~~

- ~~2. Unexcused and Unresolved Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for~~

~~any class work missed during the absence and may be required to make up work and the time missed. Unresolved absences are considered unexcused unless resolved in a timely manner.~~

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

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Unexcused Tardy. Unexcused tardies are considered a Group B offense as outlined in the Student Code of Conduct Outline of Offenses and Consequences. **Students who are tardy to school may be required to serve a detention after school if the tardy is unexcused.**

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office and must have a SmartPass before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant. Parents and/or law enforcement may be notified.

Section 3 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. For excused absences due to illness or emergency, students will have two school days for each day of excused absence to complete make-up work. If make-up work is not completed, students may receive no credit for the work required. Additional make-up time may be allowed as determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

Section 4 Attendance is Required to Participate in Activities

Full-time students must be in attendance by the start of fifth period on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes performances, contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

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

Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

~~Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.~~

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

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

~~Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the~~

~~Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.~~

Loss of Credit (for grades 9-12).

Once a student has reached 10 absences in a given semester the following may go into effect:

Loss of credit:	11-13 days: 1 credit per class
	14-16 days: 2 credits per class
	17-19 days: 3 credits per class
	19+: No credit per class

When a student has exceeded the 10 absences per semester and earns a loss of credit, the student may be given the opportunity to recover the lost credit(s) as scheduled by the guidance counselor and/or principal. The Principal will consider the type of absences before making a determination for credit recovery. Edmentum Online courses may be used to recover credit. Parents will be regularly informed of excessive absences as per Compulsory Attendance expectations and up-to-date attendance information is available for parents on PowerSchool.

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. The following scale will be used to assign letter grades and a grade point average from a percent:

<u>General Grade</u> <u>Scale</u>		<u>Honors Grade</u> <u>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

Section 2 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 for one 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.

Section 3 Academic Success and Student Lounge

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.

Section 4 Academic Support Programs

Academic Support Programs are 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(s) 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.

Section 5 Graduation Requirements (including Class Rank)

It shall be the responsibility of the High School Principal to determine academic grade point average, class rank and eligibility for graduation, subject to review by the Superintendent.

Grade point average (G.P.A.) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for G.P.A. purposes.

Pass/fail grades will be assigned to those courses in which students are granted credit when they begin attending Cozad Community Schools.

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. Students

who transfer into the school district will be eligible to be included in class ranking. 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.

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

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 May ceremony.

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 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 Credit Hours
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.

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.

To be eligible for graduation from Cozad High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Section 6 Commencement Ceremony (from Board Policy)

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 Honors Night, Senior BBQ, Senior Class Trip, Senior Breakfast, 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 Early Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant **early** exit from high school to students who have completed the requirements for graduation. To be considered for **early** 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 **early** exit from high school forfeits all privileges of high school enrollment.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Section 7 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required

to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 8 Schedule Changes

Changes to student class schedules will be considered and may 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/or 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 and/or Principal.

Changes will be made only during the first week of each semester unless approved otherwise by the building principal.. 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.

Section 9 Interim Reports

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

Section 10 Report Cards

Report cards are issued at the end of each semester. For secondary students, letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter unless permission to do so is granted by the principal in extenuating circumstances. All grades are subject to adjustment by the Principal for academic reasons.

Section 11 Parent-Teacher Conferences

Parent-teacher conferences will be held once per semester. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 12 Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Students will be recognized accordingly:

1. **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.

2. **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:

3. A = 4 points B = 3 points C = 2 points D = 1 point

Section 13 National Honor Society

The National Honor Society chapter of Cozad Community Schools is a duly chartered and affiliated chapter of this prestigious national organization. Information regarding admission to and removal from the National Honor Society can be accessed through the high school office and the National Honor Society handbook.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

at their own expense.

Reevaluation

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

Individual Education Program (IEP)

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.

2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

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

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

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

Immunizations

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

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

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

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

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

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. 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. If misconduct is recurring, the student will not be allowed to ride the bus.

Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
 - A. Rules for Getting On and Off the Bus
 1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.

2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs, and belongings to yourself.
 6. No fighting, harassment, bullying, intimidation, or horseplay.
 7. Do not throw any object.
 8. No eating, drinking, use of tobacco, vapes, alcohol, drugs, or flammables.
 9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 10. Do not damage the school bus.
 11. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
3. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.
 4. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 5 Threat Assessment

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.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

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 or while participating at a school activity at any time.

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.

Section 2 Education and Prevention

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs for students. Further, the District will have proper in-service orientation and training for all employed staff.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

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

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

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

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Article 8 – Student Conduct Rules

Section I Purpose of Student Conduct Rules

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

Student Conduct Expectations

Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. All students are expected to attend school in a manner that is honest, respectful and with behavior that is accountable and conducive to a positive learning environment. **Student use of profanity will not be tolerated.**

GENERAL STUDENT EXPECTATIONS

1. **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/activities lockers.
2. **Cafeteria and Food/Drink Rules:**
 - A. All food must be consumed in the areas designated by the school.
 - B. 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.
 - C. Students are to use proper manners including eating quietly.
 - D. Students may not throw food or other items.
 - E. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
 - F. Students must treat lunch personnel with respect.
 - G. Food and beverages brought in from outside the school may require permission. This includes highly caffeinated energy drinks, caffeine pods and/or other caffeine consumables. Students will be responsible for contacting the principal for permission to consume outside products at school.
3. **Classroom Behaviors:** Student behavior in the classroom is expected to be honest, respectful, and accountable. Students are expected to:
 - A. arrive at class on time.

- B. be prepared to participate in class with all necessary materials.
- C. be considerate and respectful towards others. No profanity.
- D. remain awake and alert (no sleeping or appearance of sleeping)
- E. respond promptly to all directions of the teacher; and
- F. take care of school property and the property of others.

Teachers may establish classroom conduct rules and routines that are specific to their classroom.

4. **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.
5. **Initiations and Hazing:** 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.
 - A. 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.
 - B. 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.
6. **Telephone Calls:** The school's telephone may be used only with permission of staff.

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~ and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing **(i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.**
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
- ~~f. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a~~

~~pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.~~

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~ (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~ (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; taken; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to

suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non-duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of

himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
6. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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

employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or has the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. 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 (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force

used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

7. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.

- a. Student Appearance/Dress Code: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. School activities uniforms worn during the school day must be approved by school administration. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 1. Clothing, tattoos, or jewelry that advertises or promotes beer, alcohol, tobacco, illegal drugs, or has **images of weapons/ammunition.**
 2. Clothing, tattoos, or jewelry which exhibits nudity, makes sexual references, or carries lewd, profane, indecent, or vulgar double meaning.
 3. Clothing, tattoos, or jewelry that is gang related.
 4. Headwear including caps, hats, hoods and bandannas. ~~inside the school buildings during the regular school day.~~
 5. Headphones (including earbuds, air pods, etc.). Teachers may allow the use of headphones, earbuds, air pods, etc. for learning purposes.
 6. Bare feet (some type of footwear must be worn).

7. Hairstyles which distract from the learning process or the health and safety for either the student or others.
8. Any clothing or items attached to clothing that could cause damage to others or school property (pliers/plier holders, chains, etc.).
9. Shirts, tops, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.
10. Bare "midriff" (belly button) styles, see-through and low cut tops, halter tops, tank tops or thin-strapped tops (spaghetti straps).
11. Spandex/lycra shorts (form fitting shorts).
12. Coats during school hours unless the student has permission from a faculty member.
13. 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.
14. Any other clothing that the administration deems inappropriate for the school setting.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

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. Continual violations of the dress code may result in more serious disciplinary actions, up to expulsion. Further, in the event the dress code

violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more serious discipline, up to expulsion.

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 final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

9. Academic Integrity.

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

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

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:
 - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are

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

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Students to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not

truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

- (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- (4) "Artificial Intelligence": Artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like

ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - A. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - B. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - C. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

(5) Sanctions: The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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

10. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

11. Law Violations
Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.
12. Anti-Bullying:
One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.
13. Network, E-Mail, Internet, and Other Computer Use Rules:
 - a. General Rules:
 - i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
 - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
 - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - iii. Students shall not use or try to discover another user's account or password.
 - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
 - vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Due Process

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 5 Student Code of Conduct Outline of Offenses and Consequences

It is to be understood that the Cozad Community Schools Board of Education, School Administration and School Staff expect ALL students to conduct themselves in a manner that represents themselves and our school with the utmost HONESTY, RESPECT and ACCOUNTABILITY. Students are expected to treat school property, students and school staff with great care and respect. Behaviors that are dishonest, disrespectful and that demonstrate a lack of accountability will not be tolerated.

The building principal is responsible for identifying and determining which group the misconduct applies. For misconduct that may not be specifically identified in this section 5, the building principal will determine appropriate consequences for the misconduct. The consequences identified in this section are intended as general guidelines and do not create a right or expectation that discipline will be imposed in any particular sequence. School administrators retain full discretion to impose any disciplinary consequence authorized by Board policy or law that is reasonably related to the nature, severity, frequency, or circumstances of the misconduct.

Nothing in this policy requires progressive discipline where, in the judgment of the administration, the student's conduct threatens the safety of others, substantially disrupts the educational environment, demonstrates repeated disregard for school rules, or otherwise warrants a more significant disciplinary response.

GROUP A

- Classroom disruption
- Engaging in verbal conflict
- Failure to serve a detention
- Being in an unauthorized area
- Inappropriate** graffiti on body or clothing
- Inappropriate** 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/products outside authorized areas ~ Food/drink/products brought in from outside the school without proper permission. This includes highly caffeinated energy drinks, caffeine pods or other caffeine consumables, etc. Students will be responsible for contacting the principal for permission to consume outside products at school.
- *****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, In-School Suspension, Short-Term Out-of-School Suspension, Long-Term Out-of-School Suspension, parent conference, parent visitation) **Special circumstances:**
 - *Tardiness handled according to stated policy
 - **Tardiness handled according to stated policy
 - ***Students will remove inappropriate clothing, and a 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 taken to the nearest trash receptacle.
 - *****Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

GROUP B

- Unexcused Tardy to School
- Lying to school personnel
- Disrespectful/Rude/Insubordinate/Defiant attitude directed toward a staff member
- Disturbance or disruption of school environment or of a school function
- Reckless behavior
- 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 In-School Suspension during the problem class or lunch time, In-School Suspension, Short-Term Out-of-School Suspension, Long-Term Out-of-School Suspension, parent/guardian conference, parent/guardian visitation).

* Cheating-Student receives a 0% on the assignment

**In-School Suspension

***Lose the right to use computers for internet/email purposes

GROUP C

Repeated violations of the rules above

Hazing

Fighting

Reckless behavior resulting in personal injury

Verbal or written racial remarks/racial slurs/racial innuendos

Truant (missing all day)

Skipping school (missing less than all day)

*Use/Possession of Tobacco

*Use/Possession of Nicotine Delivery Systems (Vape Devices)

**Sexual Harassment Policy

GROUP C CONSEQUENCES

One or more of the following consequences (In-School Suspension, Short Term Out of School Suspension, Long Term Out of School Suspension, 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

GROUP D

Physical assault on school personnel or other student including assault using biological hazards or bodily fluids

Verbal assault/obscene language directed toward school personnel or other student

Bomb threats

Intentional damage to school or private property

Major injury to any student caused by a student intentional 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

GROUP D CONSEQUENCES

One or more of the following consequences (Short Term Out of School Suspension, Long Term Out of School Suspension, Recommendation for Expulsion, Notification of appropriate Law Enforcement Agency, parent/guardian conference, parent visitation)

*Handled according to State/Federal Law (refer to Board Policy)

GROUP E

Possession and/or consumption of any drug, alcohol, or look alike drug at school

GROUP E CONSEQUENCES

~~First offense: Refer to Board Policy~~

~~Second offense: Refer to Board Policy~~

~~Third offense: Refer to Board Policy~~

Consequences for possession and/or consumption of any drug, alcohol or look alike drug at school would be determined by administration. Determinations would be based on school board policy and state statute. Law enforcement may be involved in addressing matters involving possession and/or consumption of any drug, alcohol or look alike drug at school.

Students who repeatedly violate school rules, regardless of whether the violations involve the same offense or different offenses, may be subject to heightened disciplinary consequences. The administration may elevate any offense to a higher disciplinary group when a student's disciplinary history demonstrates a pattern of repeated misconduct, willful noncompliance, or disregard for school expectations.

Article 9 – Student Fees Policy

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

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

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Jeremy Yilk, MS/HS Activities Director
Title IX	Discrimination or harassment based on sex; gender equity	Jeremy Yilk, MS/HS Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Lyndee Koch, MS Guidance Counselor Dawn Beans, Teacher & HS 504 Coordinator
Homeless student laws	Children who are homeless	Sera Shoemaker, District Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dan Endorf, District Superintendent

The Coordinators may be contacted at: 1710 Meridian Ave, Cozad, Nebraska 69130, 308-784-2745.

Section 3 Multicultural

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

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

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

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information

is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

~~A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

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

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

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

- 1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for**

teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.
6. Parents, guardians, and educational decisionmakers will be notified in advance of

any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

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

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

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

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

~~Protection of Student Privacy in Regard to Personal Information Collected from Students:~~ The

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

~~Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.~~

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

~~The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of~~

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

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

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

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

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

Section 9 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District’s Homeless Coordinator. A copy of the District’s Homeless Policy is



COZAD COMMUNITY SCHOOLS

Home of the Haymakers

available on the District's website.



REQUIRED FORMS

The forms on pages ??-?? of this Handbook must be completed by both the student and parents/guardian and returned to the Middle School or High School office at the beginning of the school year or upon enrollment.

These forms are required for all students.



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ **GRADE** _____

STUDENT PROFILE INFORMATION

School Year 2026-2027

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: _____



STUDENT NAME _____ **GRADE** _____

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.
4. **(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.)**
5. 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 its 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 # _____

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, Latex, 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.**



2026-2027 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 (HS)	jordan.haarberg@cozadschools.net	(308) 784-2744
Daniel Revelo (HS)	daniel.revelo@cozadschools.net	(308) 784-2744
Lyndee Koch (MS)	lyndee.koch@cozadschools.net	(308) 784-2746



COZAD COMMUNITY SCHOOLS

Home of the Haymakers



STUDENT NAME _____ **GRADE** _____

Cozad High School Counselor Consent

Student 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: _____



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NAME: _____



Class of: _____

Student and Staff RESPONSIBLE USE AGREEMENT 2026-2027

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. If approved, 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/guidance from the technology department.
 - Student use of personal or school owned devices in the classroom only if authorized to do so by the teacher. Again, no personal devices can be connected and used on the school network without the permission/approval of the technology department and building administrator.
 - 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 discomforting 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).



COZAD COMMUNITY SCHOOLS

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- 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.



STUDENT NAME _____ **GRADE** _____

COZAD MIDDLE AND HIGH SCHOOL **STUDENT HANDBOOK PARENT/STUDENT SIGN-OFF SHEET 2026-2027**

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 Parent and Student Handbook, including the district drug and alcohol policy.



Parent's Initials

I have read the Parent/Student Handbook, including the district drug and alcohol policy 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 Haymaker Activities Handbook.



Parent's Initials

I have read the Haymaker Activities Handbook and reviewed it with my child.

C. Cozad Community Schools Student and Staff 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 Responsible User Agreement.



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



COZAD COMMUNITY SCHOOLS

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STUDENT NAME _____ GRADE _____

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Cozad Community Schools is available on the internet at <https://www.cozadschools.net/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by August 21, 2026. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.



- ☐ Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.

OR

- ☐ I prefer a paper copy of the Handbook.
Name: _____

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Cozad Community Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.



Date: _____

Date: _____



Student's Signature _____

Parent or Legal Guardian's Signature _____



**Cozad Community Schools
Alternative Education Program (AEP) Handbook
2026 - 2027
WORKING DRAFT**

Legend

Yellow Highlighted Text = New / Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals or reflective of Board Policy change.



Cozad Community Schools Alternative Education Program Handbook

AEP Directory

Sandra Burke - Alternative Education Program Teacher

Daniel Revelo - Alternative Education Program HS Guidance Counselor

Lyndee Koch - Alternative Education Program MS Guidance Counselor

Joshua Asche - MS Principal

Corey Fisher - HS Principal

Dr. Dan Endorf - District Superintendent

Introduction

Cozad High School and Cozad Middle School, Cozad, Nebraska

All students attending Cozad Community Schools are expected to abide by the **Cozad Middle-High School Student-Parent Handbook**. This document is specific to the Cozad Community Schools Alternative Education Program and should be considered as an addition to the regular education handbook.

Cozad Community Schools Alternative Education Program is intended to help students who are experiencing difficulties in the traditional classroom setting. Students may be considered for the Alternative Education Program at the High/Middle School due reasons that impede their ability to be successful in the traditional classroom setting and being at risk of not graduating from high school. Students enrolled in this program must adhere to the expectations outlined in the **Cozad Middle-High School Student-Parent Handbook** and the expectations outlined in this document. Enrollment will be limited to ten high school students and two middle school students at any given time in a scheduled session (morning or afternoon). Enrollment determinations are based on the availability of space, supervision, and need. The district's administrative team makes the final determination regarding placement into and removal from the Alternative Education Program.



Cycle/Schedule

The Alternative Education Program team will make individualized recommendations and plans for students' placement into the program and the duration of their placement. The Alternative Education Program team may consist of the Alternative Education Program teacher, Administrative representative (Building principal, SPED Director), Parents/Guardians, and guidance counselors or school psychologists as needed. There will be a morning and afternoon session. The morning session will run from 9:00 AM-12:00 PM. The afternoon session will run from 12:30 PM - 3:15 p.m. Students will follow their schedules and plan accordingly. During 2:00 PM early dismissals students will follow a 9:00 AM-11:00 AM schedule and 12:00 PM-1:50 p.m.

Classroom Operation

Alternative Education Program students will be provided with a laptop and all other course materials necessary to complete their individual course of study. Students will use online learning platforms such as Edmentum and MyPath. There may be other platforms or online programs used. High School students will be assigned the necessary core and elective academic courses to meet the district graduation requirements in order to earn their diploma. Additional elective credits can be obtained through the work-study program where students may earn credits through work experiences. Class schedules will follow the district calendar and students will follow individual schedules as determined at the time of enrollment into the Cozad Alternative Education Program.

Classroom Standards

Respect- Students are expected to conduct themselves and treat others with a common courtesy. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Responsibility- Follow classroom rules and expectations and be ready to learn. Student responsibility is to be an active learner. Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program.

Accountability- Communication and cooperation with other students, the classroom teacher and school staff are expectations. This includes substitute teachers. Failure to uphold these standards may result in disciplinary action that can include dismissal from the Alternative Education Program.

School Activities and Graduation Participation

Students who are enrolled in the Alternative Education Program are not permitted to participate in extracurricular and co-curricular activities. Students who are enrolled in the Alternative Education Program are not permitted to participate in the regular education commencement ceremony but may



be permitted to participate in an alternative commencement ceremony as determined and scheduled by school administration.

Attendance

Attendance expectations for all students, including students enrolled in the Alternative Education Program, are outlined in the **Cozad Middle-High School Student-Parent Handbook**. Students are expected to maintain strong attendance in the Alternative Education Program. Students will follow their individualized learning plan as it relates to arrival and dismissal times. Attendance is a vital part of a student's success in school. Parents/Guardians are expected to inform the high school office if their student is going to be late or absent from school. Parents are also expected to inform the high school office if their students need to leave early on a given day. Failure by the parent to communicate student absences to the school can result in absences that are not school excused and possibly a loss of credits.

Cozad High School (308) 784-2744

Cozad Middle School (308) 784-2746

Failure to uphold this standard may result in disciplinary action that can include dismissal from the Alternative Education Program. Students will be considered absent if the parent/guardian does not contact the middle or high school office.

Expectations

The Alternative Education requirements center on three factors: Attendance, Behavior, Academic Progress

Attendance:

The program's operational framework includes attendance expectations that are communicated by the school at the time of enrollment. During each semester students enrolled in the Alternative Education Program should work to have no unexcused/unresolved absences from class or unexcused/unresolved tardies from class. Infractions may result in consequences that can include removal from the alternative education program. An absence or tardy can be excused only by a parent or guardian, doctor's note or school administrator's permission.

Behavior:

Students must demonstrate a willingness and ability to adjust to the program's behavior requirements. Students will have an individualized behavior plan if determined necessary by the team. Students will be expected to demonstrate an acceptable level of participation, cooperation, and civility at all times while on school grounds. All school rules and regulations, as outlined in the **Cozad Middle-High School Student-Parent Handbook**, apply to students participating in the alternative education program, in addition to the specific requirements outlined here. ~~Students will not be~~



~~permitted to have cell phones on their person during class time. Students may access cell phones before class, after class and during breaks as approved by the teacher.~~

Academic Progress:

The purpose of the alternative education program is for students to acquire enough credit to earn a diploma or gain remedial education skills so they can return to the traditional school environment. Students desiring entrance into the Alternative Education Program must understand that the program is designed to be an alternative way to learn, not as an alternative to learning. Academic progress is required and expected. Individual academic plans will be made by the team when students are entering the program. Students' academic expectations follow the **Cozad Middle-High School Student-Parent Handbook**. High School students will be expected to earn the required amount of credits to meet the district graduation requirements.

Exiting the program:

Students will only be able to exit the program if they have met the individualized team plan for re-entry into the traditional classroom or met graduation requirements. The district's administrative team makes the final determination regarding placement into and removal from the program.

Violations of Classroom Expectations and Consequences

Students may be suspended from school for violations of the **Cozad Middle-High School Student-Parent Handbook**.

Transportation

It is the responsibility of the parents and students to arrive at school on time each day. The AEP will be held at the Cozad Middle/High School located at 1710 Meridian Ave. Transportation outside of morning and afternoon bus routes will not be provided.

Counseling Services

Counseling services will be available for students enrolled in the Cozad Alternative Education Program.

Special Education / Section 504

Students who have an Individualized Education Plan (IEP) or a Section 504 Plan will receive the accommodations and/or modifications that are defined in their individual plan.



Food Services

Students attending the Cozad Alternative Education Program will have access to the school's hot lunch program. See **Cozad Middle-High School Student-Parent Handbook** for more information.

Daily Schedule

The AEP Teacher will have the following schedule.

Contract time 7:45-4:00

- Teacher Plan Time 8:10-8:55 a.m. (NO STUDENTS)
- Morning session 9:00-12:00
 - **Maximum of 10 HS age students and 2 MS age students**
- Lunch 12:00-12:30
- Afternoon session 12:30-3:15 p.m.
 - **Maximum of 10 HS age students and 2 MS age students**

Students will follow their education plan and will be placed in one of the appropriate sessions.



COZAD ALTERNATIVE EDUCATION PROGRAM STUDENT/PARENT AGREEMENT & CONTACT INFORMATION 2026-2027

Student

I have read and understand the expectations outlined in the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook. I understand and agree that if I violate the expectations outlined in the handbooks, I will be subject to disciplinary consequences that may include dismissal from the program. I understand that dismissal from the Alternative Education Program could result in my returning to the regular classroom.

Student Signature

Date

Parent/Guardian

I have read and understand the expectations outlined in the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook. I agree to support this student in his/her efforts to meet their academic goals. I understand and agree that if my child violates the expectations of the Alternative Education Program, he/she may be subject to disciplinary action that may include dismissal from the program. I understand that dismissal from the Alternative Education Program could result in my child returning to the regular classroom.

- ☐ I understand that it is my responsibility to contact the school to check on my child's progress.
- ☐ I understand that it is my responsibility to notify the school when my child will be absent.
- ☐ I understand that my child expected to adhere to the rules and expectations defined in both the Cozad Middle-High School Student-Parent Handbook and the Cozad Alternative Education Program Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Contact Information:

Address:

Home Number: _____

Work Number: _____

Cell Number: _____

Parent/Guardian Email Address: _____

This section will be completed by school administration.

School Administrator Signature

Date

LEGEND

~~Red Text With Strikethrough~~ = Text from previous handbook to be removed for 2026-2027.

Yellow Highlighted Text = New/Updated text for 2026-2027. Most of the yellow highlighted text is proposed by Principals/AD or reflective of Board requests.

Green Highlighted Text = Text that will need updated once information is gathered or hires have been made

****No new updates from Perry Law****

The table of contents and other organization of this handbook will be completed once the draft is approved by the School Board.

Cozad Community Schools
Activity Handbook
2026-2027
Superintendent: Dr. Dan Endorf
High School Principal: Corey Fisher
Middle School Principal: Josh Asche
Activities Director: Jeremy Yilk
Activities Secretary: Roxanne Reyes



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ARTICLE 1: CCS Activities Overview

Section 1: OVERVIEW OF PROGRAMS

Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students represent all these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

The Cozad Community School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities. A copy of these guidelines can be found at <https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities

Association and rules of Cozad Community Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed. A student's eligibility to participate shall be based upon the student's sex at birth as shown on the student's birth certificate.

Students who represent Cozad Community Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. Every student who participates in an extracurricular activity assumes the risks inherent in such activities.

Section 2: NSAA SPORTSMANSHIP RULES

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. The administration supervising an activity shall have the authority to implement good sportsmanship expectations. Any participant, parent, or spectator who fails to uphold the good sportsmanship expectations may be removed from an event and banned from returning. A complete copy of the NSAA sportsmanship rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

ARTICLE 2: **CCS ACTIVITIES ASSIGNMENTS**

Sections 1: SPORTS AND ACTIVITIES **FALL SPORTS**

FOOTBALL

Head Coach: Jared Crick

Assistants - High School: Trey Botts, Chris Tvrdy, Scott Adkisson, Dreu Young, Conor Young, Kaleb Lussetto, Cale Osborn (V)

8th Head / Assistant: Brian Cargill / Paul Doudney

7th Head / Assistant: Nick Broz / Paul Doudney

VOLLEYBALL

Head Coach: Trysta Asche

Assistants - High School: Lexie Anthony, Alyson Racek

8th Head / Assistant: Stephanie Rush / Tylyn Henry

7th Head / Assistant: Shavonne Schacher / Ashley Osborn

SOFTBALL

Head Coach: Brent Dinslage

Assistants: Courtney Hanson, Grace Boller, Travis Munster (V)

CROSS COUNTRY

Head Coach: Jacob Brummer

Assistants: Nick Auwerda, Daniel Revelo, Anne Burkholder (V)

GIRLS GOLF

Head Coach: Jordan Haarberg

Assistants: Chad Atchison (V)

WINTER SPORTS

GIRLS BASKETBALL

Head Coach: Kip Stephens

Assistants - High School: Amber Ross, Sydney Clifford, Hunter Johnson (V)

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: Courtney Hanson / Alisa Favinger

GIRLS WRESTLING

Head Coach: Tim Negley

Assistant High School: Erika Brown / 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, Ryan Zoucha (V)

7th/8th Head Coach: Barry Mraz

7th/8th Assistant: Martin Rascon

SPRING SPORTS

BOYS GOLF

Head Coach: Darrel Francescato

Assistant: Smoke Cornelius

GIRLS TRACK

Head Coach: Trey Botts

Assistants - High School: Brian Cargill, Rod Baker, Mason Held, Jared Crick (V), Anne Burkholder (V), Scott Adkisson (V)

7th/8th Head Coach: 

7th/8th Assistants: Shavonne Schacher, Lexie Trimble, Sydney Clifford, Daniel Revelo

BOYS TRACK

Head Coach: Jacob Brummer

Assistants - High School: Brian Cargill, Rod Baker, Mason Held, Jared Crick (V), Anne Burkholder (V), Scott Adkisson (V)

Jr. High Head Coach: Seth Vlasak

Jr. High Assistants: Shavonne Schacher, Lexie Trimble, Sydney Clifford, Daniel Revelo

ACTIVITIES

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

CHEER TEAM

Taylor Wenger, Lunden Groene

DANCE TEAM

Tara Linn, Kristen Wilkins

STUDENT COUNCIL

Dawn Beans

SCHOOL PLAY/MUSICAL

Amanda Kidder, Senja Stephens, Mercedes Guerra

INSTRUMENTAL MUSIC

DeVere Larington

CONCESSIONS

Dawn Beans

SMASH

Jennifer Walls, Samantha Higgins

SPIRIT CLUB

Dawn Beans

TRI-M

DeVere Larington

SKILLSUSA

Dawn Beans

FFA

Brandon Horwart, Isela Horwart

FCCLA

Jessica De La Torre, Yanira Rodriguez

SENIOR CLASS

Dawn Beans, Amanda Rossell

JUNIOR CLASS

Kristen Wilkins, Jennifer Walls

SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

FRESHMAN CLASS

Marcie Kostrunek, Yanira Rodriguez

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

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

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

Students and parents are expected to communicate professionally with coaches. Any parent who fails to communicate in a professional manner may be asked to leave school grounds.

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 questions 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 2026-2027 School Year are:

<u>FALL</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 10, 2026	Football Playoffs
Girls Golf	August 10, 2026	State Meet
Softball	August 10, 2026	State Tournament
Cross Country	August 10, 2026	State Meet
Volleyball	August 10, 2026	State Tournament
<u>WINTER</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Wrestling	November 16th, 2026	State Meet
Basketball	November 16th, 2026	State Tournament
<u>SPRING</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>

Boys Golf	March 1st, 2027	State Meet
Track	March 1st, 2027	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. Off-Campus Transportation Form
7. Pay any fees that might go along with the activity
8. **\$45 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 pm.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 pm.
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, grades 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 2026-2027 5-Day Practice/Competition Moratorium is December 23-27.**

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. Be a member of the band for the entire academic year..
- 2. Earn at least a "B" average in band in both semesters.
- 3. Maintain perfect attendance at all required/graded performances:
 - *Marching competitions/parades
 - *Football games/halftime performances (football players are exempt)
 - *Home concerts
 - *District Music Contest
- 4. Earn at least 200 points during the school year, every year.

B. LETTERING IN GIRLS BASKETBALL

- 1. To be eligible, an athlete must play in 60% of available quarters 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 CHEER

1. Cheer in at least 75% of all scheduled games and attend scheduled competitions
2. Maintain high attendance at all mandatory practices, camps and team events
3. Refrain from breaching the rules stated in the cheer handbook
4. Maintain a good academic standing

E. 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.

F. LETTERING IN CROSS COUNTRY

1. Contribute to the varsity team score(including pushers) in at least 2 Varsity meets OR successfully complete over 200 miles of running during the summer training period preceding the season (200 mile club)
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 and finish the season in good standing.

G. LETTERING IN DANCE

1. Member must remain in good academic standing all season
2. Attend 90% of all performances and practices during the school year
3. Perform All required performances for Scrimmages, Homecoming, Little Jazz, Retro, Holiday, Pre-Games, Half-times, Pep Rallies, Fund Raisers and Community events.
4. No Unexcused Absences, arriving late to Performance/Practices without notifying coaching staff in advance.
5. Must not exceed 4 demerit points by the end of each semester.
6. Represent school Positively at all events.

H. LETTERING IN FOOTBALL

1. Each athlete that plays at least one snap in 18 or more varsity quarters ($\frac{1}{2}$ 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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

N. 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.

O. LETTERING IN VOLLEYBALL

1. Play 50% of varsity matches and suit up for districts or State Tournament
2. In order to letter you must complete the volleyball season, unless injured or ill.
3. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
4. The above requirements can be waived in the case that an athlete who contributed a great deal to the team - must have the coach's recommendation.

P. 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.

Q. 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 teachers, coaches and sponsors shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fundraising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities, provided the project has the approval of the high school activities director/principal.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the high school activities director/principal for their approval. The approval will be based on the following criteria:

1. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established.
2. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
3. The number of fund drives per organization are limited to 1 per year unless approved by the High School Activities Director.
4. The Board will not be responsible for any losses incurred. Principals will need to approve locations and subject matter of all posters in the drive.

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:

DRESSING ROOMS, EQUIPMENT, STUDENT FEES, TRANSPORTATION PROTOCOLS AND SCHOOL DANCES

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 or Website.

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.

Section 6: SCHOOL DANCES

A school sponsored dance is a school activity (not part of the general curriculum or school day), subject to all provisions of the Code of Conduct. Attending a school dance is a privilege (not a right) available to those students who meet all requirements for participation.

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

1. Who Can Attend: Only students from the School District and their guests may attend. Students currently attending the District's High School must meet academic eligibility requirements.
 - a. Students currently attending the District's High School, or another Nebraska high school, are generally considered appropriate dates or invited guests. The Principal may prevent a student from attending if the Principal determines that a student may cause a disruption at the dance or would otherwise distract from the dance itself (such as a student who is serving an expulsion).
 - b. Persons who are younger than a Freshman in HS or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels.
 - d. Students who have been suspended from school ~~or from extracurricular activities~~ may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents or guardians may be contacted.
Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

Eligibility for Selection as Royalty

Homecoming Royalty

To be eligible for the Homecoming court, students must have earned a varsity letter in at least one sport during their high school years. Voting is conducted via Google Form and is open to all students in grades 9–12. The selection process includes three rounds: an initial vote narrows the field to the top 10 candidates, followed by a second vote to determine the final 5, and a final vote to select the Homecoming King and Queen. In the event of a tie, high teachers will provide a vote for the tie-breaker.

Mid-Winter Royalty

For Mid-Winter royalty, each participating school organization (such as FCCLA, FFA, SkillsUSA, NHS, Tri-M, One-Act, Speech, Spirit Club, etc.) nominates one male and one female representative. The entire student body (9th-12th grade) then votes through a Google Form to select the Mid-Winter King and Queen.

Prom Royalty

Prom royalty is selected through a two-round voting process. In the first round, seniors nominate five senior boys and five senior girls as King and Queen candidates, while juniors vote for three junior boys and three junior girls as Prom Court candidates. In the second round, all juniors, seniors, and staff vote to determine the Prom King, Queen, Prince, Princess, and Court. Students who have previously been crowned Homecoming or Mid-Winter King or Queen are not eligible to be Prom King or Queen candidates.

ARTICLE 6:

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

Section 1: EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants not only represent themselves, but also their school and community in all their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities.

Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all Sports, Cheerleading, Dance Team, Spirit Club, Pep Band, Vocal, Band, Speech, One-Act, FCCLA, FFA, SkillsUSA, Quiz Bowl, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

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

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

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

Grounds for Extracurricular Activity Discipline. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation as approved by school administration:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, **steroids**, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and

- discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding District buses or vehicles used for activity purposes.
 16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
 18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, if participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
 20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
 21. Distributing or selling caffeine (pouches, pills, melts, etc) during school hours or at any school-sponsored activity or event.

Consequences.

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

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

Section 2: DRUG AND ALCOHOL VIOLATIONS AND CONSEQUENCES

- 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 may not ~~attend or~~ participate in any school ~~activities competitions/performances~~ for two weeks. The student will miss two weeks worth of ~~contests competitions/performances~~ 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 competitions/performances~~ 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.
 - b. Second Offense: The tobacco and its containers will be confiscated from the student and destroyed. The student may not ~~attend~~ participate in any school ~~activity competitions/performances~~ for five weeks. The student misses five weeks of ~~contests competitions/performances~~ before being eligible to participate (may overlap into the next sport/activity). 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 competitions/performances~~ for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
 - d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

2. Alcohol

- a. First Offense: The student may not **attend-or** participate in any school **activities competitions/performances** for two weeks. The student will miss two weeks worth of **contests competitions/performances** 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 competitions/performances** 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.
- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). 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 competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

3. Illegal Drugs

- a. First Offense: The student may not **attend-or** participate in any school **activities competitions/performances** for two weeks. The student will miss two weeks worth of **contests competitions/performances** 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 competitions/performances** 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.
- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). 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 competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

4. Steroids

- a. First Offense: The student may not **attend-or** participate in any school **activities competitions/performances** for two weeks. The student will miss two weeks worth of **contests competitions/performances** 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 competitions/performances** 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.
- b. Second Offense: ~~The student may not attend any school activity for five weeks.~~ The student misses five weeks of **contests competitions/performances** before being eligible to participate (may overlap into the next sport/activity). 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 competitions/performances** for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.
- d. Fourth Offense: The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

Any activity offenses or strikes accumulated during middle school will reset upon a student's entry into high school. Students will begin their high school activities participation with a clean disciplinary record under the activities handbook.

Reduction for Participation in Chemical Dependency Program for Third Violation: If the student and parents agree to participate in a school-approved program for chemical dependency, the program must be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the remainder of their high school career. All costs associated with the program are to be borne by the student/parent or guardian.

Reduction for Self-Reporting: If the student has self-reported, the violation shall be reduced to one week for the first violation.

Self-Reporting. A student who violates the Code of Conduct is highly encouraged to self-report. To qualify as a self-reporter, a student must disclose their rule(s) violation to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The self-report must be made earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must be forthright and honest about their conduct and any questions asked by the administration. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, a self-reporting student may be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

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

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

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

Investigation and Appeal

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

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

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether a Code of Conduct violation occurred and, if so, whether a consequence will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to the implementation of any consequence, the school official considering the suspension, or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person, by phone, or by other electronic means.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the investigation outcome, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential when determined to be appropriate by the school official.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days, or such additional time as is reasonable following the suspension, the Activities Director or the Activities Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. If the student or student's parent/guardian requests an informal hearing before the Superintendent, then the Superintendent may designate the Activities Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and decide.
 - a. A request for a hearing must be signed or sent by the parent or guardian.
 - b. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days, unless good cause exists to render the decision at a later date. The written decision will be mailed or emailed to the parents or guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending the hearing process.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3: INITIATIONS and HAZING

Initiations and hazing activities are not permitted. Students who violate this rule may be denied any or all school privileges and may be expelled.

Section 4: SECRET ORGANIZATIONS

No student shall participate in or be a member of any secret fraternity or secret organization that is in any degree a school organization. Students who violate this rule may be denied any or all privileges and maybe be expelled.

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: STUDENT ORGANIZATIONS

The Superintendent shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

- 1) Extend and reinforce the instructional program.
- 2) Give students practice in democratic self-government.
- 3) Develop student morale and support for the school.
- 4) Honor outstanding student achievement.
- 5) Provide wholesome social and recreational activities.

Guidelines for Establishing a New Student Organization

1. **Initial Proposal**
Interested parties must first meet with the Activities Director to present their idea and discuss the proposed organization's purpose and objectives.
2. **Securing a Faculty Sponsor**
A staff member must agree to serve as the official sponsor or advisor for the proposed organization. This individual will provide guidance and oversight.
3. **Administrative Review**
The proposal will be reviewed by school administration to ensure it aligns with the district's policies, values, and educational mission.
4. **Board of Education Approval**
Final approval must be obtained from the Board of Education before the organization is formally recognized and allowed to operate within the school.

ARTICLE 7:

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 8: **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. Any activity offenses or strikes accumulated during middle school will reset upon a student's entry into high school. Students will begin their high school activities participation with a clean disciplinary record under the activities handbook.

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 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	Cotinine
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~~ competitions/performances on the day starting when the school finds out about the positive result or when the student admits to guilt. The penalty of missing two weeks worth of ~~contests~~ competitions/performances 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, after the season has ended, he/she will miss the first two weeks worth of competitions/performances in the next activity they go out for or the first two weeks of competition/performances that next fall if they are a one-sport/activity participant.)

c. Second Positive Result

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

d. Third Positive Result

The student will be suspended from all school ~~activities~~ competitions/performances for the remainder of their high school career until the Chemical Dependency Program is completed plus 5 weeks worth of missed competitions/performances.

e. Fourth Positive Result

The student will no longer be eligible to compete/participate in any Cozad Community Schools activity/athletic programs for the remainder of their high school career.

~~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 program approved by administration, but will remain on activities probation for the remainder of his/her high school career.~~

f. 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 competitions/performances. 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.

g. 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 competitions/performances 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:

Amphetamines	Barbiturates	Buprenorphine
Benzodiazepines (Valium)	Cocaine	Methamphetamine
Ecstasy	Morphine	Oxycodone
Phencyclidine	Marijuana (THC)	Ethyl Glucuronide (Alcohol)
Fentanyl	Methadone	Cotinine (Nicotine)

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 9:
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.

Cozad Elementary and Early Education Student/Parent Handbook PK-5th *2026-2027*



Mission:

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

Vision:

Cozad Creates Success

Students, their families, and potential employees of Cozad School District 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. Any persons having inquiries concerning Cozad Elementary School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: Dr. Dan Endorf, Superintendent

Elementary and Early Education Leadership Personnel

Principal: *Justin Dowdy*

Dir. of Teaching and Learning/Assistant Principal: *Taylor Jenner*

Dir. of Student Services/Assistant Principal: *Teressa Schneider and Jackie Anderson*

Elementary Administrative Assistant: *Brenna Richie*

Early Education Administrative Assistant: *Amy Mohler*

School Guidance Counselor & 504 Coordinator: *Amber Ross*

Title I Coordinator: *Courtney Arends*

Elementary Office Phone: (308) 784-3462 - Preschool Office Phone: (308) 784-3381

STUDENT - PARENT HANDBOOK OF COZAD COMMUNITY SCHOOLS 2026-2027

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**Cozad Community Schools Student-Parent Handbook
2026-2027 School Year**

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 21st, 2026.

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

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about 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.

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

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: www.cozadschools.net > District > Board Policies.

Section 2 School Calendar

COZAD COMMUNITY SCHOOLS

2026–2027

School Year

No School

No School for Students

Last Day of Quarter/Semester

No School, PTC, 10 am to 6 pm

First & Last Days

Early Dismissal

5 New Teachers

6-11 Teacher Prof Development

12 First Day of School

1 No School

4 Teacher Prof Development

18 Early Dismissal, 2 pm

AUGUST 2026

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JANUARY 2027

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7 No School

16 Early Dismissal, 2 pm

30 Early Dismissal, 2 pm

3 Early Dismissal, 2 pm

17 Early Dismissal, 2 pm

18-19 No School

26 Parent Teacher Conferences (10 am - 6 pm)

SEPTEMBER 2026

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FEBRUARY 2027

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OCTOBER 2026

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MARCH 2027

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1 Parent Teacher Conferences (10am-6pm)

2 No School

20 Early Dismissal, 2 pm

16 End of Quarter

3 Early Dismissal, 2 pm

12 No School

17 Early Dismissal, 2 pm

26-29 No School

12 End of Quarter

NOVEMBER 2026

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APRIL 2027

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4 Early Dismissal, 2 pm

12 Teacher Prof Development

18 Early Dismissal, 2 pm

25-27 No School

7 Early Dismissal, 2 pm

19 Teacher Prof Development

DECEMBER 2026

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MAY 2027

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2 No School -- One Acts

4 Early Dismissal, 2 pm

21-31 No School

6 Early Dismissal, 1 pm

8 Commencement

18 Last Day of School (11 am Dismissal)

19 Teacher Prof Development

Certified Staff Days

Aug 18

Jan 20

Sept 21

Feb 18

Oct 21

Mar 20

Nov 18

Apr 22

Dec 13

May 13

Student Days

Aug 14

Jan 19

Sept 21

Feb 17

Oct 20

Mar 20

Nov 17

Apr 21

Dec 13

May 12

Total Staff Days 184

Total Student Days 174

Article 1 – Mission and Goals

Section 1 Mutual Respect

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

Section 2 Complaint Procedures

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

1. Complaint procedure

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

Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

3. No Retaliation

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Article 2 – School Day

Section 1 Daily Schedule

	Elementary	Early Education Center
Doors Open	7:30 a.m.	7:40 a.m.
School Begins	8:00 a.m.	8:00 a.m.
School Ends	3:20 p.m.	3:10 p.m.
After School Study Hall	3:25 p.m. -3:55 p.m. Grades 3-5, as assigned	
Lunch and Recess	<u>Kindergarten</u> Lunch: 10:50-11:20 Recess: 11:20-11:40 Recess: 2:05-2:25 <u>1st Grade</u> 9:45-10:05 Lunch: 11:00-11:30 Recess: 11:30-11:50 <u>2nd Grade</u> Lunch: 11:55-12:25 Recess: 12:25-12:45 Recess: 1:55-2:10 <u>3rd Grade</u> Lunch: 11:30-12:00 Recess: 12:00-12:20 Recess: 1:25-1:40 <u>4th Grade</u> Lunch: 12:15-12:45 Recess: 12:45-1:05 <u>5th Grade</u> Lunch: 12:25-12:55 Recess: 12:55-1:15	<u>Preschool</u> Recess: 10:40-11:10 Lunch: 11:20-11:50 Recess: 2:35-2:55

Section 2 Shortened Schedule

	Elementary	Early Education Center
Doors Open	7:30 a.m.	7:40 a.m.
School Begins	8:00 a.m.	8:00 a.m.
School Ends	2:00 p.m.	2:00 p.m.
Lunch and Recess	Times do not change from daily schedule	<u>Preschool</u> Recess: 10:40-11:10 Lunch: 11:20-11:50

Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. The school will notify parents and guardians, as well as the local media, when the schools will be closed.

Parental Decisions

Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather

Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Inclement Weather Guidelines (Elementary and Preschool)

To ensure the safety and well-being of students during colder weather, the following policy outlines temperature guidelines for outside/inside recess:

- **Windchill Above 20°F:**

Full Outdoor Recess

Students may have the usual length of recess outside. Appropriate winter clothing (coat, gloves, hat, etc.) must be worn.

- **Windchill 10°F to 20°F:**

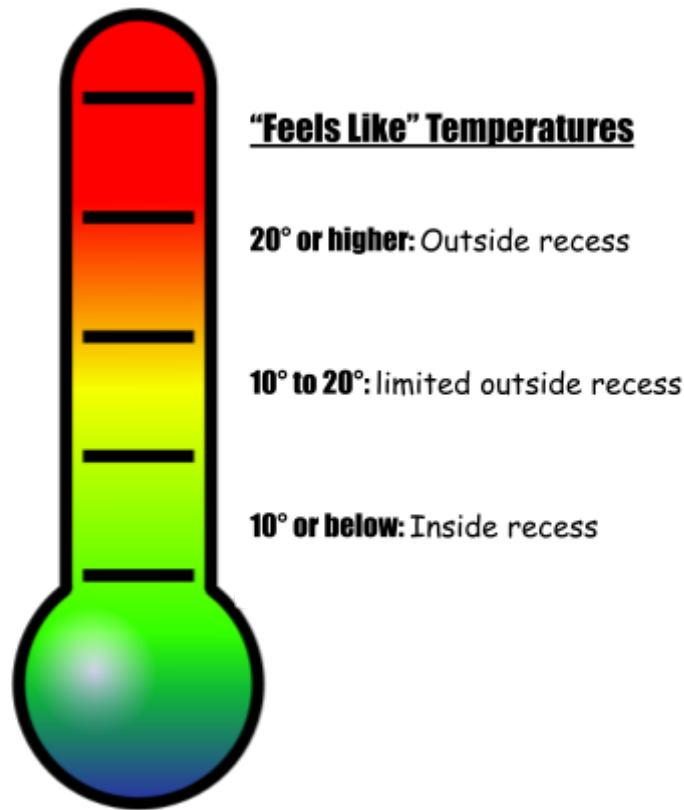
Limited Outdoor Recess (5-10 minutes) or Grade-Level Discretion

Students may go outside briefly or participate in inside recess as determined by the grade-level teams. Proper winter clothing is required to limit skin exposure.

- **Windchill Below 10°F:**

Indoor Recess

Recess will be held indoors. Teachers can facilitate activities in classrooms, or designated indoor recess spaces. All spaces must be supervised.



Section 4 Open-Closed Campus

All students are required to remain on campus during the school day. Students are only permitted to leave after a parent or legal guardian signs them out.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. **At 7:30 a.m., students will be allowed to enter** the school building. Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school

grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

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

Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

Section 6 Elementary and Preschool Specific Information

After School Study Hall

After School Study Hall is a make-up assignment or work completion session for students in grades 3-5 who need additional support completing their grade-level work. This program can be used to help retake tests, finish classwork, or provide extra assistance.

Students who are not meeting the school academic expectations set by Cozad Elementary will be talked to by that classroom teacher to help provide a solution. **Considerations to improve motivation: class rewards, individual incentives, praise reports home, etc.**



Students who are not meeting the school academic expectations set by Cozad Elementary will be talked to for the second time by that classroom teacher. This conversation will be **communicated with parents** to help support the student in their learning.



Students who are continuously failing to meet the academic expectations set by Cozad Elementary will be verbally brought **to the leadership team** to discuss next steps. This conversation will examine the reasons **WHY** that student is not meeting academic expectations.



Students who are determined to be suited for Study Hall will have their parents notified and a scheduled

day will be decided on for an after school session with the student's classroom teacher. This will take place from 3:25 p.m. up until 3:55 p.m. (If this doesn't work for families, other plans will be decided upon with the classroom teacher.) Failure to comply with assigned study hall or failure to work with the school could increase consequences (See Student Handbook)



Students who begin Study Hall will attend **their teacher's classroom** from 3:25pm up until 3:55 pm.



After 4 weeks of Study Hall, the team will meet again to determine the success of the Study Hall program. If the issue is remedied, then the student will stop attending Study Hall. If the student continues to fail to meet the academic expectations set by Cozad Elementary the team will begin to implement consequences to help the student finish the work. (EX. Loss of recess, specials, etc.)

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. 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.

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 container with soap and water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly and respectful conversations.
4. Students may not throw food or other items.
5. Students should remain at their tables until they are dismissed.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.
8. Parents may eat lunch with their child. Lunch account deduction or cash will be based on the school's current lunch rate.
9. Students who bring their lunch need to have resealable containers. No pop can items

Candy, Gum, and Food

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

No outside food or drinks are allowed into classrooms without permission from the classroom teacher. Food or drinks that are brought in during the morning must be eaten or drank in the cafeteria prior to the start of school. Food and drinks for birthdays or parties are acceptable, if cleared by the teacher beforehand. These foods should be prepackaged, store-bought. NO **HOMEMADE** food will be distributed at school. Please be conscientious of food allergies. **Highly caffeinated energy drinks, caffeine pods and/or other caffeine consumables are prohibited.**

Communicating with Parents

There will be frequent written and verbal communication between preschool and elementary staff and families regarding student progress and other pertinent information. Parents will be informed through student progress, classroom and building events, through telephone calls, emails, home visits, newsletters, **Apptegy Rooms**, and social media. Please read newsletters, social media, and reference school calendars to stay informed about **Cozad Elementary, Cozad Early Education Center**, and district events designed to include you in your child's education.

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.

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.

Lost and Found

All lost and found articles are to be taken to the **designated "Lost and Found" area**. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each quarter or discretion of the building principal.

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.

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 **closed-toe, athletic** shoes for P.E.

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 leave the perimeter of the playground 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

School district staff will comply with board policy regarding police questioning of students.

Reset Room

The purpose of the Reset Room is to help students reduce stress, identify their emotions, learn self-regulation strategies, and prevent dysregulation before they require discipline. Its goal is to prevent escalation and support students returning to the classroom regulated and ready to learn. The Reset Room is available to all students in Preschool through 5th grade. A behavior support para will support students in the Reset Room and guide them back to the classroom through restorative practices.

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.

Therapy Animals

A therapy animal is a pet that has been trained and certified to provide comfort and emotional support to individuals in hospitals, schools, and other settings. These animals do not have the same legal access rights as service animals and are considered visitors or guests, not a necessary accommodation. To maintain a focused, safe, and distraction-free learning environment, therapy animals are permitted only under the following conditions; therapy animals may not be brought daily or used as personal emotional support animals, and the animal is certified by a recognized therapy animal organization (e.g., Pet Partners, Therapy Dogs International). Prior written approval must be obtained from the principal. The animal's presence has a clear educational or emotional benefit for students and aligns with school programming.

Section 7 Curriculum and Assessment (Preschool)

Teaching Strategies GOLD

The Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System is used. 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

The Cozad Early Education Center (CEEC) 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 support 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 **at the end of each semester**.

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.

Students will be assessed three times a year using Cozad Early Education Center Benchmark Assessment. Students will be assessed on shape, color, number, and letter recognition; counting to 20; corresponding letters to sounds; and writing their name.

Drop off and Pick up Procedure (Preschool)

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.

Home Visits (Preschool)

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.

Preschool Enrollment

The following criteria is used to prioritize and determine eligibility for children who are eligible for preschool (CEEC) enrollment. All children will be accepted by date of application based on the following prioritization criteria. After the application deadline admittance to the preschool will be closed unless program capacity has not been reached. At that point, any applications received will be reviewed and eligibility will be based on a first-come, first-serve basis.

Application Eligibility

Children living in the school district that are ages 3 (with IEPs), 4, and 5 by July 31st, are eligible to apply for preschool enrollment. Application acceptance will begin January 1st and the application deadline will be the first Friday in April. Applications after the deadline will be considered until program capacity is met.

Program Capacity

- 36 total capacity for Cozad Early Education Center.

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

1. 4 year olds with IEPs will receive first priority when living in the district and applying for entrance.
2. 3 year olds with IEPs living in the district, based on the IEP team decision.
3. 4 year olds who are living in the district.
4. 5 year olds who turn 6 on or after May 1st living in the district.

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.

Preschool Clothing Attire

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. (See Dress Code Policy)

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 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.

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

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.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment **may** be required to pay the cost to repair or replace the item and **will** be subject to disciplinary action **if the damage was done with willful intent**.

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

Section 4 Lockers

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

Students **will** not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on Cozad Community Schools property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras will be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance occurs on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or

the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Prohibition on Cell Phones

Student possession of cell phones and other personal electronic communication devices during the school day is subject to administrative rules and classroom restrictions. Unless specifically authorized by staff, students may not use personal electronic communication devices during instructional time, assessments, assemblies, or other designated periods. The District may further restrict student electronic device usage during the school day to promote student learning, safety, and engagement. (See Policy #6113)

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 to personal electronic communication devices (ECDs). Students who bring such devices onto school property do so at their own risk of loss and with the understanding that unclaimed devices will be disposed of by the school at the end of the semester.

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 constitutes 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.

School officials may conduct a search of the electronic communication device (ECD) if they have reasonable suspicion that the student was using the ECD to violate the law, school board policies, or school rules. Depending on the nature of the violation, school officials may make a referral to law enforcement officials, and/or commence disciplinary action against the student such as expulsion, suspension, or reassignment.

With permission from staff, students may use the school's phone to contact parents. Parents or guardians are encouraged to contact the school to relay a message to their child.

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

Section 10 Bulletins and Announcements

Bulletin boards and display areas are available for school-related and approved materials to be posted and displayed. Announcements for school-related and approved materials may also be posted on **Apptegy Rooms**. Posters and announcements to be used in the halls, in **Apptegy Rooms**, or materials for distribution need to be approved by the Principal's office. Displays and announcements must directly affect and be a benefit for students at Cozad Elementary School. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

Section 11 Copyright and Fair Use

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

Article 4 – Attendance

Section 1 Attendance

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

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.

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.

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. 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. **(See Policy #5008)**

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.

Section 2 Attendance and Absences

The circumstances for all absences from school will be identified as either “School Excused” or “Not School Excused.”

A School Excused absence includes circumstances where impossible or impracticable barriers outside the control of the parent or child prevent attendance, including documented physical illness, mental illness, court appearances, death in the family, suspension, or other circumstances approved by the administration.

A Not School Excused absence includes absences for vacations, personal events, or other circumstances that do not qualify as School Excused absences.

Excessive absenteeism and truancy will be addressed in accordance with Nebraska law and Board Policy 5008.

Tardy to School

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

Leaving School or Class

Students who leave school for any reason during the school day must get signed out by parents or guardians before leaving. Upon returning to school that same day, parents must sign students back in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant. If a student leaves school grounds without permission, law enforcement will be called immediately.

Section 3 Make-up Work

Make-up work may be assigned for each day missed regardless of the type of absence. For excused absences due to illness or emergency, students will have two school days for each day of excused absence to complete make-up work. If make-up work is not completed, students may receive no credit for the work required. Additional time each student is allowed for make-up work will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. After School Study Hall may be assigned to help students complete their work.

Section 4 Attendance is Required to Participate in Activities

Full-time students **must be in attendance by 12:00 p.m.** on the day of any scheduled school

activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes performance, contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Article 5 – Scholastic Achievement

Section 1 Grading System

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

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	87-90	B-	85-86
C+	83-84	C	80-82	C-	77-79
D+	74-76	D	62-73	D-	70-71
F	0-69				

Music, PE, Media/Library and Behavior Grades:

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	76-70
U	0-69				

Kindergarten Standard Based Grading				
0-No evidence	1-Beginning	2-Progressing	3-Proficient	4-Advanced

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

Section 2 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school’s professional staff. Students will typically

progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 3 Interim Reports

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

Section 4 Report Cards

Report cards are issued at the end of each quarter. A grade of "I" (incomplete) received at the end of a grading period must be made up within two (2) weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, unless permission to do so is granted by the principal. All grades are subject to adjustment by the principal for academic reasons. The report card is one tool designed to aid the parent in determining the progress of the child.

Section 5 Parent-Teacher Conferences

Parent-teacher conferences will be held once per semester. There will also be parent nights throughout the year. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 6 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. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as High Honor Roll
2. Students receiving "A's" and only one "B" for all classes will be classified as Honor Roll.
3. All class grades are figured the same for honor roll status.

Section 7 High Ability Learner (HAL)

Nebraska Department of Education defines a high ability learner as a student that performs, or has the capacity to perform, at greater levels in one or more domains of instruction in comparison to individuals of the same age, educational experience, or environment and who requires accelerated or differentiated curriculum programs in order to develop those abilities fully.

The Cozad Elementary HAL program is available to students in grades 3, 4, and 5. Students must meet the following criteria to be considered for the program.

1. Students who are in the 90th percentile or above on their IXL Flex Diagnostic Benchmark in the fall or winter will receive priority and are guaranteed access to the program. Students who are in the 85th-89th percentiles will be considered based off of requirements #2 and #3.
2. Teacher recommendation based on emotional maturity for handling challenges; and creative, critical, and problem solving skills.

3. The decision to place a student into the HAL program must be supported and agreed upon by the parent or guardian of the student.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Independent Evaluation

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

Reevaluation

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

Individual Education Program (IEP)

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students may not return to school until they have been fever free without fever reducing medication for 24 hours.

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 doctor's request to school.

Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must

provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan and have a health plan on file.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

School Health Screening

Children in Preschool and Kindergarten through fifth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height, and weight. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school health office at the start of the school year.

Physical and Visual Examination

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

Immunizations

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

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

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another

country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice or Nits

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

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

Guidelines for Bed Bugs

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

1. A child who has a live bed bug on their person or their belongings will be sent to the office for further examination. Parents will be notified and education materials will be sent home.
2. If live bed bugs continue to be found on a child, a plan will be made with the parents to help stop infestation at the school.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. 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. If misconduct is recurring, the student will not be allowed to ride the bus.

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.

Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

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

Special Conduct Rules for Riding School Buses.

Rules for Getting On and Off the Bus

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

Rules on the Bus

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

Getting the Driver's Assistance

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

Consequences for Rule Violations

Consequences for school bus misconduct **will** include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 5 Threat Assessment

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.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

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 or while participating at a school activity at any time.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs for students. Further, the District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and

alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice

Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

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

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

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

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Student Conduct Expectations

Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. All students are expected to attend school in a manner that is honest, respectful and with behavior that is accountable and conducive to a positive learning environment. Student use of profanity will not be tolerated.

General Student Expectations:

Be Honest

1. Tell the truth
 - a. At Cozad Elementary School, we are committed to being honest. We admit when we have done something wrong. We tell the complete truth, never omitting important details. We take responsibility for our actions.
2. Do your own work
 - a. At Cozad Elementary School, we are committed to doing our best. We take ownership in our learning and our work. We focus during instruction so our work reflects our learning. We always do our own work and ask for help when we need it.
3. Do the right thing, even when it is hard
 - a. At Cozad Elementary School, we are committed to building character and trust. We show integrity in everything we do. We know what's right. We do what's right. We make good choices to be a kind and caring person. We help others do the same.

Be Respectful

1. Treat others the way you want to be treated
 - a. At Cozad Elementary School, we are committed to building a positive school culture. We use kind words and kind actions. We are safe and help others stay safe. We use "I" statements to solve problems respectfully. We encourage each other to build everyone up.
2. Listen with your Whole body
 - a. At Cozad Elementary School, we are committed to being respectful listeners. Our

brains are thinking, our eyes are looking, our ears are listening, our bodies are calm, our mouths are quiet, and our hearts are caring.

3. Follow directions the first time

- a. At Cozad Elementary School, we are committed to being respectful to all adults. We follow the directions the first time and on time. We stop what we are doing, look at the adult, and do what they ask us to do.

4. Care for property and shared spaces

- a. At Cozad Elementary School, we are committed to keeping a safe learning environment. We put things back where they belong. We pick up after ourselves. We use all tools and materials as they are intended. Our own spaces are neat and clean. We leave places better than we found them.

Be Accountable

1. Own your mistakes and grow from them

- a. At Cozad Elementary School, we are committed to learning from our mistakes. We see mistakes as opportunities to grow. We take ownership of our wrongdoing by accepting responsibility. We do not give excuses, blame others, or get defensive from our actions. We take ownership in everything we do.

2. Show up and be ready to learn

- a. At Cozad Elementary School, we are committed to our learning. We come to school prepared and on time. We take care of our business at home and at school. We have and take care of materials and supplies. We have great attitudes about our school and community.

3. Embrace productive struggle

- a. At Cozad Elementary School, we are committed to doing hard things. We know learning can be hard, so we never give up when things are challenging. We understand the POWER of YET. We use our strategies and brain power to problem-solve before asking for help. By doing the hard things, we learn and grow.

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral **and** written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken; (ii) the reasons for the action taken.; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the

misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

- b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the

suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

- f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

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

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

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian's request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended from school, unless the student (1) brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee may implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity may be expelled in accordance with District Policy.

6. Student Conduct Expectations. Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors. 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.
7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 - d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

- e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, **nicotine products**, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- h. Public indecency or sexual conduct.
- i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. 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 (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.

- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

8. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.

- a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 - i. Clothing or jewelry that advertises, promotes, or depicts alcohol, tobacco, illegal drugs, weapons, or ammunition.
 - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
 - iii. Headwear including hats, caps, and bandannas.
 - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
 - v. Clothing or jewelry that is gang related.
 - vi. Bare feet (some type of footwear must be worn)
 - vii. Short-shorts, spandex shorts, or cutoffs
 - viii. Hairstyles which distract from the learning process or the health and safety for either the student or others
 - ix. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
 - x. Pants and shorts worn below the waist so as to expose undergarments
 - xi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval.

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

- b. Academic Integrity
 - i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as

much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

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

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

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

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

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

(iv) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was

because the student was not prepared for the test.

- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
 - (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared

by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

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

c. Sanctions: The following sanctions may occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

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

9. Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be directed to stop.
- b. 2nd Offense: Student will be directed to stop, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

10. Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying

One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules

a. General Rules:

- i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network

The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
- ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
- iii. Students shall not use or try to discover another user's account or password.
- iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Section 3 Due Process

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 4 Student Code of Conduct and Consequences

Preschool Classroom Behavior Expectations

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.

Elementary Code of Conduct and Consequences

Level of Response:

When determining the level of response to a violation of the Code of Conduct, school staff will consider the age of the student, the student's intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level indicated for a first offense.

Whenever there is a response assigned to a student behavior, there should be an accompanying intervention to try and teach appropriate behavior to the student. These interventions may be used as preventative measures, or as a student reenters the school/classroom after a suspension.

Repeated Violations:

Concerning a violation at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, Repeated Violations may be added as a secondary violation. Repeated Violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this Code.

Law Enforcement Contact

When indicated and appropriate, school officials will contact CPD officers to report school violations that may also be criminal charges. In these instances, school officials will notify parents of that report. The notification may take place at any point in the investigation that is deemed appropriate based on a variety of circumstances.

Principal Discretion Statement

Based upon a variety of factors, situations and circumstances, the administration reserves the right to make decisions outside of the parameters of this code of conduct and use their best judgment on situations that overlap or cross over various categories. In these instances, decisions will be made in conjunction with district-level administration.

***The list of violations, interventions, responses, and consequences are not intended to be exhaustive.**

Minor Behaviors

(Teacher Managed)

LEVEL 1

Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SPED case managers and other members of the team as needed.

Level 1 Interventions and Responses are aimed to teach alternative behavior so that students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies

LEVEL 1 MTSS Behavior Response

1. Redirect the Student, provide prompts, provide choice
2. Reteach and practice appropriate behavior with the student.
3. Contact Parents (Optional)

Possible LEVEL 1 Consequences

- Verbal Correction
- Practice and reteach desired behavior
- Think Seat/Break from classroom
- Work Done: Complete Assignment/After School Study Hall
- Loss of Recess/Loss of privilege means losing opportunities that could include extracurricular school activities on or off campus before, during, or after school.
- Loss of classroom privileges
- Reset Room referral

*Frequency and intentionality are determining factors for Level 1 Behaviors.

LEVEL 1 Violations

LEVEL 1 Consequences:

Blurring

Unsafe, but not aggressive behaviors

Inappropriate use of tools

Not following adult directions

Lack of participation or active listening

Not following Cozad Elementary expected behaviors

Off Task

Disruptive behaviors

Level 1 violations do not need input into Educlimber

Movement in classroom during direct instruction	
1st offense dress code violation	
Cursing (unintentional)	

Minor Behaviors

(Teacher Managed)

LEVEL 2

Who: Teachers primarily handle these situations within their classroom. They will seek the support of the Administration, Counselors, SPED case managers and other members of the team as needed.

Level 2 interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.

Short-term In School Suspensions may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple suspensions, a problem-solving team may be utilized.

A SAT team meeting will be scheduled for continued Level 2 behavior to create a behavior intervention plan (BIP) for the student. CES will utilize MTSS

Framework to problem solve:

1. Identify: What is the problem?
2. Analyze: Why is it occurring?
3. Action Plan: What can be done to solve it?
4. Implement: Who, What, When, Where, How?
 - a.  Cozad Hand Report Template
5. Reflect: What did and did not work
6. Repeat steps as needed

Possible LEVEL 2 Consequences

- [Logical Consequences](#)
- Loss of Classroom privileges
- Think seat/break from classroom
- After School Study Hall
- Loss of Recess Choices
- Partial Loss of Recess
- Alternative Location
- Isolated seating in the classroom
- Removal from classroom
- Reset Room referral

<u>LEVEL 2 MTSS Behavior Response</u> 1. Redirect the Student, provide prompts, provide choice 2. Reteach and practice appropriate behavior with the student. 3. Yellow Think Sheet to be completed by student, sent home, and returned with parent signature. 1-on-1 conference with the student. a. State the behavior of the student b. Inform why it is inappropriate behavior c. Affirm the correct, desired behavior d. Practice desired behavior (if necessary) e. Apologize to the victim (verbal or written) 4. Contact Parents via phone, Apptegy, message 5. Logical and Natural Consequences at teacher discretion 6. Send the student to the office for repeated Level 2 behaviors. Enter incident on eduCLIMBER ASAP.	
<u>LEVEL 2 Violations</u>	<u>Level 2 Consequences:</u>
Repeated Level 1 behaviors (within the same week)	Must do: Think Sheet, Parent Contact, Logical Consequences Other consequences vary per violation
Disrespecting adults (talking back, noncompliance, mimicking, inappropriate gestures or language)	
Uncooperative/inappropriate contact with peers (name calling, hurtful language, minor physical contact)	
Disrespecting school property (misuse of items, causing minor damage)	
Dishonesty	
Lying	
Cheating	
Petty Theft (little to no value)	

Intentional disruptions to learning (noises, interrupting, movement during direct instruction, etc.)	
2nd offense dress code violation	
Cursing (at someone or with intent, aggressive language)	
Incomplete Student Work	
Irresponsible use of school internet and technology (not inappropriate)	

Major Behaviors (Office Managed)	
<u>LEVEL 3</u> Teachers and other staff members will refer students to administrators who will work with the team to identify the appropriate intervention and response. Level 3 violations will involve the removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In cases of multiple suspensions, a problem-solving team may be utilized. <u>LEVEL 3 MTSS Behavior Response</u> 1. Send to the office with eduCLIMBER referral a. Call/notify office when a student is coming 2. Administration will conference with the student to reflect, reteach, and rehearse desired behavior. 3. Administration will assign appropriate consequences and will contact the parent or legal	<u>Possible LEVEL 3 Consequences</u> ● Loss of Privileges ● Loss of Recess ● Removal from classroom ● Alternative learning location ● In School Suspension (ISS) ● Short Term Out of School Suspension (STOSS) ● Expulsion ● Consequences lasting multiple days

guardian. An Administrator-Parent meeting will be scheduled if the administrator deems necessary.

LEVEL 3 Violations

Level 3 Consequences:

Repeated Level 2 Violations

- Removal from Classroom
- Loss of Privileges
- Alternate Learning Location

Verbal Threats or Vulgar Language towards others

- Loss of Privileges
- Removal from Classroom
- In School Suspension (ISS)

Cursing (at someone or with intent, aggressive language)

- Removal from Classroom
- Loss of Privileges

Leaving School Grounds without permission

- Contact Law Enforcement
- Loss of Privileges
- In School Suspension (ISS)

Bullying, Threats, or Intimidation

- Alternate learning Location
- Removal from Classroom
- In School Suspension (ISS)
- Short Term Out of School Suspension (STOSS)

Lying or Cheating (repeated offense)

- In School Suspension (ISS)

Inappropriate/ irresponsible use of school internet and technology (vulgar, sexual, abusive, bully)

- In School Suspension (ISS)
- Loss of use of technology

Fighting (kicking, punching, hitting, pushing, shoving, biting, tackling) without intent to harm

- Loss of privilege
- In School Suspension (ISS)
- Short Term Suspension (STOSS)

Use of ECD (Electronic Communication Device) during the school day

- ECD confiscated and turned into the office. Administration will contact parents/guardians. ECD will be returned to only the parent or guardian.

Major Behaviors

(Office Managed)

LEVEL 4

Who: These situations will be referred immediately to an Administrator and handled swiftly and in collaboration with the entire team and District Office personnel.

Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the long term removal of a student from the school environment due to the severity of the behavior. Such violations may result in long term suspension up to expulsion from school.

LEVEL 4 MTSS Behavior Response

1. Send to the office with eduCLIMBER referral
 - a. Call/notify office when a student is coming
2. Administration will conference with the student to reflect, reteach, and rehearse desired behavior.
3. Administration will assign appropriate consequences and will contact the parent or legal guardian. An Admin-Parent meeting will be scheduled if Admin. deems necessary.
4. MTSS Behavior Team will meet to outline an appropriate Behavior Intervention Plan (BIP). This plan will be communicated with parents prior to implementation
5. State-Mandated Incident Reports will be entered on PowerSchool by Administration

Possible LEVEL 4 Consequences

- In School Suspension (ISS)
- Short Term Out of School Suspension (STOSS)
- Long Term Out of School Suspension (LTOSS)
- Expulsion
- Notify Law Enforcement

LEVEL 4 Violations

LEVEL 4 Consequences:

Physical Assault on School Personnel

- Short Term Out of School Suspension (STOSS)
- Long Term Out of School Suspension (LTOSS)

Fighting (kicking, hitting, pushing, shoving, biting, tackling) with Intent to Harm

- Short Term Out of School Suspension (STOSS)
- Long Term Out of School Suspension (LTOSS)

Verbal Assault/obscene language directed toward school personnel	• In School Suspension • Short Term Out of School Suspension (STOSS)
Verbal Assault/Threat directed toward any student.	• In School Suspension • Short Term Out of School Suspension (STOSS)
Bomb Threats	• Expulsion • Notify Law Enforcement
Vandalism to School or Private Property	• In School Suspension • Short Term Out of School Suspension (STOSS)
Major Injury to Another Student	• Short Term Out of School Suspension (STOSS) or LTOSS
False Fire Alarms	• Short Term Out of School Suspension (STOSS)
Engaging in Activity Forbidden by Law	• See Possible Level 4 Consequences
Possessing a Weapon (other than Firearm)	• Long Term Out of School Suspension (LTOSS)
Threatening with an Object	• ISS or Short Term Out of School Suspension (STOSS)
Possessing, distributing Alcohol, Drugs, or other Controlled Substances	• Expulsion • Notify Law Enforcement
Repeated Level 3 Violations	• Short Term Out of School Suspension (STOSS)
Harassment: Verbal, Physical, Sexual, Racial, or Cyber	• Short Term Out of School Suspension (STOSS)
Theft of High Value items	• Expulsion • Notify Law Enforcement
Illegal use of ECD (Electronic Communications Device)	• Notify Law Enforcement • Long Term Out of School Suspension (LTOSS)

School Wide Expectations

	<u>Be Honest</u>	<u>Be Respectful</u>	<u>Be Accountable</u>
Assemblies	• Be prepared to listen • Stay in your spot • Participate appropriately	• Quiet feet • Eyes on the speaker • Listening Ears/Voices Off	• Hands and feet to yourself • Remain seated and quite
Playground	• Tell the truth no matter what • Follow the playground and game rules • Be a good sport	• Play fair • Use kind words and actions • Include others	• Hands and feet to yourself • use equipment properly and put it away • Stay where adults can see you • Line up quickly and quietly • Get permission to reenter the building.
Hallways	• Go where you need to go	• Hands and feet to yourself • Walking feet • Voices off • Stay on the right side • Eyes forward • listen and follow adult directions	• Stay in line • Follow expectations event when no one is watching
Bathrooms	• Hands and feet to yourself • No Climbing • Walking feet • Voices off	• Keep water in the sink • Throw trash away • Give others privacy	• Flush • Wash your hands • Return to class quickly
Lunchroom	• Once through breakfast line • Stay in line in your spot • Stick to your lunch choice	• Follow directions the first time • Use quiet voices • Clean your area • Be kind and use your manners	• Use your time to eat • Take what you will eat • Be sure to get all items before sitting
Classroom and Specials	• Do your best • Be prepared to learn • Stay on task	• Listen and follow directions • Raise your hand to speak	• Walking feet • Hands and feet to yourself • Use materials correctly

Before School	• Place your backpacks in your lock • Go directly to the cafeteria or the gym.	• Use appropriate voice level • Appropriate conversations • Follow Hallway Expectations	• Keep your hand and feet to self • Walking Bike on School Grounds
After School	• Take all personal items home including communication folder • Follow all School rules • Go to where you're going right away.	• Follow all School rules • Take your time leaving (do not rush or push your way through)	• Keep your hand and feet to self • Walking Bike on School Grounds

Article 9 – Student Fees Policy

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

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

applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Dr. Dan Endorf, Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Jeremy Yilk, Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Amber Ross, Counselor
Homeless student laws	Children who are homeless	Sera Shoemaker, Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dan Endorf, Superintendent

The Coordinator may be contacted at: 1710 Meridian Ave., Cozad, Nebraska 69130, (308)784-2745.

Section 3 Multicultural

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

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.

5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 5 Notification of Rights Under FERPA

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

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

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational

- matters for the student;
- 2. School and dates of attendance;
- 3. Student's current grade;
- 4. Student's enrollment status (e.g. full-time or part-time);
- 5. Student's extra-curricular participation;
- 6. Student's achievement awards or honors;
- 7. Student's weight and height if a member of an athletic team; and
- 8. Student's photograph.

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Parents, guardians, and educational decisionmakers may access information regarding books available in the District's designated school libraries. Parents may also opt-in to receive notice when their student checks out library books by contacting their Building Principal.

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Cozad Community Schools Title I

General Description of Title:

Any student, for whom assessments indicate a need for intervention in the areas of reading and math, will receive instruction and assistance that will help them to attain a measure of success in the classroom. This will be accomplished through specific skill-related interventions decided on by the classroom teacher and the Title I coordinator.

Cozad Elementary:

It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive learning environment that enables each child to meet Nebraska State achievement standards.

Cozad Elementary Student:

I know that my education is important to me. It will help me become a better person. I will:

- Give my best effort each school day;
- Be at school on time;
- Have a growth mindset and never give up;
- Help to keep my school a great place to be;
- Follow the school rules of Be Safe, Be Responsible, Be Respectful

Cozad Elementary Parents:

We understand that involvement in my child's education will help his/her success and attitude and will carry out the following responsibilities:

- Make sure my child is understanding their school work;
- Make sure my child gets adequate sleep and a healthy diet;
- Make sure my child gets to school on time;
- Encourage reading with my child each day;
- Support the school in developing positive behaviors;
- Communicate and work with teachers and other school staff to support and challenge my child.

Cozad Elementary Teachers:

We understand the importance of the school experience to all and my role as the teacher and agree to carry out the following responsibilities:

- Teach necessary concepts to all students;
- Be aware of the needs of my students, and do my best to accommodate them;
- Regularly communicate with parents on their child's progress;
- Provide a safe, healthy, and positive environment for my students;
- Respect students as they are;
- Communicate and work with families to support learning.

Contact information: Title 1 Teacher- Courtney Arends: 308-784-3462 courtney.arends@cozadschools.net
Principal- Justin Dowdy: 308-783-3462 justin.dowdy@cozadschools.net

Section 8 Student Privacy Protection Policy

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 11 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Cozad Community Schools is available on the internet at <https://www.cozadschools.net/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 21, 2026**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- ☐ **Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- ☐ **I prefer a paper copy of the Handbook.**

Name

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Cozad Community Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

10. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION REGARDING POLICY 5206, EARLY GRADUATION**

StudentsEarly Graduates

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years.

Requirements for Application. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than “C” in any required course at the time of application;
3. A completed application;
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Consideration by the Board of Education. The principal will make a written recommendation to the Board based on the submitted application from the student. Students must attend a Board meeting to request Board approval. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

Participation in District Activities. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Date of Adoption: July 13, 2026

11. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON FACULTY HANDBOOKS FOR 2026-27**

2026-2027
Classified Employees Handbook
Cozad Community Schools

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Receipt of Handbook

FOREWORD

Welcome to Cozad Community Schools! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://cozadschools.net>

This handbook will be in effect for the 2026-2027 and subsequent school years unless replaced by a later edition.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees may be asked in the spring whether they wish to continue employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, may provide additional information about the position duties.

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy or this handbook.

Section 5 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regularly scheduled working hours between two or more work sites.

Employees must receive prior approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the Superintendent. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Superintendent or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 6 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. An employee who falsifies their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at a rate of not less than 1 1/2 times the employee's regular rate of pay for hours worked in excess of 40 hours in a single workweek, in accordance with FLSA regulations.

For non-exempt employees who hold multiple positions within the district, hours and overtime will be tracked and calculated separately for each position based on the specific duties, schedules, and pay rates associated with that role. Overtime eligibility will be determined individually for each position and paid accordingly.

If applicable, the employee and the Superintendent will confirm the appropriate overtime rate(s) for each position, in compliance with FLSA guidelines.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent's designee may suspend an employee with or without pay for the employee's violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Classified employees will be awarded half of their leave benefits on August 1st of each school year and the second half of the balance will be awarded on January 1st. All leave benefits shall be prorated based upon work schedule and date of hire. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school's leave request and system. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

Section 2 Paid Leave - Sick and Personal Leaves

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted.

Custodian, District Office Staff, and 12-Month Building Secretary

Employed on a 12 month basis, 40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon work schedule if employee is scheduled fewer than 12 months per year or 40 hours per week.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

Schedule: 0-9 years of service: 10 days available, 10-19 years of service: 15 days available, and 20+years of service: 20 days available. Will be accrued at the rate of: 1 day per month worked (10 days)/1.5 days per month worked (15 days)/2 days per month worked (20 days). *Due to the job requirements of custodial staff during the summer months, their attendance is crucial.

Therefore, custodial staff will NOT be allowed to take more than 10 days of vacation during the months of June and July.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45. Will be accrued at the rate of 1 day per month worked.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Bereavement

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

Holiday

Paid holidays include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and July 4th.

10/11-Month Building Secretary

Employed on a 10/11month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 10/11months per year.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Bereavement

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

9/10-Month Full-Time Paraprofessional

Employed on a 9/10 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 9/10 months per year.) Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 5 of which may be used for Bereavement, noncumulative.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Part-Time Bus Driver, Part-Time Paraprofessional, Part-Time/Seasonal AfterZone Personnel

Employed on an hourly basis as needed, not to exceed 29 hours per week. (All leaves and benefits shall be prorated based upon average weekly scheduled hours). Pay rate per Superintendent's approval.

No insurance provided by the District.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 2 of which may be used for Bereavement, noncumulative.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Ticket Takers, Announcers, Clock Operators, Stat Keepers, Line Judges, and all other Occasional or Sporadic Positions

Employed on an occasional and sporadic basis. Pay rate for the position per Superintendent's approval. No insurance or leave benefits granted for this position.

Classified Substitutes

Employed on an hourly basis as needed, not to exceed 29 hours per week. Pay rate based on the

position in which the substitute is temporarily filling per Superintendent's approval. No insurance or leave benefits granted for this position.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The District will reduce the employee's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job. The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent

on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee's health coverage under a "group health plan" will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Cozad Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or Cozad Community Schools may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Personal cell phones and electronic devices will not be used by staff during duty time unless otherwise permitted by this policy. Staff are expected to remain fully attentive to their assigned responsibilities, including instruction, supervision, and student engagement during the school day, while also reporting cell phone policy offenses to administration.

Limited Permitted Use

Staff may use personal devices only under the following circumstances:

1. *Duty-Free Time Only:* During duty-free lunch and designated planning periods, provided the staff member has no student supervision obligations.
2. *Before/After Student Contact Time:* Staff may use cell phones up to 15 minutes before the start of the student day and 15 minutes after students are dismissed from the day.
3. *Work-Related Necessity:* When the staff member needs to use their phone for a specific work task, provided, the staff member's use of the cell phone may only be for that specific task and for as long as necessary to complete that task.
4. *Emergencies:* Immediate situations involving health, safety, or urgency that cannot reasonably be delayed.
5. *Prior Administrative Approval:* If an administrator gives prior approval, then the staff member may use their cell phone solely for that purpose.

At all other times, cell phone and electronic device use is strictly prohibited. This prohibition includes use during instructional time, social media use, and conducting personal business during the school day. Staff conducting school business are encouraged to use district-issued devices.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

Section 5 Supervision of Students

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell your immediate supervisor immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 6 Reporting Child Abuse

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child 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 minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

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

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Cozad Community School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job-related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign unqualified personnel tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;

3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

Section 5 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, texting, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:

- i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
- ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
- iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

- 2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- 3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

Section 11 Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Activities Director or Superintendent's designee before taking any action to fundraise.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited on school grounds.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from

wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

Section 4 Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities during any weekend or evening use.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 5 Recording of Others

To ensure the privacy and confidentiality of student information, no employee is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all staff, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Cozad Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment, or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000
TDD: (800) 669-6820

(800) 877-8339 (telecommunications
device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with nondiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Jeremy Yilk Cozad Community Schools, 1710 Meridian, Cozad, Nebraska 69130; Phone: (308) [784-2745]:

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

Section 3 Anti-discrimination & Harassment Policy

Cozad Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person's protected status constitutes harassment when the conduct unreasonably interferes with the person's work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for

sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:

- a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

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

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances.

**RECEIPT OF 2026-2027 CLASSIFIED EMPLOYEE HANDBOOK
of Cozad Community Schools**

This signed receipt acknowledges receipt of the 2026-2027 Classified Employee Handbook of Cozad Community Schools. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

2026-2027



**CERTIFIED
HANDBOOK**

**2026-2027
TEACHER HANDBOOK
COZAD COMMUNITY SCHOOLS
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**Cozad Community Schools Teacher Handbook
2026-2027 School Year**

FOREWORD

Section 1 Intent of Handbook

Welcome to Cozad Community Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Cozad Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Cozad Community Schools and the Cozad Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: cozadschools.net

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2026-2027 and subsequent school years unless replaced by a later edition.

Article 1 – CONTRACT DAYS

Section 1 Contract Days

Teachers are contracted for 184 contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent's designee.

Section 2 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

On or after March 15 of each school year teachers may be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent or designee. A teacher will be expected to devote full time during days of school to the teacher's position and to perform the assigned duties diligently and faithfully to the best of the teacher's professional ability. Job descriptions, where available, may provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation . Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff, and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the payroll date each month. In no event shall the Board advance more than one month's salary to any staff member. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the teacher.

Section 8 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

Section 9 Injuries at Work

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers' Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leaves

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

Section 3 Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal.

Section 4 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12- month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher’s health coverage under a "group health plan" will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

A teacher’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A teacher is eligible if he or she has been employed with Cozad Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Cozad Community Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The teacher may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The teacher must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the teacher is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact Dr. Dan Endorf at (308) 784-2765.

Section 5 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 6 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

Section 7 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 8 Voting Leave

Teachers will be allowed paid time off to vote in an election if the teacher: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Building Principal.

When voting leave is available, a teacher will be entitled to be absent from work on election day for such period as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of a teacher's employment position.

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

Section 2 Arrival to Duty Assignments

All teachers are to be in the building by the time assigned by the principal. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. During the school day, teachers are to be in their assigned classroom at least two minutes before each period begins to ensure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be always on duty during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the

school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

On each contract day, teachers must prepare written lesson plans which cover at least three days of advanced instruction. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Use of Cell Phones

Personal cell phones and electronic devices will not be used by staff during duty time unless otherwise permitted by this policy. Staff are expected to remain fully attentive to their assigned responsibilities, including instruction, supervision, and student engagement during the school day, while also reporting cell phone policy offenses to administration.

Limited Permitted Use

Staff may use personal devices only under the following circumstances:

1. *Duty-Free Time Only*: During duty-free lunch and designated planning periods, provided the staff member has no student supervision obligations.
2. *Before/After Student Contact Time*: Staff may use cell phones up to 15 minutes before the start of the student day and 15 minutes after students are dismissed from the day.
3. *Work-Related Necessity*: When the staff member needs to use their phone for a specific work task, provided, the staff member's use of the cell phone may only be for that specific task and for as long as necessary to complete that task.
4. *Emergencies*: Immediate situations involving health, safety, or urgency that cannot reasonably be delayed.

5. *Prior Administrative Approval*: If an administrator gives prior approval, then the staff member may use their cell phone solely for that purpose.

At all other times, cell phone and electronic device use is strictly prohibited. This prohibition includes use during instructional time, social media use, and conducting personal business during the school day. Staff conducting school business are encouraged to use district-issued devices.

2. Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aid in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A teacher's aid is not a sufficient substitute for a teacher's duties. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

3. Use of Student Aides

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

4. Classroom Environment

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Section 7 Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students, except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once, they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.

- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodation should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the restrooms, at assemblies, at pep rallies, in other open spaces and during lunch.

Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. If a student continues to cause problems, inform the Principal. Be sure to state the problem clearly and expectations in terms of assistance, as, at times, the student’s and teacher’s stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in the District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities .
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest

Teachers must notify Superintendent by the next business day after:

- 1. Arrest or Criminal Charges . The teacher is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration.

- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
- c. Conviction would impact performance of teacher's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Cozad Community Schools;
 - ii. Would impact the teacher's ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
 - iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Cozad Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

- 2. Certificate or License . The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher's position.
- 3. Child Abuse . The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher's notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher's confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Cozad Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher's uncivil behavior shall report the conduct to the teacher's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

C. Tobacco

The use of tobacco products is prohibited on school grounds.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

Using e-mail, text messaging, instant messaging, or social networking sites to discuss with

- a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which

students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours without the prior permission of the Superintendent. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

Article 6 – ACADEMIC MATTERS

Section 1 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 2 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period.

Recording Grades. Each teacher shall record grades in the daily class record or other applicable electronic format. Enough grades must be recorded in the grade book to justify all quarter and semester grades for each student. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades should be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue may result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be approved by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

Section 3 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences by the Principal in advance.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed before the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

Section 2 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a

teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 3 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District.

As a condition of using the computers and the Internet, teachers agree to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 4 Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

Section 5 Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must promptly report it to the Principal so the item may be replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal's designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Copyright and Fair Use Policy

It is the District's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Jeremy Yilk, Cozad Schools, Cozad, NE 69130, (308)784-2765.

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

Section 3 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

**RECEIPT OF 2026-2027 TEACHER HANDBOOK of
Cozad Community Schools**

This signed receipt acknowledges receipt of the 2026-2027 Teacher Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District's policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination.

Date: _____

Teacher's Signature

12. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON STUDENT DRUG TESTING
PROTOCOL FOR 2026-27**

SPORT SAFE Testing Service, Inc

20 Grace Dr. ✧ Powell, OH 43065 ✧ (614) 847-0847 ✧ Fax (614) 847-0874

June 19, 2026

Cozad Community Schools
1710 Meridan Ave
Cozad, NE 69130

We appreciate having the opportunity to offer our services to the Cozad Community Schools. **SPORT SAFE Testing Service** is a unique company that specializes in the development and administration of student drug testing programs. Currently **SPORT SAFE Testing Service** does student drug testing for over 100 schools across the country and over a dozen schools throughout Nebraska.

SPORT SAFE Testing Service has a proven record for high quality services and can provide your **district** with full administration of your drug testing program from policy development, student selection, specimen collections, laboratory testing, results interpretation and full MRO services.

Random Selection Process and Statistical Reporting: We use highly specialized computer software to manage our drug testing programs. Once entered into the system, we would assign students to pools based on their school location and affiliation. The software will randomly select the requested number of students for drug testing. Our computer programs also provide detailed, yet confidential, statistical reports as required by your policy.

Collection and Testing of Urine Specimens: **SPORT SAFE Testing Service** uses only trained, toxicology specialists to perform all collections on-site. Specimens collected and shipped to the laboratory are typically completed inside of 5 minutes per student. Because we are a third-party administrator, we do not own a laboratory or a product, giving us the flexibility to always contract for the gold standard in screening and confirmation technology.

Cut-Off Levels for Drug Detection: Many drug testing laboratories use the standard DOT cut-off for THC (Marijuana) screening of 50 ng/ml. However, **SPORT SAFE** uses a lower screening cut-off of 20 ng/ml for THC resulting in far more sensitive testing and earlier detection of occasional drug users. Early detection of the occasional user is important in helping identify students at risk for drug abuse allowing for early intervention. *Please note*: Instant device tests are set by the manufacture and are typically at the higher 50ng/mL cutoff.

Expanded Opiates Panel: Studies have shown that students in the local area are starting to use Opiate drugs like, Vicodin, Hydrocodone and Tylenol with codeine, which are strong pain killers. Students will often use these drugs while drinking alcohol. **SPORT SAFE** has set up an **Extended Opiate Panel** at no additional charge to the school to aid in the detection of these drugs.

Helping Shape Tomorrow's Leaders!

Medical Review Officer (MRO) Services: The MRO for **SPORT SAFE**, will review all positive results. A phone call will be made to the parent by the MRO office to answer any questions or concerns. Our MRO has many years' experience in this field which allows an effective discussion with parents and make determinations based on various prescriptions or medical conditions. MRO Positives are then called to the school official as policy requires.

Costs: Knowing the importance of keeping your program up and running with as few problems as possible, and keeping it cost effective, **SPORT SAFE Testing Service** offers our experience and the following services for the indicated cost:

For collections on-site of 20 or more students, screened and confirmed at a SAMHSA lab-

Substance Abuse Panel - 13A - Urine \$32.00 each
(includes: **Alcohol**, Amphetamines, Barbiturates,
Benzodiazepines (Valium), Cocaine, Marijuana, MDMA, Methadone,
Opiates (Codeine), Oxycodone, Phencyclidine, and Propoxyphene (Darvon))

Onsite Collection fee \$35 - per testing day.

Add-ons:

Confirmation Testing - Included
ETG Alcohol at \$10.00 each – Urine Only
Fentanyl at \$10.00 each
Nicotine at \$5.00 each
Anabolic Steroid Panel - (Call for Pricing)
Synthetic THC "Spice/K2" - \$40.00 each – Urine Only
Reconfirmation of Positive - \$250.00

ALL Tests are screened for Adulterants and confirmed by GC/MS.

We have become nationally known for our assistance with high school drug testing policy development and I know **SPORT SAFE Testing Service** can do a very professional job of administering your drug testing program



Christopher M. Franz
Director of Accounts

Memorandum of Understanding

Between

Cozad Community Health System Laboratory

And

Cozad Community School.

This Memorandum of Understanding ("MOU") is entered on this ____ day of _____, 2026 by Cozad Community Health System Laboratory and Cozad Community Schools and hereinafter jointly referenced as "Parties". The purpose of this MOU is to support the school in performing random drug screening of students. Parties will provide all relevant data as set forth in the terms of this MOU. A date to perform the drug screen collection and testing will be agreed upon by both parties to be completed monthly.

Whereas Cozad Community Health System Laboratory will provide the following:

- Random selection of eligible students
- Collection of urine samples
- Testing of urine specimens
- Provide recollection if needed for positive results and send off a sample for confirmation
- Report all random urine drug screen results
- Statistical reporting and confidentiality of urine drug test results

Whereas Cozad Community School will provide the following:

- Will provide the number of eligible students for the random selection
- Will keep the only master copy of the eligible student's name, birth date, and corresponding student number.
- Access to a restroom
- Custom urine drug screen: \$15 per test, plus \$15 per confirmation

Signature

Date

Signature

Date

Memorandum of Understanding

Between

Cozad Community Health System Laboratory

And

Cozad Community School.

This Memorandum of Understanding ("MOU") is entered on this ____ day of _____, 2026 by Cozad Community Health System Laboratory and Cozad Community Schools and hereinafter jointly referenced as "Parties". The purpose of this MOU is to support the school in performing random drug screening of students. Parties will provide all relevant data as set forth in the terms of this MOU. A date to perform the drug screen collection and testing will be agreed upon by both parties to be completed monthly.

Whereas Cozad Community Health System Laboratory will provide the following:

- Random selection of eligible students
- Collection of urine samples
- Testing of urine specimens
- Send Steroid urine drug screen samples to approved reference lab
- Provide recollection if needed for positive results and send off a sample for confirmation
- Report all random urine drug screen results
- Statistical reporting and confidentiality of urine drug test results

Whereas Cozad Community School will provide the following:

- Will provide the number of eligible students for the random selection
- Will keep the only master copy of the eligible student's name, birth date, and corresponding student number.
- Access to a restroom
- Custom urine drug screen: \$15 per test, plus \$15 per confirmation
- Steroid urine drug screen: \$550

Signature

Date

Signature

Date

13. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON SETTING LUNCH PRICES FOR 2026-27**

Lunch Program Comparison for 2026-27

School	EL Breakfast	EL Lunch	MS/HS Breakfast	MS/HS Lunch	Adults
Broken Bow	\$1.60	\$2.15	\$2.15	\$3.85	
Minden	\$1.25	\$3.25	\$1.25	\$3.50/\$3.75	\$4.50
Holdrege	\$2.15	\$3.45	\$2.15	\$3.65	\$5.00
McCook	\$2.30	\$3.30	\$2.40	\$3.55	\$4.45
Gothenburg	\$1.95	\$3.00	\$1.95	\$3.30	\$4.90
Cozad	\$1.75	\$3.10	\$2.00	\$3.30	\$5.10

14. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON SETTING AFTERZONE PRICES FOR 2026-27**

Cozad AfterZone Comparison

After School Provider Rates
Proposed SY 2026-2027

Current SY 2025-2026



Cozad AfterZone SY 25-26 Non-qualified Free/Reduced	\$7.00 per child, per dayk
Cozad AfterZone SY 25-26 Qualified Free/Reduced	\$5.00 per child, per day

Proposal 2 SY 2026-2027



Cozad AfterZone SY 26-27 Non-qualified Free/Reduced	\$9.00 per child, per day
Cozad AfterZone SY 26-27 Qualified Free/Reduced	\$7.00 per child, per day

Proposal 1 SY 2026-2027



Cozad AfterZone SY 26-27 Non-qualified Free/Reduced	\$8.00 per child, per day
Cozad AfterZone SY 26-27 Qualified Free/Reduced	\$6.00 per child, per day

New Program SY 2026-2027



Learning Adventures Before School Only	\$9.00 per child, per day \$45.00 per child, per week
Learning Adventures After School Only	\$14.00 per child, per day \$70.00 per child, per week
Learning Adventures Before & After School	\$16.00 peer child, per day \$80.00 per child, per week
Learning Adventures Before/After School Daily Drop In (if they have room)	\$15.00 per child, per day
**Transportation Included	

15. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION TO ESTABLISH STUDENT FEES FOR THE 2026-27 SCHOOL YEAR.**

StudentsStudent 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 Manufacturing I, II and III: \$50

- Metals Shop: \$50

- MS Shop: \$20

- Engineering and Design: \$20

- Technical Theater: \$20

- 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: \$45

- o Covers admission to all extracurricular events

- Student Participation Fee: \$45

- o 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 \$2,000
 - o Students must purchase uniforms, poms, and shoes selected by the sponsor and/or student group.
- Football: \$ 300
 - o Students must provide their own football shoes and undergarments.
- Golf: \$500
 - o Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$300
 - o Students must provide their own shoes, gloves, belts and undergarments
- Cross Country, Track, Wrestling, Basketball: \$300
 - o Students must provide their own shoes and undergarments •
- Volleyball: \$300 plus knee pads and shorts
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- FFA:
 - o State and Local Dues: \$35
 - o Jacket: \$80
 - o Clothing: \$120
- Physicals: \$50
 - o Students are required to have a physical taken for participation in athletics.
- SKILLS USA: \$25
- Spirit Club: \$10
- One Act: \$50
- Field Trips: \$40
 - o 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 choose 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 \$5,485 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
 - o Regular Price \$ 1.85
 - o Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
 - o Regular Price \$ 2.10
 - o Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
 - o Regular Price \$ 3.20
 - o Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
 - o Regular Price \$ 3.40
 - o 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
 - o Students must provide their own instruments and marching band shoes.
 - o Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
 - o Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
 - o 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 charge 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 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: 7/13/2026

16. STRATEGIC PLAN: RESET ROOM IMPLEMENTATION REPORT

Reset Room

Cozad Elementary

Purpose:

The purpose of the Reset Room is to help students identify feelings, reduce stress, and learn self-regulation strategies, preventing outbursts before they require discipline. Its goal is to be proactive, preventing escalation while supporting students returning to the classroom regulated and ready to learn.

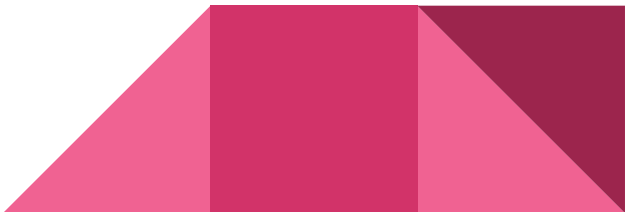


Who is the Reset Room for?

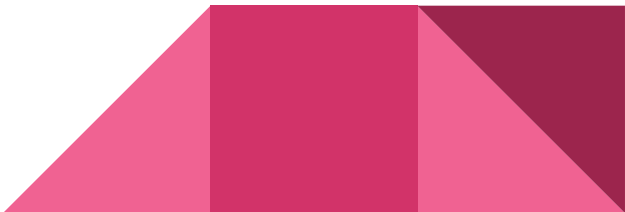
- Students who are...
 - disruptive
 - needing a break
 - experiencing frustration or anxiety
 - practicing self-regulation strategies
 - requiring time to calm and “reset” their brain before problem solving



Appropriate Use of the Reset Room

- A student is showing early signs of frustration, anxiety, or emotional dysregulation
 - A student requests a break or identifies a need to reset
 - A staff member recognizes a student needs time/space to regulate
 - Following a minor conflict where a student needs time before problem-solving
 - As part of a planned support or intervention strategy
- 

Not Appropriate Use

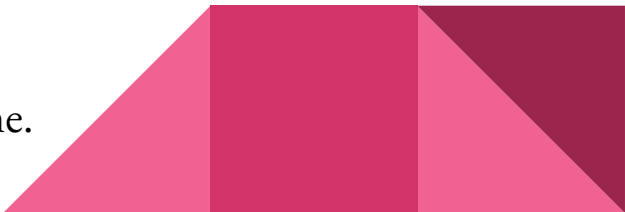
- As a form of suspension
 - In place of classroom management
 - For ongoing avoidance of academic tasks
 - For behaviors that require immediate administrative or safety intervention
 - Attention-seeking behavior
- 

Expectations in the Reset Room

For Students:

- Engage in strategies to regulate (breathing, quiet space, sensory tools, reflection)
- Choose from available options to support regulation
- Participate in reflection or problem-solving when ready
- If not ready to engage in reflection, students will be expected to complete academic tasks

For Reset Room Supervisor:

- Maintain a calm, supportive environment
 - Guide students through regulation strategies
 - Offer choices rather than directives when appropriate
 - Facilitate reflection and/or problem-solving after the student is regulated
 - Maintain high expectations for behavior and engagement
 - Ensure supervision at all times
 - Document the student, strategies used (success or failed), and time.
- 

Reset Process

1. **Arrival & De-escalation**
 - Student is welcomed and given space to regulate
 - Minimal conversation until the student is calm
2. **Regulation**
 - Student engages in selected calming strategies
 - Staff may guide or model strategies as needed
3. **Reflection & Repair (when ready)**
 - Discuss what happened
 - Identify feelings and triggers
 - Practice or role-play appropriate responses
 - Develop a plan to return successfully
4. **Return to Class**
 - Affirmations and gratitude statements
 - Student returns when regulated and ready to engage
 - Staff may communicate with the classroom teacher as needed
 - Reset Room Staff completes documentation



Myths

- The Reset Room replaces In-School Suspension (ISS).
- It replaces disciplinary action.
- All behaviors should be sent to the Reset Room first.
- This will cause more work for the teacher to reteach and explain the assignment.



17. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON THE ANNUAL DISTRICT SAFETY REPORT**

ANNUAL SAFETY MEETING
FOX THEATER
JULY 27, 2026 10:00 AM

1. Welcome and Introductions
2. Purpose of an Annual Safety Meeting
3. Safety – Collaboration of Cozad
4. Steps Taken in the Past Year
 - a. Reunification Implementation
 - b. Standard Response Protocol Upgrades
 - c. Threat Assessment Team
 - d. Psychological First Aid
5. Reunification
 - a. Background and Video
 - b. Why Fox? Why Here?
 - c. Role of Law Enforcement
 - d. Role of Hospital
 - e. Set-up and Materials
 - f. Roles and Responsibilities
6. Questions, Concerns, Comments

Sign-In Sheet:

18. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION ON THE "WATER TO THE BUS BARN" PROJECT**



T.R. PLUMBING

113 East 9th
Cozad, NE 69130
Phone: 308.870.5838

Estimate

Estimate For; cozad city schools (bus barn)

Work to be performed: Install water to the bus barn, add a holding tank with oil separator for all the water to go to from floor drain, and add floor drain in the hotsy bay. Take out concrete to install water and piping for floor drain and drain leading to the holding tank. Replace all concrete taken out. Add outside storm drain tie into old storm drain. Pour concrete around the new storm drain. Vent hotsy through the roof plumb in water softener. Plumb hotsy in and to the remote real. Plumb in all gas lines to heater and hotsy add regulatures (this does not include city tap fee and city parts)

1.0	1 OS-25 25GPM OIL/SAND SEPARATE	\$2227.50
2.0	1 SR-16 SHORT RISER	\$722.25
3.0	1 IM1530P/1P 2PC SEPTIC	\$2816.78
4.0	2 SNAPRIS2412 24X12 RISER BLACK	\$136.50
5.0	100 1X100 250# IPS P-CORE 4710	\$103
	SIDR7-ASTM D2239 ** IPS **	
6.0	1 1 LF009M2-QT-FS BKFLW PRVT	\$690
7.0	1 909AGC BACKFLOW AIR GAP	\$132
10.0	1 1225 12X12 SUMP BOX	\$98
11.0	1 1213 SQUARE CI GRATE	\$260
13.0	2 8M5 8 5' PIPE B-VENT	221.62
14.0	1 8MC 8 HP CAP B-VENT	75.29
15.0	1 8MSC 8 STORM COLLAR B-VENT	19.44
17.0	10 8" X 5' 30 GA SL PIPE	29.50
19.0	2 T325-5-44 3/4 NAT GAS REGLTR	281.60
21.0	80 8X10 PVC40 PE PIPE	798.80
22.0	8 P100-080 8" PVC DWV HXH COUPLI	\$273.08
8	PVCDWV COUPLING	

24.0 21 3/4 STD BLK T&C A53F CW PIPE \$96.02
26.0 Culligan water softener \$2500 (or can rent for 50 a month they do all service call free)
28.0 42 1/2 XS BLK BEV A53F CW PIPE sch 80 \$193.38
29.0 6 1/2 XH 300 BLK MI 90 ELL \$180.46
30.0 6 1/2 XH 300 BLK MI TEE \$180.46
31.0 42 1/2 IPS X 1/2 THICK INSUL \$160.65
32.0 6 #3 INSUL ELBOW FITTING \$23.08
33.0 6 #3 INSUL TEE FITTING \$31.48
34.0 water heater for sink \$670
35.0 Storm grate \$400
36.0 Hotsy \$13230
37.0 hotsy attachments \$3000
Pipe sch40 and fittings \$600
Flash Electric \$2500
Concrete \$2500
Labor \$16000
Backhoe \$2600
Misc \$1000
Total:\$54750.89

AGREED AND ACCEPTED:

NAME

TITLE

DATE

19. **DISCUSS, CONSIDER, AND TAKE ALL NECESSARY ACTION WITH REGARD TO AUTHORIZING THE ENGAGEMENT OF REAL ESTATE AGENT(S) TO MARKET THE SCHOOL DISTRICT PROPERTY LOCATED AT 1719 MERIDIAN AVENUE**
20. **AGENDA SETTING AND FUTURE MEETINGS**
21. **ADJOURNMENT**