



**Meeting the challenge, Exceeding expectations  
and Continuing our legacy of excellence**

Board of Education Regular Meeting  
Tuesday, July 13, 2021 6:00 PM  
Conference Room, 520 East 9th Street, Imperial, NE 69033

- I. CALL MEETING TO ORDER
- II. APPROVAL OF AGENDA AND CHANGES TO AGENDA
- III. APPROVAL OF MINUTES
- IV. APPROVAL OF FINANCIAL REPORT
- V. PUBLIC COMMENT
- VI. INFORMATION AND PROPOSALS
  - VI.1. ACTIVITY DIRECTOR'S REPORT
  - VI.2. PRINCIPALS' REPORT
  - VI.3. SUPERINTENDENT'S REPORT
  - VI.4. BOARD COMMITTEE REPORT
- VII. ACTION ITEMS
  - VII.1. Discuss, consider and take necessary action concerning the resignation of Laura Maddox from the position of school board member.
  - VII.2. Discuss, consider and take necessary action concerning the 21-22 Handbooks (Student, Teacher, Classified and Activities)
  - VII.3. Annual Review of Student Fee Policy
  - VII.4. Annual review of Parental Involvement Policy
  - VII.5. Annual Review of Bullying Policy
  - VII.6. Annual review of Attendance Policy
  - VII.7. Annual Review of Multicultural Review
- VIII. DISCUSSION ITEMS
  - VIII.1. Take public comment and discuss the American Rescue Reopening plan framework.
  - VIII.2. Discuss the health standards being developed by the Nebraska Department of Education and any other potential controversial subjects that may impact public schools.
  - VIII.3. NASB Rgional Meeting Aug. 25th in North Platte NE. 4:30pm CST registration/5:00pm CST first session starts.

IX. ADJOURN

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Board President

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Board Secretary



Meeting the Challenge, Exceeding Expectations, and Continuing our Legacy of Excellence

**Board of Education Regular Meeting**

Tuesday, June 8, 2021 6:00 PM  
Conference Room

520 East 9th Street  
Imperial, NE 69033

Posted Locations: Imperial Republican Posted Date: 6/3/2021

Attendance Taken at 6:01 PM.

Cindy Arterburn: Present  
Josh Fries: Present  
Laura Maddox: Absent  
Karl Meeske: Present  
Jeff Olsen: Present  
Willy O'Neil: Present  
Dan Reeves: Present  
Carrie Terryberry: Present  
Steve Wallin: Present

Attendance Update Taken at 6:03 PM.

Laura Maddox: Present

**I. CALL MEETING TO ORDER**

**II. APPROVAL OF AGENDA AND CHANGES TO AGENDA**

Motion to approve the agenda as presented Passed with a motion by Cindy Arterburn and a second by Steve Wallin.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Absent, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**III. APPROVAL OF MINUTES**

Motion to approve the minutes as presented Passed with a motion by Willy O'Neil and a second by Josh Fries.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Absent, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**IV. APPROVAL OF FINANCIAL REPORT**

Motion to approve the financial report in the amount of \$616,717.48. Passed with a motion by Willy O'Neil and a second by Carrie Terryberry.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**V. PUBLIC COMMENT**

No public comment.

## **VI. INFORMATION AND PROPOSALS**

### **VI.1. ACTIVITY DIRECTOR'S REPORT**

Mr. Hauxwell said that summer was off to a busy start with weightlifting for the 7-12 students. There was also a track camp with Doane on June 3rd in which 90 athletes participated as well as a cheer camp on June 7th-8th. The Nebraska Coaches Association will host a convention on July 26-29th in Lincoln. We currently have 10 coaches attending. He mentioned that the gym floors will be refinished over the week of July 4th. He also announced that the girl's and boy's state basketball would be held March 7-12th next year due to UNL hosting the Big Ten Conference Wrestling championships. The board congratulated Mr. Hauxwell and his team on being state champions in girl's track.

### **VI.2. PRINCIPALS' REPORT**

Mrs. Oden's went over the different events that took place the last couple of weeks of school including concerts and award ceremonies. The administration team, Mrs. Dickey, and Mrs. O'Neil met with Kelly Erickson from ESU 15 and worked on the school improvement plan. She mentioned that Mrs. Lakey had started summer services for students and Ms. Schra was sitting with students while they completed additional speech sessions via zoom to make up the time they missed in the spring. She said the administration team had been working on updating handbooks and working on the class schedule for the upcoming school year. She said the PBIS team will have training via zoom on June 17th and noted that Mrs. Almanza and Mrs. Teply would be joining the team as well as Scott & Maika Leibbrandt.

Mr. Sorensen informed the board that the driver's ed students completed their classroom work with Mr. Krutsinger and began driving this week. The students checked in their computers and iPads before summer break. The high school students treated their computers well, but the 5-8 students had a lot of damage to their iPads. He mentioned that the administrative team attended the ESU 15 update and will be implementing a new tool for teacher evaluations. On June 10-11th Mr. Sorensen & Mrs. Odens will be virtually attending the Educator Effectiveness Summit. He also noted that they Safety and Security plan had been updated and sent to the newspaper for printing, so it will be ready for the new school year.

### **VI.3. SUPERINTENDENT'S REPORT**

Mr. Lambert gave an overview of all that took place the last couple of weeks of school. He noted that the students and teachers finished strong. They had training for everyone that uses the POS system in the lunchroom because there will be an upgrade to the system. He has been working with Infinite Campus to develop a PD schedule based on what the staff wanted to learn. He is also working with Pepsi to update the machines in the teacher's workrooms as well as possibly putting a machine in the common's area with water or flavored water for the students. He has spent the beginning of the summer filling out various state reports for NDE. The administrative team will be implementing Marzano Instructional Model this year and will have training on June 23rd. There will also be safety training on June 22-23rd. The academic achievement boards have been updated with all the new scores.

The 2nd van is still waiting for a chip so it can be delivered. The VIN numbers on the 2 new buses have been received and we are set to receive the buses in the beginning of August. There are many building and grounds projects to be completed this summer including track resurfacing, carpeting, installation of bathroom partitions, and new phones. He has also been working with a tree expert in Lincoln to look at the trees on the north side of the property.

He mentioned that the IDEA funds for 20-21 had been received and work had begun to pull the funds for ESSER II. At the end of May we are 75% through the fiscal year and have spent 61% of the budget to date. He also went over the cash balances in all the funds.

### **VI.4. BOARD COMMITTEE REPORT**

Civics Committee met and went through textbooks to look at copyright dates.

## **VII. ACTION ITEMS**

**VII.1. Discuss, consider, and take necessary action for the resignation of Mathew A. Lagerstrom for the position of high school science.**

Move to accept the resignation of Matthew A. Lagerstrom. Passed with a motion by Willy O'Neil and a second by Laura Maddox.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.2. Discuss, consider and take necessary action with the hiring of Ashton Wasenius for the position of high school science.**

Move to accept the hiring of Ashton Wasenius for the position of high school science. Passed with a motion by Steve Wallin and a second by Josh Fries.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.3. Discuss, consider and take necessary action in the hiring of Joni Kirwan for the position of H.S. science.**

Move to approve the hiring of Joni Kirwan for the position of H.S. science. Passed with a motion by Josh Fries and a second by Willy O'Neil.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.4. Discuss, consider, and take necessary action in regard to the refurbishment of the track.**

Move to accept the bid for the refurbishment of the track in the amount of \$90,382. Passed with a motion by Jeff Olsen and a second by Carrie Terryberry.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.5. Discuss, consider, and take necessary action in regard to the purchase of receptionist furniture for the main entrance of the school.**

Move to approve the purchase of receptionist furniture for the main entrance of the school in the amount of \$14,951.36. Passed with a motion by Steve Wallin and a second by Dan Reeves.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.6. Discuss, consider, and take necessary action for the installation of new carpet in areas of need.**

Move to approve the installation of new carpet in the band and choir rooms in the amount of \$16,700. Passed with a motion by Jeff Olsen and a second by Steve Wallin.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.7. Discuss, consider, and take necessary action in updating the bathroom partitions throughout the school.**

Move to approve the updating of the bathroom partitions throughout the school in the amount of \$44,372. Passed with a motion by Willy O'Neil and a second by Carrie Terryberry.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VII.8. Discuss, consider, and take necessary action on the purchase of a new key fob system for the weight room that will integrate with our new door system.**

Motion tabled.

**VII.9. Discuss, consider, and take necessary action on the purchase of computers for the industrial tech department.**

Move to approve the purchase of 17 computers for the industrial tech department in the amount of \$27,819.48. Passed with a motion by Jeff Olsen and a second by Dan Reeves.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**VIII. DISCUSSION ITEMS**

Discussion was held on the idea of extending the parking lot on the east side of the building. There is an area of grass on the south side that could be used for additional parking. The building & grounds committee will look into getting additional information on this for a future meeting.

**IX. EXECUTIVE SESSION: to discuss strategy, receive legal advice, and take necessary action related to pending, imminent or threatened litigation.**

Motion to move to executive session at 7:23 PM. Passed with a motion by Jeff Olsen and a second by Dan Reeves.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

Came out of executive session at 8:00 PM.

**X. EXECUTIVE SESSION: to evaluate the performance of the superintendent.**

Motion to move to executive session at 8:01 PM. Passed with a motion by Willy O'Neil and a second by Cindy Arterburn.

Cindy Arterburn: Yea, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Yea, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

Came out of executive session at 8:51 PM.

**XI. ACTION ITEM**

Motion to approve Superintendent's salary of \$159,000 for the 2022-2023 school year. Passed with a motion by Willy O'Neil and a second by Steve Wallin.

Cindy Arterburn: Nay, Josh Fries: Yea, Laura Maddox: Yea, Karl Meeske: Yea, Jeff Olsen: Nay, Willy O'Neil: Yea, Dan Reeves: Yea, Carrie Terryberry: Yea, Steve Wallin: Yea

**XII. ADJOURN**

Meeting adjourned at 8:53 PM.

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

General 01								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
01-1-01100-000-000	Taxes Levied/Assessed by the School District	738,367.18	5,289,179.32	0.00	7,375,154.00	2,085,974.68	71.72	01-1-01100-000-000
01-1-01115-000-000	Carline Taxes	0.00	1,097.73	0.00	1,000.00	(97.73)	109.77	01-1-01115-000-000
01-1-01125-000-000	Motor Vehicle Taxes	24,858.25	385,613.29	0.00	420,000.00	34,386.71	91.81	01-1-01125-000-000
01-1-01140-000-000	Penalties & Interest	559.82	23,156.51	0.00	0.00	(23,156.51)	0.00	01-1-01140-000-000
01-1-01322-000-000	Tuition from Other Government Sources Within the S	0.00	38,268.00	0.00	10,000.00	(28,268.00)	382.68	01-1-01322-000-000
01-1-01510-000-000	Interest	195.71	1,416.10	0.00	5,000.00	3,583.90	28.32	01-1-01510-000-000
01-1-01800-000-000	Revenue From Community Services Activities	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-1-01800-000-000
01-1-01910-000-000	Rentals of School Equipment, Property, and Facilit	1,800.00	2,550.00	0.00	5,000.00	2,450.00	51.00	01-1-01910-000-000
01-1-01920-000-000	Contributions and Donations From Private Sources	0.00	500.00	0.00	0.00	(500.00)	0.00	01-1-01920-000-000
01-1-01980-000-000	Refund Of Prior Year's Expenditures	1,484.71	4,377.70	0.00	0.00	(4,377.70)	0.00	01-1-01980-000-000
01-1-01990-000-000	Miscellaneous Local Revenue	0.00	2,382.35	0.00	0.00	(2,382.35)	0.00	01-1-01990-000-000
01-1-02110-000-000	County Fines & License Fees	0.00	23,586.81	0.00	0.00	(23,586.81)	0.00	01-1-02110-000-000
01-1-02210-000-000	ESU Receipts	240.00	1,856.01	0.00	6,000.00	4,143.99	30.93	01-1-02210-000-000
01-1-03110-000-000	State Aid	31,043.00	310,475.00	0.00	310,475.00	0.00	100.00	01-1-03110-000-000
01-1-03120-000-000	SPED (School Age)	53,811.00	255,931.00	0.00	240,000.00	(15,931.00)	106.64	01-1-03120-000-000
01-1-03125-000-000	SPED Transportation (School Age)ents.	0.00	6,309.00	0.00	4,000.00	(2,309.00)	157.73	01-1-03125-000-000
01-1-03130-000-000	Homestead Exemption	17,032.12	34,064.22	0.00	0.00	(34,064.22)	0.00	01-1-03130-000-000
01-1-03131-000-000	Property Tax Credit	0.00	725,259.28	0.00	0.00	(725,259.28)	0.00	01-1-03131-000-000
01-1-03132-000-000	Personal Property Tax Credit	137.93	137.93	0.00	0.00	(137.93)	0.00	01-1-03132-000-000
01-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	11,265.31	0.00	15,000.00	3,734.69	75.10	01-1-03180-000-000
01-1-03400-000-000	State Apportionment	0.00	71,945.02	0.00	82,000.00	10,054.98	87.74	01-1-03400-000-000
01-1-03535-000-000	Payment for High Ability Learners	0.00	3,877.00	0.00	5,000.00	1,123.00	77.54	01-1-03535-000-000
01-1-04305-000-000	Title 8 (Impact Aid)	0.00	0.00	0.00	34,000.00	34,000.00	0.00	01-1-04305-000-000
01-1-04505-000-000	Title I, Part A ESSA Improving Basic Programs Oper	0.00	0.00	0.00	95,000.00	95,000.00	0.00	01-1-04505-000-000
01-1-04512-000-000	IDEA Part B (611) Base Allocation	0.00	0.00	0.00	144,000.00	144,000.00	0.00	01-1-04512-000-000
01-1-04521-000-000	IDEA Part B Proportionate Share	0.00	7,507.00	0.00	0.00	(7,507.00)	0.00	01-1-04521-000-000
01-1-04524-000-000	Other Federal Non-Categorical Receipts	0.00	147.68	0.00	0.00	(147.68)	0.00	01-1-04524-000-000
01-1-04530-000-000	Other Federal Categorical Receipts	0.00	0.00	0.00	15,000.00	15,000.00	0.00	01-1-04530-000-000
01-1-04708-000-000	Medicaid in Public Schools	1,332.90	4,804.87	0.00	5,500.00	695.13	87.36	01-1-04708-000-000

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

General 01								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-1-04996-000-000	Elementary & Secondary School	0.00	64,811.00	0.00	0.00	(64,811.00)	0.00	01-1-04996-000-000
	Emergency Relief							
01-1-05300-000-000	Proceeds From the Disposal of Real or Personal Pro	0.00	2,125.00	0.00	0.00	(2,125.00)	0.00	01-1-05300-000-000
01-1-05301-000-000	Insurance Adjustments	3,520.00	3,520.00	0.00	0.00	(3,520.00)	0.00	01-1-05301-000-000
<b>I Revenue</b>		<b>874,382.62</b>	<b>7,276,163.13</b>	<b>0.00</b>	<b>8,779,629.00</b>	<b>1,503,465.87</b>	<b>82.88</b>	* Account Type
<b>Expense</b>								
01-2-01100-000-000	Regular Instruction	(13,398.02)	31.98	0.00	0.00	(31.98)	0.00	01-2-01100-000-000
01-2-01100-111-001	Regular Instruction-Salaries of Regular Employees	82,049.89	807,763.38	0.00	1,292,410.29	484,646.91	62.50	01-2-01100-111-001
01-2-01100-111-002	Regular Instruction-Salaries of Regular Employees	95,278.84	880,478.40	0.00	1,156,646.19	276,167.79	76.12	01-2-01100-111-002
01-2-01100-111-003	Regular Instruction-Salaries of Regular Employees	0.00	20,370.53	0.00	0.00	(20,370.53)	0.00	01-2-01100-111-003
01-2-01100-112-002	Regular Instruction-Salaries of Regular Employees	7,868.80	103,917.09	0.00	0.00	(103,917.09)	0.00	01-2-01100-112-002
01-2-01100-122-002	Regular Instruction-Salaries of Temporary Employee	348.00	15,744.00	0.00	0.00	(15,744.00)	0.00	01-2-01100-122-002
01-2-01100-123-000	Regular Instruction-Salaries of Temporary Employee	0.00	0.00	0.00	11,527.76	11,527.76	0.00	01-2-01100-123-000
01-2-01100-123-001	Regular Instruction-Salaries of Temporary Employee	5,055.06	62,764.42	0.00	28,630.91	(34,133.51)	219.22	01-2-01100-123-001
01-2-01100-123-002	Regular Instruction-Salaries of Temporary Employee	1,120.00	26,984.82	0.00	31,492.99	4,508.17	85.69	01-2-01100-123-002
01-2-01100-150-001	Regular Instruction-Additional Compensation Paid t	0.00	0.00	0.00	4,350.72	4,350.72	0.00	01-2-01100-150-001
01-2-01100-151-001	Regular Instruction-Additional Compensation Paid t	7,742.76	97,834.62	0.00	137,881.61	40,046.99	70.96	01-2-01100-151-001
01-2-01100-151-002	Regular Instruction-Additional Compensation Paid t	802.68	4,033.41	0.00	16,954.21	12,920.80	23.79	01-2-01100-151-002
01-2-01100-151-003	Regular Instruction-Additional Compensation Paid t	670.45	6,686.87	0.00	0.00	(6,686.87)	0.00	01-2-01100-151-003
01-2-01100-152-001	Regular Instruction-Additional Compensation Paid t	714.96	16,476.87	0.00	0.00	(16,476.87)	0.00	01-2-01100-152-001
01-2-01100-152-003	Regular Instruction-Additional Compensation Paid t	0.00	1,726.60	0.00	0.00	(1,726.60)	0.00	01-2-01100-152-003
01-2-01100-210-000	Regular Instruction-Group Insurance for Non-Instru	0.00	0.00	0.00	65.70	65.70	0.00	01-2-01100-210-000
01-2-01100-211-000	Regular Instruction-Group Insurance for Teachers/P	0.00	0.00	0.00	3,258.31	3,258.31	0.00	01-2-01100-211-000

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-211-001	Regular Instruction-Group Insurance for Teachers/P	23,174.52	230,542.36	0.00	328,688.47	98,146.11	70.14	01-2-01100-211-001
01-2-01100-211-002	Regular Instruction-Group Insurance for Teachers/P	26,174.02	224,564.48	0.00	295,826.22	71,261.74	75.91	01-2-01100-211-002
01-2-01100-211-003	Regular Instruction-Group Insurance for Teachers/P	237.16	7,230.30	0.00	0.00	(7,230.30)	0.00	01-2-01100-211-003
01-2-01100-212-001	Regular Instruction-Addit (Inc	0.72	6.10	0.00	0.00	(6.10)	0.00	01-2-01100-212-001
01-2-01100-212-002	Regular Instruction-Salar (BCB	1,725.02	20,403.25	0.00	0.00	(20,403.25)	0.00	01-2-01100-212-002
01-2-01100-213-000	Invoice 00017732 (BCBS H ER)	0.00	0.00	0.00	168.38	168.38	0.00	01-2-01100-213-000
01-2-01100-213-001	Regular Instruction-Salar (BCB	129.72	1,463.43	0.00	795.21	(668.22)	184.03	01-2-01100-213-001
01-2-01100-213-002	Regular Instruction-Salar (BCB	274.59	4,819.61	0.00	2,141.70	(2,677.91)	225.04	01-2-01100-213-002
01-2-01100-219-000	Regular Instruction-Early (BCB	0.00	0.00	0.00	1,299.38	1,299.38	0.00	01-2-01100-219-000
01-2-01100-219-001	Early Retirement -ES (BCBS-DBe	0.00	612.65	0.00	0.00	(612.65)	0.00	01-2-01100-219-001
01-2-01100-219-002	Early Retirement -HS (BCBS-DBe	0.00	279.05	0.00	0.00	(279.05)	0.00	01-2-01100-219-002
01-2-01100-220-000	Regular Instruction (FICA)	0.00	0.00	0.00	128.37	128.37	0.00	01-2-01100-220-000
01-2-01100-220-001	Regular Instruction-Social Security Payments for N	0.00	0.00	0.00	332.82	332.82	0.00	01-2-01100-220-001
01-2-01100-221-000	Regular Instruction-Social Security Payments for T	0.00	0.00	0.00	1,751.21	1,751.21	0.00	01-2-01100-221-000
01-2-01100-221-001	Regular Instruction-Social Security Payments for T	6,624.60	66,713.70	0.00	105,037.64	38,323.94	63.51	01-2-01100-221-001
01-2-01100-221-002	Regular Instruction-Social Security Payments for T	7,051.71	65,475.98	0.00	84,790.32	19,314.34	77.22	01-2-01100-221-002
01-2-01100-221-003	Regular Instruction-Social Security Payments for T	48.39	1,943.33	0.00	0.00	(1,943.33)	0.00	01-2-01100-221-003
01-2-01100-222-001	Regular Instruction-Addit (FIC	54.70	1,260.47	0.00	0.00	(1,260.47)	0.00	01-2-01100-222-001
01-2-01100-222-002	Regular Instruction-Salar (FIC	526.78	8,021.82	0.00	0.00	(8,021.82)	0.00	01-2-01100-222-002
01-2-01100-222-003	Regular Instruction-Addit (FIC	0.00	132.08	0.00	0.00	(132.08)	0.00	01-2-01100-222-003
01-2-01100-223-000	Regular Instruction-Social Security Payments for S	0.00	0.00	0.00	845.88	845.88	0.00	01-2-01100-223-000
01-2-01100-223-001	Regular Instruction-Social Security Payments for S	377.25	4,678.67	0.00	2,150.75	(2,527.92)	217.54	01-2-01100-223-001
01-2-01100-223-002	Regular Instruction-Social Security Payments for S	67.35	1,751.05	0.00	2,215.90	464.85	79.02	01-2-01100-223-002
01-2-01100-229-000	Regular Instruction-Early (FIC	0.00	0.00	0.00	19.70	19.70	0.00	01-2-01100-229-000
01-2-01100-229-001	Early Retirement -ES (FICA)	0.00	141.16	0.00	0.00	(141.16)	0.00	01-2-01100-229-001
01-2-01100-229-002	Early Retirement -HS (FICA)	0.00	75.88	0.00	0.00	(75.88)	0.00	01-2-01100-229-002
01-2-01100-230-000	Regular Instruction (NPERs-Ben	0.00	0.00	0.00	155.60	155.60	0.00	01-2-01100-230-000
01-2-01100-231-000	Regular Instruction-Retirement Contributions for T	0.00	0.00	0.00	1,585.53	1,585.53	0.00	01-2-01100-231-000

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01100-231-001	Regular Instruction-Retirement Contributions for T	6,590.15	68,983.30	0.00	138,555.83	69,572.53	49.79	01-2-01100-231-001	
01-2-01100-231-002	Regular Instruction-Retirement Contributions for T	7,064.67	67,195.16	0.00	115,195.19	48,000.03	58.33	01-2-01100-231-002	
01-2-01100-231-003	Regular Instruction-Retirement Contributions for T	49.30	2,480.24	0.00	0.00	(2,480.24)	0.00	01-2-01100-231-003	
01-2-01100-232-001	Regular Instruction-Addit (NPE	21.16	226.08	0.00	0.00	(226.08)	0.00	01-2-01100-232-001	
01-2-01100-232-002	Regular Instruction-Salar (NPE	578.58	8,304.18	0.00	0.00	(8,304.18)	0.00	01-2-01100-232-002	
01-2-01100-233-000	Regular Instruction-Retirement Contributions for S	0.00	0.00	0.00	149.51	149.51	0.00	01-2-01100-233-000	
01-2-01100-233-001	Regular Instruction-Retirement Contributions for S	14.12	272.29	0.00	306.32	34.03	88.89	01-2-01100-233-001	
01-2-01100-233-002	Regular Instruction-Retirement Contributions for S	27.35	686.03	0.00	497.49	(188.54)	137.90	01-2-01100-233-002	
01-2-01100-237-001	Regular Instruction-Increased Retirement Contrib	2,275.22	18,221.70	0.00	0.00	(18,221.70)	0.00	01-2-01100-237-001	
01-2-01100-237-002	Regular Instruction-Salar (NPE	2,634.10	20,748.04	0.00	0.00	(20,748.04)	0.00	01-2-01100-237-002	
01-2-01100-237-003	Regular Instruction-Salar (NPE	16.94	180.44	0.00	0.00	(180.44)	0.00	01-2-01100-237-003	
01-2-01100-239-000	Regular Instruction-Early Retirement or Terminatio	0.00	0.00	0.00	282.93	282.93	0.00	01-2-01100-239-000	
01-2-01100-239-001	Early Retirement -ES	0.00	2,000.00	0.00	0.00	(2,000.00)	0.00	01-2-01100-239-001	
01-2-01100-239-002	Early Retirement -HS	0.00	1,000.00	0.00	0.00	(1,000.00)	0.00	01-2-01100-239-002	
01-2-01100-281-000	Regular Instruction-Health Benefits Paid for Teach	0.00	0.00	0.00	463.50	463.50	0.00	01-2-01100-281-000	
01-2-01100-281-001	Regular Instruction-Health Benefits Paid for Teach	686.83	6,759.55	0.00	4,897.90	(1,861.65)	138.01	01-2-01100-281-001	
01-2-01100-281-002	Regular Instruction-Health Benefits Paid for Teach	358.94	7,125.10	0.00	5,330.25	(1,794.85)	133.67	01-2-01100-281-002	
01-2-01100-282-002	Regular Instruction-Salar (HSA	183.25	975.27	0.00	0.00	(975.27)	0.00	01-2-01100-282-002	
01-2-01100-283-001	Regular Instruction-Salar (HSA	34.65	319.89	0.00	0.00	(319.89)	0.00	01-2-01100-283-001	
01-2-01100-283-002	Regular Instruction-Salar (HSA	67.14	499.60	0.00	0.00	(499.60)	0.00	01-2-01100-283-002	
01-2-01100-289-001	Early Retirement -ES (HSA)	0.00	86.67	0.00	0.00	(86.67)	0.00	01-2-01100-289-001	
01-2-01100-291-000	Regular Instruction-Other Employee Benefits Paid f	0.00	0.00	0.00	22,636.60	22,636.60	0.00	01-2-01100-291-000	
01-2-01100-320-000	Regular Instruction-Professional Educational Servi	0.00	0.00	0.00	3,500.00	3,500.00	0.00	01-2-01100-320-000	
01-2-01100-352-001	Regular Instruction-Other Technical Services	0.00	5,452.63	0.00	0.00	(5,452.63)	0.00	01-2-01100-352-001	
01-2-01100-352-002	Regular Instruction-Other Technical Services	0.00	6,485.37	0.00	0.00	(6,485.37)	0.00	01-2-01100-352-002	
01-2-01100-580-000	Regular Instruction-Travel	39.00	342.99	0.00	3,000.00	2,657.01	11.43	01-2-01100-580-000	

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-580-001	Regular Instruction-Travel	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-01100-580-001
01-2-01100-580-002	Regular Instruction-Travel	664.22	1,267.68	0.00	1,000.00	(267.68)	126.77	01-2-01100-580-002
01-2-01100-610-000	Regular Instruction-General Supplies	1,595.02	20,094.67	1,164.18	54,666.47	33,407.62	42.23	01-2-01100-610-000
01-2-01100-610-001	Regular Instruction-General Supplies	564.17	3,173.52	8,798.46	0.00	(11,971.98)	0.00	01-2-01100-610-001
01-2-01100-610-001-06	Regular Instruction-General Supplies-English 7-12	19.00	228.58	0.00	2,750.00	2,521.42	8.31	01-2-01100-610-001-06
01-2-01100-610-001-08	Regular Instruction-General Supplies-Math 7-12	0.00	1,961.56	0.00	3,450.00	1,488.44	56.86	01-2-01100-610-001-08
01-2-01100-610-001-10	Regular Instruction-General Supplies-Science 7-12	25.00	316.61	0.00	3,875.00	3,558.39	8.17	01-2-01100-610-001-10
01-2-01100-610-001-12	Regular Instruction-General Supplies-Social S 7-12	0.00	172.89	976.35	1,625.00	475.76	70.72	01-2-01100-610-001-12
01-2-01100-610-001-14	Regular Instruction-General Supplies-Art 7-12	(1,011.85)	3,694.44	0.00	6,250.00	2,555.56	89.10	01-2-01100-610-001-14
01-2-01100-610-001-16	Regular Instruction-General Supplies-Music 7-12	538.18	1,735.08	0.00	3,750.00	2,014.92	85.15	01-2-01100-610-001-16
01-2-01100-610-001-18	Regular Instruction-General Supplies-Band 7-12	0.00	1,880.60	4,971.15	6,750.00	(101.75)	104.22	01-2-01100-610-001-18
01-2-01100-610-001-20	Regular Instruction-General Supplies-PE 7-12	0.00	0.00	5,505.56	1,875.00	(3,630.56)	565.43	01-2-01100-610-001-20
01-2-01100-610-001-21	Regular Instruction-General Supplies-STEM	0.00	1,961.24	0.00	2,000.00	38.76	98.06	01-2-01100-610-001-21
01-2-01100-610-001-22	Regular Instruction-General Supplies-Family Consum	295.60	3,725.10	24.16	3,500.00	(249.26)	107.12	01-2-01100-610-001-22
01-2-01100-610-001-23	Regular Instruction-General Supplies-Woods	248.99	7,565.87	0.00	8,000.00	434.13	99.56	01-2-01100-610-001-23
01-2-01100-610-001-24	Regular Instruction-General Supplies-Ag	435.00	4,305.04	0.00	8,000.00	3,694.96	74.76	01-2-01100-610-001-24
01-2-01100-610-001-25	Regular Instruction-General Supplies-Spanish	0.00	758.92	0.00	1,200.00	441.08	63.24	01-2-01100-610-001-25
01-2-01100-610-001-26	Regular Instruction-General Supplies-Business	0.00	0.00	0.00	2,000.00	2,000.00	0.00	01-2-01100-610-001-26
01-2-01100-610-001-27	Regular Instruction-General Supplies-Speech	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-01100-610-001-27
01-2-01100-610-002	Regular Instruction-General Supplies	284.28	630.36	341.89	0.00	(972.25)	0.00	01-2-01100-610-002
01-2-01100-610-002-00	Regular Instruction-General Supplies-Kindergarten	697.11	1,469.81	357.00	3,000.00	1,173.19	66.61	01-2-01100-610-002-00

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-610-002-01	Regular Instruction-General Supplies-First Grade	1,458.41	1,582.34	297.50	3,000.00	1,120.16	62.66	01-2-01100-610-002-01
01-2-01100-610-002-02	Regular Instruction-General Supplies-Second Grade	2,982.33	3,871.96	446.47	3,000.00	(1,318.43)	150.18	01-2-01100-610-002-02
01-2-01100-610-002-03	Regular Instruction-General Supplies-Third Grade	821.89	1,429.95	510.94	3,000.00	1,059.11	70.99	01-2-01100-610-002-03
01-2-01100-610-002-04	Regular Instruction-General Supplies-Fourth Grade	383.96	581.69	232.58	3,000.00	2,185.73	30.74	01-2-01100-610-002-04
01-2-01100-610-002-05	Regular Instruction-General Supplies-English 5-6	25.50	380.97	132.66	750.00	236.37	124.46	01-2-01100-610-002-05
01-2-01100-610-002-07	Regular Instruction-General Supplies-Math 5-6	605.35	605.35	176.44	750.00	(31.79)	130.33	01-2-01100-610-002-07
01-2-01100-610-002-09	Regular Instruction-General Supplies-Science 5-6	75.27	140.89	63.33	875.00	670.78	55.06	01-2-01100-610-002-09
01-2-01100-610-002-11	Regular Instruction-General Supplies-Social St 5-6	0.00	0.00	0.00	375.00	375.00	0.00	01-2-01100-610-002-11
01-2-01100-610-002-13	Regular Instruction-General Supplies-Art K-6	49.00	1,004.44	2,165.17	5,250.00	2,080.39	76.88	01-2-01100-610-002-13
01-2-01100-610-002-15	Regular Instruction-General Supplies-Music K-6	2,207.41	3,514.39	30.06	3,750.00	205.55	94.52	01-2-01100-610-002-15
01-2-01100-610-002-17	Regular Instruction-General Supplies-Band 5-6	0.00	68.60	0.00	2,250.00	2,181.40	3.05	01-2-01100-610-002-17
01-2-01100-610-002-19	Regular Instruction-General Supplies-PE K-6	0.00	619.87	1,237.01	1,875.00	18.12	119.33	01-2-01100-610-002-19
01-2-01100-610-003	Regular Instruction-General Supplies	0.00	0.00	1,688.28	0.00	(1,688.28)	0.00	01-2-01100-610-003
01-2-01100-640-000	Regular Instruction-Books and Periodical	0.00	227.50	0.00	1,000.00	772.50	22.75	01-2-01100-640-000
01-2-01100-640-001	Regular Instruction-Books and Periodical	1,125.81	7,799.94	4,823.96	60,000.00	47,376.10	30.86	01-2-01100-640-001
01-2-01100-640-002	Regular Instruction-Books and Periodical	1,955.93	33,169.27	4,289.62	60,000.00	22,541.11	79.58	01-2-01100-640-002
01-2-01100-640-003	Regular Instruction-Books and Periodical	0.00	3,186.35	126.97	0.00	(3,313.32)	0.00	01-2-01100-640-003
01-2-01100-641-002	Regular Instruction-E-Books	0.00	3,000.00	0.00	0.00	(3,000.00)	0.00	01-2-01100-641-002
01-2-01100-642-000	Regular Instruction-Audio-Visual Materials	(36,915.32)	61,570.00	58,862.00	0.00	(120,432.00)	0.00	01-2-01100-642-000
01-2-01100-642-001	Regular Instruction-Audio-Visual Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	01-2-01100-642-001
01-2-01100-643-000	Regular Instruction-Web/Cloud Based Software	0.00	22,909.00	0.00	18,000.00	(4,909.00)	127.27	01-2-01100-643-000

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01100-731-001-0-0-0-0-0	Machinery	16,970.57	16,970.57	0.00	0.00	(16,970.57)	0.00	01-2-01100-731-001
01-2-01100-733-000	Invoice 00017734	932.07	5,977.54	0.00	20,000.00	14,022.46	29.89	01-2-01100-733-000
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures	48.00	4,304.17	0.00	20,000.00	15,695.83	21.52	01-2-01100-733-001
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures	0.00	1,075.00	0.00	20,000.00	18,925.00	5.38	01-2-01100-733-002
01-2-01100-734-000	Regular Instruction-Technology-Related Hardware	2,028.00	45,959.32	1,327.31	40,000.00	(7,286.63)	127.51	01-2-01100-734-000
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware	3,407.00	4,997.60	27,819.48	40,000.00	7,182.92	82.04	01-2-01100-734-001
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware	1,598.00	3,956.00	0.00	0.00	(3,956.00)	0.00	01-2-01100-734-002
01-2-01100-735-000	Regular Instruction-Technology Software	(481.24)	8,303.46	11,887.25	20,000.00	(190.71)	199.82	01-2-01100-735-000
01-2-01100-735-001	Regular Instruction-Technology Software	0.00	4,229.49	0.00	5,500.00	1,270.51	76.90	01-2-01100-735-001
01-2-01100-735-002	Regular Instruction-Technology Software	0.00	7,400.00	0.00	6,000.00	(1,400.00)	123.33	01-2-01100-735-002
01-2-01100-735-003	Regular Instruction-Technology Software	0.00	1,750.00	0.00	0.00	(1,750.00)	0.00	01-2-01100-735-003
01-2-01100-810-000	Regular Instruction-Dues and Fees	363.00	1,789.70	0.00	500.00	(1,289.70)	358.14	01-2-01100-810-000
01-2-01100-810-001	Regular Instruction-Dues and Fees	0.00	450.00	0.00	6,000.00	5,550.00	24.17	01-2-01100-810-001
01-2-01100-810-002	Regular Instruction-Dues and Fees	0.00	420.00	0.00	500.00	80.00	84.00	01-2-01100-810-002
01-2-01100-890-000	Regular Instruction-Miscellaneous Expenditures	240.00	564.01	0.00	2,500.00	1,935.99	32.16	01-2-01100-890-000
01-2-01100-890-001	Regular Instruction-Miscellaneous Expenditures	0.00	9,348.00	0.00	25,000.00	15,652.00	62.52	01-2-01100-890-001
01-2-01150-111-000	Limited English Proficiency Programs-Salaries of R	5,503.16	55,031.67	0.00	134,567.31	79,535.64	40.90	01-2-01150-111-000
01-2-01150-111-001	Limited English Proficiency Programs-Salaries of R	326.79	33,381.12	0.00	42,697.62	9,316.50	78.18	01-2-01150-111-001
01-2-01150-111-002	Limited English Proficiency Programs-Salaries of R	0.00	120.00	0.00	0.00	(120.00)	0.00	01-2-01150-111-002
01-2-01150-112-000	Limited English Proficiency Programs-Salaries of R	0.00	0.00	0.00	506.76	506.76	0.00	01-2-01150-112-000
01-2-01150-112-001	Limited English Proficiency Programs-Salaries of R	1,238.62	15,875.49	0.00	0.00	(15,875.49)	0.00	01-2-01150-112-001

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01-2-01150-112-002	Limited English Proficiency Programs-Salaries of R	0.00	0.00	0.00	15,941.59	15,941.59	0.00	01-2-01150-112-002	
01-2-01150-122-000	Limited English Proficiency Programs-Salaries of T	0.00	240.00	0.00	0.00	(240.00)	0.00	01-2-01150-122-000	
01-2-01150-123-000	Limited English Proficiency Programs-Salaries of T	2,232.00	10,235.00	0.00	1,060.90	(9,174.10)	964.75	01-2-01150-123-000	
01-2-01150-210-000	Limited English Proficiency Programs-Group Insuran	0.00	0.00	0.00	21.31	21.31	0.00	01-2-01150-210-000	
01-2-01150-211-000	Limited English Proficiency Programs-Group Insuran	671.59	6,689.78	0.00	16,040.91	9,351.13	41.70	01-2-01150-211-000	
01-2-01150-211-001	Limited English Proficiency Programs-Group Insuran	652.86	11,736.39	0.00	14,422.38	2,685.99	81.38	01-2-01150-211-001	
01-2-01150-211-002	Limited English Proficiency Programs-Group Insuran	0.00	14.30	0.00	0.00	(14.30)	0.00	01-2-01150-211-002	
01-2-01150-212-000	Limited English Proficiency Programs-Group Insuran	0.00	0.00	0.00	85.98	85.98	0.00	01-2-01150-212-000	
01-2-01150-212-001	Limited English Proficien (Inc	4.19	38.54	0.00	0.00	(38.54)	0.00	01-2-01150-212-001	
01-2-01150-212-002	Limited English Proficien (Inc	0.00	0.00	0.00	23.27	23.27	0.00	01-2-01150-212-002	
01-2-01150-213-000	Limited English Proficien (BCB	0.00	17.86	0.00	48.45	30.59	36.86	01-2-01150-213-000	
01-2-01150-220-000	Limited English Proficien (FIC	0.00	0.00	0.00	5.88	5.88	0.00	01-2-01150-220-000	
01-2-01150-221-000	Limited English Proficiency Programs-Social Securi	403.46	4,035.27	0.00	10,112.42	6,077.15	39.90	01-2-01150-221-000	
01-2-01150-221-001	Limited English Proficiency Programs-Social Securi	25.00	2,553.68	0.00	3,208.25	654.57	79.60	01-2-01150-221-001	
01-2-01150-221-002	Limited English Proficiency Programs-Social Securi	0.00	8.79	0.00	0.00	(8.79)	0.00	01-2-01150-221-002	
01-2-01150-222-000	Limited English Proficiency Programs-Social Securi	0.00	18.36	0.00	34.56	16.20	53.13	01-2-01150-222-000	
01-2-01150-222-001	Limited English Proficien (FIC	76.43	1,031.20	0.00	0.00	(1,031.20)	0.00	01-2-01150-222-001	
01-2-01150-222-002	Limited English Proficien (FIC	0.00	0.00	0.00	1,046.48	1,046.48	0.00	01-2-01150-222-002	
01-2-01150-223-000	Limited English Proficiency Programs-Social Securi	170.75	782.07	0.00	78.12	(703.95)	1,001.11	01-2-01150-223-000	
01-2-01150-230-000	Limited English Proficien (NPE	0.00	0.00	0.00	7.89	7.89	0.00	01-2-01150-230-000	
01-2-01150-231-000	Limited English Proficiency Programs-Retirement Co	404.64	4,324.35	0.00	13,352.85	9,028.50	32.39	01-2-01150-231-000	
01-2-01150-231-001	Limited English Proficiency Programs-Retirement Co	24.03	2,686.63	0.00	4,217.60	1,530.97	63.70	01-2-01150-231-001	
01-2-01150-231-002	Limited English Proficiency Programs-Retirement Co	0.00	11.83	0.00	0.00	(11.83)	0.00	01-2-01150-231-002	
01-2-01150-232-000	Limited English Proficiency Programs-Retirement Co	0.00	0.00	0.00	50.07	50.07	0.00	01-2-01150-232-000	

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01150-232-001	Limited English Proficien (NPE	91.07	1,239.66	0.00	0.00	(1,239.66)	0.00	01-2-01150-232-001
01-2-01150-232-002	Limited English Proficien (NPE	0.00	0.00	0.00	1,574.67	1,574.67	0.00	01-2-01150-232-002
01-2-01150-233-000	Limited English Proficiency Programs-Retirement Co	0.00	3.45	0.00	12.22	8.77	28.23	01-2-01150-233-000
01-2-01150-237-000	Limited English Proficiency Programs-Increased Ret	138.95	1,112.04	0.00	0.00	(1,112.04)	0.00	01-2-01150-237-000
01-2-01150-237-001	Limited English Proficien (NPE	39.53	939.19	0.00	0.00	(939.19)	0.00	01-2-01150-237-001
01-2-01150-281-000	Limited English Proficiency Programs-Health Benefi	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-01150-281-000
01-2-01150-281-001	Limited English Proficien (HSA	281.94	1,076.40	0.00	0.00	(1,076.40)	0.00	01-2-01150-281-001
01-2-01150-580-000	Limited English Proficiency Programs-Travel	0.00	0.00	0.00	276.70	276.70	0.00	01-2-01150-580-000
01-2-01150-610-000	Limited English Proficiency Programs-General Suppl	439.15	846.63	292.00	195.28	(943.35)	583.08	01-2-01150-610-000
01-2-01150-610-001	Limited English Proficiency Programs-General Suppl	0.00	269.43	0.00	0.00	(269.43)	0.00	01-2-01150-610-001
01-2-01150-610-002	Limited English Proficiency Programs-General Suppl	0.00	89.10	0.00	0.00	(89.10)	0.00	01-2-01150-610-002
01-2-01150-640-000	Limited English Proficiency Programs-Books and Per	0.00	2,905.10	0.00	0.00	(2,905.10)	0.00	01-2-01150-640-000
01-2-01150-642-000	Limited English Proficiency Programs-Audio-Visual	0.00	2,475.00	0.00	0.00	(2,475.00)	0.00	01-2-01150-642-000
01-2-01150-890-000	Limited English Proficiency Programs-Miscellaneous	0.00	0.00	0.00	2,472.00	2,472.00	0.00	01-2-01150-890-000
01-2-01160-112-002	Poverty Programs-Salaries of Regular Employees Pai	0.00	0.00	0.00	18,866.20	18,866.20	0.00	01-2-01160-112-002
01-2-01160-123-000	Poverty Programs-Salaries of Temporary Employees P	0.00	0.00	0.00	185.40	185.40	0.00	01-2-01160-123-000
01-2-01160-212-002	Poverty Programs-Group Insurance for Instructional	0.00	0.00	0.00	32.07	32.07	0.00	01-2-01160-212-002
01-2-01160-222-002	Poverty Programs-Social Security Payments for Inst	0.00	0.00	0.00	1,443.25	1,443.25	0.00	01-2-01160-222-002
01-2-01160-223-000	Poverty Programs-Social Security Payments for Subs	0.00	0.00	0.00	14.19	14.19	0.00	01-2-01160-223-000
01-2-01160-232-002	Poverty Programs-Retirement Contributions for Inst	0.00	0.00	0.00	1,863.56	1,863.56	0.00	01-2-01160-232-002
01-2-01200-111-000	Special Education Instructional Programs - School	0.00	0.00	0.00	4,903.91	4,903.91	0.00	01-2-01200-111-000
01-2-01200-111-001	Special Education Instructional Programs - School	4,568.66	45,806.67	0.00	27,387.41	(18,419.26)	167.25	01-2-01200-111-001

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-01200-111-002	Special Education Instructional Programs - School	5,236.16	0.00	0.00	32,903.40	32,903.40	0.00	01-2-01200-111-002
01-2-01200-111-003	Special Education Instructional Programs - School	4,301.66	43,136.67	0.00	0.00	(43,136.67)	0.00	01-2-01200-111-003
01-2-01200-112-001	Special Education Instructional Programs - School	6,129.20	73,215.11	0.00	90,539.44	17,324.33	80.87	01-2-01200-112-001
01-2-01200-112-002	Special Education Instructional Programs - School	7,614.63	85,001.50	0.00	97,228.82	12,227.32	87.42	01-2-01200-112-002
01-2-01200-122-001	Special Education Instructional Programs - School	180.00	1,092.00	0.00	123.60	(968.40)	883.50	01-2-01200-122-001
01-2-01200-122-002	Special Education Instructional Programs - School	1,056.00	5,742.00	0.00	0.00	(5,742.00)	0.00	01-2-01200-122-002
01-2-01200-123-000	Special Education Instructional Programs - School	0.00	0.00	0.00	1,192.74	1,192.74	0.00	01-2-01200-123-000
01-2-01200-123-001	Special Education Instructional Programs - School	0.00	576.00	0.00	910.52	334.52	63.26	01-2-01200-123-001
01-2-01200-123-002	Special Education Instructional Programs - School	120.00	6,024.00	0.00	603.58	(5,420.42)	998.04	01-2-01200-123-002
01-2-01200-211-000	Special Education Instructional Programs - School	0.00	0.00	0.00	1,039.49	1,039.49	0.00	01-2-01200-211-000
01-2-01200-211-001	Special Education Instructional Programs - School	669.19	6,553.42	0.00	4,594.13	(1,959.29)	142.65	01-2-01200-211-001
01-2-01200-211-002	Special Education Instructional Programs - School	1,337.19	4,913.61	0.00	11,501.30	6,587.69	42.72	01-2-01200-211-002
01-2-01200-211-003	Special Education Instructional Programs - School	40.86	3,537.70	0.00	0.00	(3,537.70)	0.00	01-2-01200-211-003
01-2-01200-212-001	ES-Aide SPED Health Ins	1,707.57	19,757.75	0.00	26,090.50	6,332.75	75.73	01-2-01200-212-001
01-2-01200-212-002	HS-Aide SPED Health Ins	1,519.68	10,617.35	0.00	12,255.94	1,638.59	86.63	01-2-01200-212-002
01-2-01200-213-000	Special Education Instruc (Inc	0.00	0.00	0.00	40.72	40.72	0.00	01-2-01200-213-000
01-2-01200-213-001	Special Education Instruc (BCB	0.00	44.41	0.00	0.00	(44.41)	0.00	01-2-01200-213-001
01-2-01200-213-002	Special Education Instruc (BCB	0.00	63.23	0.00	0.00	(63.23)	0.00	01-2-01200-213-002
01-2-01200-219-001	Special Education Instruc (BCB	0.00	120.19	0.00	0.00	(120.19)	0.00	01-2-01200-219-001
01-2-01200-221-000	Special Education Instruc (FIC	0.00	0.00	0.00	356.54	356.54	0.00	01-2-01200-221-000
01-2-01200-221-001	Special Education Instructional Programs - School	336.99	3,381.58	0.00	4,225.00	843.42	80.04	01-2-01200-221-001
01-2-01200-221-002	Special Education Instructional Programs - School	373.43	3,739.07	0.00	4,680.48	941.41	79.89	01-2-01200-221-002
01-2-01200-221-003	Special Education Instructional Programs - School	311.55	3,124.85	0.00	0.00	(3,124.85)	0.00	01-2-01200-221-003
01-2-01200-222-001	ES-Aide SPED SS	383.66	4,542.39	0.00	5,009.14	466.75	90.68	01-2-01200-222-001
01-2-01200-222-002	HS-Aide SPED SS	567.71	6,070.14	0.00	6,253.98	183.84	97.06	01-2-01200-222-002

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01200-223-000	Special Education Instructional Programs - School	0.00	0.00	0.00	88.32	88.32	0.00	01-2-01200-223-000	
01-2-01200-223-001	Special Education Instruc (FIC	0.00	41.62	0.00	69.66	28.04	59.75	01-2-01200-223-001	
01-2-01200-223-002	HS-Sub SPED SS	9.18	456.85	0.00	46.17	(410.68)	989.50	01-2-01200-223-002	
01-2-01200-229-001	Special Education Instruc (FIC	0.00	74.26	0.00	0.00	(74.26)	0.00	01-2-01200-229-001	
01-2-01200-231-000	Special Education Instruc (NPE	0.00	0.00	0.00	458.04	458.04	0.00	01-2-01200-231-000	
01-2-01200-231-001	Special Education Instructional Programs - School	335.92	3,601.78	0.00	5,551.78	1,950.00	64.88	01-2-01200-231-001	
01-2-01200-231-002	Special Education Instructional Programs - School	385.00	4,126.34	0.00	6,508.10	2,381.76	63.40	01-2-01200-231-002	
01-2-01200-231-003	Special Education Instructional Programs - School	316.29	3,391.99	0.00	0.00	(3,391.99)	0.00	01-2-01200-231-003	
01-2-01200-232-001	ES-Aide SPED NPERS	450.67	5,719.93	0.00	8,867.37	3,147.44	64.51	01-2-01200-232-001	
01-2-01200-232-002	HS-Aide SPED NPERS	559.89	6,644.71	0.00	9,418.88	2,774.17	70.55	01-2-01200-232-002	
01-2-01200-233-000	Special Education Instructional Programs - School	0.00	0.00	0.00	20.34	20.34	0.00	01-2-01200-233-000	
01-2-01200-233-001	Special Education Instruc (NPE	0.00	11.86	0.00	0.00	(11.86)	0.00	01-2-01200-233-001	
01-2-01200-233-002	Special Education Instruc (NPE	0.00	5.92	0.00	0.00	(5.92)	0.00	01-2-01200-233-002	
01-2-01200-237-001	Special Education Instruc (NPE	270.12	2,434.99	0.00	0.00	(2,434.99)	0.00	01-2-01200-237-001	
01-2-01200-237-002	Special Education Instruc (NPE	324.48	2,809.29	0.00	0.00	(2,809.29)	0.00	01-2-01200-237-002	
01-2-01200-237-003	Special Education Instruc (NPE	108.62	868.96	0.00	0.00	(868.96)	0.00	01-2-01200-237-003	
01-2-01200-239-001	Special Education Instruct (Early Retirement)	0.00	1,000.00	0.00	0.00	(1,000.00)	0.00	01-2-01200-239-001	
01-2-01200-282-001	ES-Aide SPED HRA	0.00	0.00	0.00	500.00	500.00	0.00	01-2-01200-282-001	
01-2-01200-282-002	HS-Aide SPED HRA	150.61	150.61	0.00	0.00	(150.61)	0.00	01-2-01200-282-002	
01-2-01200-540-000	Special Education Instructional Programs - School	130.90	1,296.25	0.00	2,200.00	903.75	58.92	01-2-01200-540-000	
01-2-01200-562-002	SPED tuition to other schools	0.00	2,385.00	0.00	0.00	(2,385.00)	0.00	01-2-01200-562-002	
01-2-01200-569-002	SPED tuition to other schools	0.00	0.00	0.00	2,200.00	2,200.00	0.00	01-2-01200-569-002	
01-2-01200-580-001	Special Education Instructional Programs - School	0.00	469.00	0.00	0.00	(469.00)	0.00	01-2-01200-580-001	
01-2-01200-580-002	Special Education Instructional Programs - School	0.00	485.75	0.00	0.00	(485.75)	0.00	01-2-01200-580-002	
01-2-01200-591-000	Special Education Instructional Programs - School	603.00	30,254.83	0.00	10,000.00	(20,254.83)	309.25	01-2-01200-591-000	
01-2-01200-610-000	Special Education Instructional Programs - School	34.07	34.07	0.00	200.00	165.93	17.04	01-2-01200-610-000	
01-2-01200-610-001	Special Education Instructional Programs - School	98.00	398.40	0.00	350.00	(48.40)	113.83	01-2-01200-610-001	
01-2-01200-610-002	Special Education Instructional Programs - School	1,018.87	2,659.16	1,309.52	3,500.00	(468.68)	117.27	01-2-01200-610-002	

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Chase County Schools

General 01									
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Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-01200-640-000	Special Education Instructional Programs - School	0.00	0.00	0.00	100.00	100.00	119.50	01-2-01200-640-000	
01-2-01200-640-001	Special Education Instructional Programs - School	0.00	143.35	0.00	0.00	(143.35)	0.00	01-2-01200-640-001	
01-2-01200-640-002	Special Education Instructional Programs - School	0.00	690.00	0.00	0.00	(690.00)	0.00	01-2-01200-640-002	
01-2-01200-733-001	Special Education Instructional Programs - School	0.00	0.00	0.00	300.00	300.00	0.00	01-2-01200-733-001	
01-2-01200-733-002	Special Education Instructional Programs - School	3,899.97	3,899.97	0.00	0.00	(3,899.97)	0.00	01-2-01200-733-002	
01-2-01200-734-001	Special Education Instructional Programs - School	0.00	588.00	0.00	1,000.00	412.00	58.80	01-2-01200-734-001	
01-2-01200-810-000	Special Education Instructional Programs - School	0.00	0.00	0.00	350.00	350.00	0.00	01-2-01200-810-000	
01-2-01200-810-001	Special Education Instructional Programs - School	0.00	15.00	0.00	0.00	(15.00)	0.00	01-2-01200-810-001	
01-2-01200-810-002	Special Education Instructional Programs - School	0.00	15.00	0.00	0.00	(15.00)	0.00	01-2-01200-810-002	
01-2-01200-890-000	Special Education Instructional Programs - School	0.00	0.00	0.00	300.00	300.00	0.00	01-2-01200-890-000	
01-2-02120-111-000	Guidance Services-Salaries of Regular Employees Pa	10,610.41	106,104.29	0.00	0.00	(106,104.29)	0.00	01-2-02120-111-000	
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Pa	0.00	0.00	0.00	64,328.92	64,328.92	0.00	01-2-02120-111-001	
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Pa	0.00	0.00	0.00	64,328.92	64,328.92	0.00	01-2-02120-111-002	
01-2-02120-211-000	Guidance Services-Group Insurance for Teachers/Pro	3,044.59	30,783.26	0.00	0.00	(30,783.26)	0.00	01-2-02120-211-000	
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Pro	0.00	0.00	0.00	17,945.08	17,945.08	0.00	01-2-02120-211-001	
01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Pro	0.00	0.00	0.00	17,945.07	17,945.07	0.00	01-2-02120-211-002	
01-2-02120-221-000	Guidance Services-Social Security Payments for Tea	766.40	7,659.10	0.00	0.00	(7,659.10)	0.00	01-2-02120-221-000	
01-2-02120-221-001	Guidance Services-Social Security Payments for Tea	0.00	0.00	0.00	4,617.94	4,617.94	0.00	01-2-02120-221-001	
01-2-02120-221-002	Guidance Services-Social Security Payments for Tea	0.00	0.00	0.00	4,617.94	4,617.94	0.00	01-2-02120-221-002	
01-2-02120-231-000	Guidance Services-Retirement Contributions for Tea	780.20	8,337.53	0.00	0.00	(8,337.53)	0.00	01-2-02120-231-000	

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02120-231-001	Guidance Services-Retirement Contributions for Tea	0.00	0.00	0.00	6,354.37	6,354.37	0.00	01-2-02120-231-001	
01-2-02120-231-002	Guidance Services-Retirement Contributions for Tea	0.00	0.00	0.00	6,354.38	6,354.38	0.00	01-2-02120-231-002	
01-2-02120-237-000	Guidance Services-Salarie (NPE	267.92	2,143.36	0.00	0.00	(2,143.36)	0.00	01-2-02120-237-000	
01-2-02120-281-000	Guidance Services-Health Benefits Paid for Teacher	0.00	530.06	0.00	0.00	(530.06)	0.00	01-2-02120-281-000	
01-2-02120-580-000	Guidance Services-Travel	0.00	0.00	0.00	303.13	303.13	0.00	01-2-02120-580-000	
01-2-02120-610-000	Guidance Services-General Supplies	140.04	508.84	328.05	1,276.28	439.39	75.48	01-2-02120-610-000	
01-2-02120-734-000	Guidance Services-Technology-Related Hardware	0.00	3,675.00	0.00	0.00	(3,675.00)	0.00	01-2-02120-734-000	
01-2-02120-810-000	Guidance Services-Dues and Fees	0.00	710.00	0.00	944.40	234.40	75.18	01-2-02120-810-000	
01-2-02130-110-000	Health Services-Salaries of Regular Employees Paid	0.00	0.00	0.00	49,904.84	49,904.84	0.00	01-2-02130-110-000	
01-2-02130-116-000	Health Services-Salaries of Regular Employees Paid	4,148.75	41,487.50	0.00	0.00	(41,487.50)	0.00	01-2-02130-116-000	
01-2-02130-120-000	Health Services-Salaries of Temporary Employees Pa	0.00	1,740.00	0.00	1,404.92	(335.08)	123.85	01-2-02130-120-000	
01-2-02130-210-000	Health Services-Group Insurance for Non-Instructio	0.00	0.00	0.00	15,677.60	15,677.60	0.00	01-2-02130-210-000	
01-2-02130-216-000	Health Services-Salaries (BCB	1,359.04	13,568.90	0.00	0.00	(13,568.90)	0.00	01-2-02130-216-000	
01-2-02130-220-000	Health Services-Social Security Payments for Non-I	0.00	133.11	0.00	3,725.28	3,592.17	3.57	01-2-02130-220-000	
01-2-02130-226-000	Health Services-Salaries (FIC	301.04	3,010.64	0.00	0.00	(3,010.64)	0.00	01-2-02130-226-000	
01-2-02130-230-000	Health Services-Retirement Contributions for Non-I	0.00	0.00	0.00	4,929.51	4,929.51	0.00	01-2-02130-230-000	
01-2-02130-236-000	Health Services-Salaries (NPE	305.05	3,260.03	0.00	0.00	(3,260.03)	0.00	01-2-02130-236-000	
01-2-02130-237-000	Health Services-Increased Retirement Contributions	104.76	838.07	0.00	0.00	(838.07)	0.00	01-2-02130-237-000	
01-2-02130-286-000	Health Services-Health Benefits Paid for Professio	0.00	320.00	0.00	0.00	(320.00)	0.00	01-2-02130-286-000	
01-2-02130-580-000	Health Services-Travel	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-02130-580-000	
01-2-02130-610-000	Health Services-General Supplies	0.00	185.36	0.00	1,500.00	1,314.64	56.61	01-2-02130-610-000	
01-2-02130-810-000	Health Services-Dues and Fees	155.00	305.00	0.00	0.00	(305.00)	0.00	01-2-02130-810-000	
01-2-02141-591-000	Psych ESU - School Age	0.00	6,442.18	0.00	55,476.57	49,034.39	29.51	01-2-02141-591-000	
01-2-02151-591-000	Speech ESU - school age	0.00	3,500.00	0.00	24,510.54	21,010.54	69.93	01-2-02151-591-000	
01-2-02153-591-000	Speech ESU - 0-2	0.00	0.00	0.00	1,875.19	1,875.19	0.00	01-2-02153-591-000	
01-2-02161-591-000	OT ESU - School Age	0.00	8,680.30	0.00	21,209.07	12,528.77	40.93	01-2-02161-591-000	
01-2-02163-591-002	Occupational Therapy 0-2 yrs	0.00	0.00	0.00	389.86	389.86	0.00	01-2-02163-591-002	

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02170-320-000	00-PT Services	0.00	0.00	0.00	594.83	594.83	0.00	01-2-02170-320-000	
01-2-02181-320-001	Vision - SPED School	0.00	0.00	0.00	1,741.73	1,741.73	0.00	01-2-02181-320-001	
01-2-02190-591-000	Age-Professional Educational SPED ESU -	0.00	2,957.50	0.00	52,575.74	49,618.24	5.63	01-2-02190-591-000	
01-2-02213-330-000	Resource/Admin/Vocational Instructional Staff	1,300.00	1,300.00	0.00	0.00	(1,300.00)	0.00	01-2-02213-330-000	
01-2-02220-111-000	Training-Employee Training and Library/Media Services-Salaries of Regular Employee	3,517.80	35,178.05	0.00	26,400.96	(8,777.09)	133.25	01-2-02220-111-000	
01-2-02220-112-000	Library/Media Services-Salaries of Regular Employee	1,419.17	16,646.99	0.00	16,312.11	(334.88)	102.05	01-2-02220-112-000	
01-2-02220-122-000	Library/Media Services-Salaries of Temporary Emplo	0.00	366.00	0.00	0.00	(366.00)	0.00	01-2-02220-122-000	
01-2-02220-123-000	Library/Media Services-Salaries of Temporary Emplo	80.00	1,376.00	0.00	0.00	(1,376.00)	0.00	01-2-02220-123-000	
01-2-02220-211-000	Library/Media Services-Group Insurance for Teacher	1,181.48	11,726.44	0.00	15,895.73	4,169.29	73.77	01-2-02220-211-000	
01-2-02220-212-000	Library/Media Services-Group Insurance for Instruc	3.57	34.48	0.00	26.32	(8.16)	131.00	01-2-02220-212-000	
01-2-02220-213-000	Library/Media Services-Sa (BCB)	54.04	54.04	0.00	0.00	(54.04)	0.00	01-2-02220-213-000	
01-2-02220-221-000	Library/Media Services-Social Security Payments fo	233.88	2,341.30	0.00	1,215.38	(1,125.92)	192.64	01-2-02220-221-000	
01-2-02220-222-000	Library/Media Services-Social Security Payments fo	108.56	1,301.49	0.00	1,247.93	(53.56)	104.29	01-2-02220-222-000	
01-2-02220-223-000	Library/Media Services-Social Security Payments fo	2.18	101.33	0.00	0.00	(101.33)	0.00	01-2-02220-223-000	
01-2-02220-231-000	Library/Media Services-Retirement Contributions fo	258.67	2,764.39	0.00	2,607.84	(156.55)	106.00	01-2-02220-231-000	
01-2-02220-232-000	Library/Media Services-Retirement Contributions fo	104.35	1,297.19	0.00	1,611.33	314.14	80.50	01-2-02220-232-000	
01-2-02220-233-000	Library/Media Services-Sa (NPE)	5.88	5.88	0.00	0.00	(5.88)	0.00	01-2-02220-233-000	
01-2-02220-237-000	Library/Media Services-Increased Retirement Contri	126.68	1,059.86	0.00	0.00	(1,059.86)	0.00	01-2-02220-237-000	
01-2-02220-281-000	Library/Media Services-Health Benefits Paid for Te	0.00	0.00	0.00	117.42	117.42	0.00	01-2-02220-281-000	
01-2-02220-283-000	Library/Media Services-Sa (HSA)	14.43	14.43	0.00	0.00	(14.43)	0.00	01-2-02220-283-000	
01-2-02220-382-000	Library/Media Services-Distance Education & Teleco	0.00	0.00	0.00	26,000.00	26,000.00	0.00	01-2-02220-382-000	
01-2-02220-610-000	Library/Media Services-General Supplies	4,552.41	4,915.24	2,784.28	28,564.99	20,865.47	32.42	01-2-02220-610-000	

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02220-640-000	Library/Media Services-Books and Periodical	0.00	3,226.38	1,199.47	40,000.00	35,574.15	11.06	01-2-02220-640-000
01-2-02220-733-000	Library/Media Services-Furniture and Fixtures	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-02220-733-000
01-2-02220-734-000	Library/Media Services-Technology-Related Hardware	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-02220-734-000
01-2-02230-111-000	Instruction-Related Technology-Salaries of Regular	0.00	0.00	0.00	60,000.00	60,000.00	0.00	01-2-02230-111-000
01-2-02230-116-000	Instruction-Related Technology-Salaries of Regular	5,000.00	50,000.00	0.00	0.00	(50,000.00)	0.00	01-2-02230-116-000
01-2-02230-216-000	Instruction-Related Techn (BCB	1,365.26	13,618.74	0.00	0.00	(13,618.74)	0.00	01-2-02230-216-000
01-2-02230-221-000	Instruction-Related Technology-Social Security Pay	0.00	0.00	0.00	20,000.00	20,000.00	0.00	01-2-02230-221-000
01-2-02230-226-000	Instruction-Related Techn (FIC	382.50	3,825.00	0.00	0.00	(3,825.00)	0.00	01-2-02230-226-000
01-2-02230-236-000	Instruction-Related Techn (NPE	367.64	3,928.90	0.00	0.00	(3,928.90)	0.00	01-2-02230-236-000
01-2-02230-237-000	Instruction-Related Technology-Increased Retiremen	126.25	1,010.00	0.00	0.00	(1,010.00)	0.00	01-2-02230-237-000
01-2-02310-317-000	Board of Education-Contracted Legal Services	0.00	204.00	0.00	0.00	(204.00)	0.00	01-2-02310-317-000
01-2-02310-580-000	Board of Education-Travel	0.00	743.05	0.00	0.00	(743.05)	0.00	01-2-02310-580-000
01-2-02310-610-000	Board of Education-General Supplies	0.00	50.74	0.00	0.00	(50.74)	0.00	01-2-02310-610-000
01-2-02310-810-000	Board of Education-Dues and Fees	0.00	5,089.97	0.00	5,000.00	(89.97)	101.80	01-2-02310-810-000
01-2-02320-105-000	Executive Administration-Salaries Paid to Superint	12,500.00	125,000.00	0.00	161,202.41	36,202.41	77.54	01-2-02320-105-000
01-2-02320-110-000	Executive Administration-Salaries of Regular Emplo	2,655.31	27,557.88	0.00	105,244.39	77,686.51	26.18	01-2-02320-110-000
01-2-02320-116-000	Executive Administration-Salaries of Regular Emplo	4,329.22	54,787.85	0.00	0.00	(54,787.85)	0.00	01-2-02320-116-000
01-2-02320-210-000	Executive Administration-Group Insurance for Non-I	2,405.76	23,861.32	0.00	32,784.32	8,923.00	74.44	01-2-02320-210-000
01-2-02320-215-000	Executive Administration-Group Insurance for Super	1,901.73	18,922.04	0.00	1,885.14	(17,036.90)	1,003.75	01-2-02320-215-000
01-2-02320-216-000	Executive Administration- (BCB	100.29	968.90	0.00	0.00	(968.90)	0.00	01-2-02320-216-000
01-2-02320-220-000	Executive Administration-Social Security Payments	195.75	2,034.37	0.00	7,872.85	5,838.48	25.84	01-2-02320-220-000
01-2-02320-225-000	Executive Administration-Social Security Payments	956.25	9,562.50	0.00	11,350.87	1,788.37	84.24	01-2-02320-225-000
01-2-02320-226-000	Executive Administration- (FIC	290.69	3,786.31	0.00	0.00	(3,786.31)	0.00	01-2-02320-226-000

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Chase County Schools

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Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02320-230-000	Executive Administration-Retirement Contributions	195.24	2,177.37	0.00	10,395.87	8,218.50	20.94	01-2-02320-230-000
01-2-02320-235-000	Executive Administration-Retirement Contributions	919.10	9,822.26	0.00	5,052.59	(4,769.67)	194.40	01-2-02320-235-000
01-2-02320-236-000	Executive Administration- (NPE	318.32	4,316.42	0.00	0.00	(4,316.42)	0.00	01-2-02320-236-000
01-2-02320-237-000	Executive Administration-Increased Retirement Cont	491.99	4,165.20	0.00	0.00	(4,165.20)	0.00	01-2-02320-237-000
01-2-02320-280-000	Executive Administration-Health Benefits Paid for	0.00	900.00	0.00	462.79	(437.21)	194.47	01-2-02320-280-000
01-2-02320-540-000	Executive Administration-Advertising	0.00	0.00	0.00	9,999.99	9,999.99	0.00	01-2-02320-540-000
01-2-02320-580-000	Executive Administration-Travel	0.00	205.68	0.00	10,000.00	9,794.32	2.06	01-2-02320-580-000
01-2-02320-610-000	Executive Administration-General Supplies	0.00	240.70	0.00	10,000.00	9,759.30	3.76	01-2-02320-610-000
01-2-02320-733-000	Executive Administration-Furniture and Fixtures	0.00	0.00	0.00	10,000.00	10,000.00	0.00	01-2-02320-733-000
01-2-02320-810-000	Executive Administration-Dues and Fees	54.00	10,286.75	0.00	10,000.00	(286.75)	115.24	01-2-02320-810-000
01-2-02320-890-000	Executive Administration-Miscellaneous Expenditure	0.00	549.60	0.00	13,748.78	13,199.18	4.00	01-2-02320-890-000
01-2-02330-317-000	Contracted Legal Services	866.00	63,628.08	0.00	35,000.00	(28,628.08)	188.26	01-2-02330-317-000
01-2-02410-110-000	Office of the Principal-Salaries of Regular Employ	8,418.50	90,337.69	0.00	91,414.43	1,076.74	98.82	01-2-02410-110-000
01-2-02410-111-000	Office of the Principal-Salaries of Regular Employ	17,000.01	170,000.01	0.00	196,813.23	26,813.22	86.38	01-2-02410-111-000
01-2-02410-122-000	Office of the Principal-Salaries of Temporary Empl	0.00	1,128.00	0.00	5,878.17	4,750.17	19.19	01-2-02410-122-000
01-2-02410-210-000	Office of the Principal-Group Insurance for Non-In	2,462.15	24,668.69	0.00	31,359.52	6,690.83	78.66	01-2-02410-210-000
01-2-02410-211-000	Office of the Principal-Group Insurance for Teache	1,998.78	19,917.61	0.00	22,703.57	2,785.96	87.73	01-2-02410-211-000
01-2-02410-212-000	Office of the Principal-Group Insurance for Instru	0.00	0.00	0.00	6,378.66	6,378.66	0.00	01-2-02410-212-000
01-2-02410-220-000	Office of the Principal-Social Security Payments f	607.08	6,537.99	0.00	6,396.71	(141.28)	102.21	01-2-02410-220-000
01-2-02410-221-000	Office of the Principal-Social Security Payments f	1,272.52	12,725.26	0.00	14,101.75	1,376.49	90.24	01-2-02410-221-000

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Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-02410-222-000	Office of the Principal-Social Security Payments f	0.00	86.30	0.00	895.86	809.56	9.63	01-2-02410-222-000	
01-2-02410-230-000	Office of the Principal-Retirement Contributions f	619.00	7,140.51	0.00	9,029.72	1,889.21	79.08	01-2-02410-230-000	
01-2-02410-231-000	Office of the Principal-Retirement Contributions f	1,249.98	13,358.31	0.00	19,440.88	6,082.57	68.71	01-2-02410-231-000	
01-2-02410-232-000	Office of the Principal-Retirement Contributions f	0.00	0.00	0.00	502.92	502.92	0.00	01-2-02410-232-000	
01-2-02410-237-000	Office of the Principal-Increased Retirement Contr	641.81	5,216.87	0.00	0.00	(5,216.87)	0.00	01-2-02410-237-000	
01-2-02410-280-000	Office of the Principal-Health Benefits Paid for N	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-02410-280-000	
01-2-02410-281-000	00-Principal HRA	0.00	900.00	0.00	463.50	(436.50)	194.17	01-2-02410-281-000	
01-2-02410-580-000	Office of the Principal-Travel	0.00	16.56	0.00	0.00	(16.56)	0.00	01-2-02410-580-000	
01-2-02410-610-000	Office of the Principal-General Supplies	0.00	503.77	0.00	63.47	(440.30)	793.71	01-2-02410-610-000	
01-2-02410-733-000	Office of the Principal-Furniture and Fixtures	0.00	0.00	0.00	164.51	164.51	0.00	01-2-02410-733-000	
01-2-02410-735-000	Office of the Principal-Technology Software	1,704.60	1,704.60	0.00	0.00	(1,704.60)	0.00	01-2-02410-735-000	
01-2-02410-810-000	Office of the Principal-Dues and Fees	0.00	2,510.00	0.00	2,028.07	(481.93)	162.47	01-2-02410-810-000	
01-2-02410-890-000	Office of the Principal-Miscellaneous Expenditures	0.00	0.00	0.00	66.95	66.95	0.00	01-2-02410-890-000	
01-2-02490-111-000	School Administration - Other-Salaries of Regular	6,136.87	61,368.89	0.00	75,494.07	14,125.18	81.29	01-2-02490-111-000	
01-2-02490-211-000	School Administration - Other-Group Insurance for	1,687.83	16,794.37	0.00	19,398.83	2,604.46	86.57	01-2-02490-211-000	
01-2-02490-221-000	School Administration - Other-Social Security Paym	449.38	4,494.74	0.00	5,539.97	1,045.23	81.13	01-2-02490-221-000	
01-2-02490-231-000	School Administration - Other-Retirement Contribut	451.25	4,822.38	0.00	7,456.88	2,634.50	64.67	01-2-02490-231-000	
01-2-02490-237-000	School Administration-Increased Retirement Contrib	154.97	1,239.74	0.00	0.00	(1,239.74)	0.00	01-2-02490-237-000	
01-2-02510-315-000	Fiscal Services-Accounting/Auditing Services	0.00	11,134.10	0.00	15,000.00	3,865.90	74.23	01-2-02510-315-000	
01-2-02510-320-000	Fiscal Services-Professional Educational Services	0.00	6,300.00	0.00	15,000.00	8,700.00	42.00	01-2-02510-320-000	
01-2-02510-350-000	Fiscal Services-Technical Services	0.00	395.00	0.00	0.00	(395.00)	0.00	01-2-02510-350-000	

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01-2-02510-382-000	Fiscal Services-Distance Education & Telecommunica	563.29	6,561.20	0.00	12,000.00	5,438.80	59.31	01-2-02510-382-000	
01-2-02510-440-000	Fiscal Services-Rentals	1,056.60	35,674.71	0.00	20,000.00	(15,674.71)	183.02	01-2-02510-440-000	
01-2-02510-531-000	Fiscal Services-Postage	39.20	519.24	0.00	500.00	(19.24)	200.05	01-2-02510-531-000	
01-2-02510-540-000	Fiscal Services-Advertising	503.40	4,420.80	0.00	10,000.00	5,579.20	47.61	01-2-02510-540-000	
01-2-02510-610-000	Fiscal Services-General Supplies	17.49	718.90	0.00	15,000.00	14,281.10	4.79	01-2-02510-610-000	
01-2-02510-626-000	Fiscal Services-Gasoline	56.88	200.64	0.00	3,000.00	2,799.36	7.50	01-2-02510-626-000	
01-2-02510-810-000	Fiscal Services-Dues and Fees	449.09	5,622.15	0.00	20,000.00	14,377.85	29.10	01-2-02510-810-000	
01-2-02510-890-000	Fiscal Services-Miscellaneous Expenditures	0.00	0.00	0.00	23,908.33	23,908.33	0.00	01-2-02510-890-000	
01-2-02610-110-000	Operation of Buildings-Salaries of Regular Employe	22,023.72	228,103.02	0.00	0.00	(228,103.02)	0.00	01-2-02610-110-000	
01-2-02610-110-001	Operation of Buildings-Salaries of Regular Employe	0.00	0.00	0.00	126,909.65	126,909.65	0.00	01-2-02610-110-001	
01-2-02610-110-002	Operation of Buildings-Salaries of Regular Employe	0.00	0.00	0.00	126,909.65	126,909.65	0.00	01-2-02610-110-002	
01-2-02610-120-000	Operation of Buildings-Salaries of Temporary Empl	0.00	768.00	0.00	333.72	(434.28)	230.13	01-2-02610-120-000	
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Ins	9,782.64	99,073.73	0.00	0.00	(99,073.73)	0.00	01-2-02610-210-000	
01-2-02610-210-001	Operation of Buildings-Group Insurance for Non-Ins	0.00	0.00	0.00	47,183.81	47,183.81	0.00	01-2-02610-210-001	
01-2-02610-210-002	Operation of Buildings-Group Insurance for Non-Ins	0.00	0.00	0.00	47,183.82	47,183.82	0.00	01-2-02610-210-002	
01-2-02610-220-000	Operation of Buildings-Social Security Payments fo	1,660.28	17,262.51	0.00	0.00	(17,262.51)	0.00	01-2-02610-220-000	
01-2-02610-220-001	Operation of Buildings-Social Security Payments fo	0.00	0.00	0.00	9,491.52	9,491.52	0.00	01-2-02610-220-001	
01-2-02610-220-002	Operation of Buildings-Social Security Payments fo	0.00	0.00	0.00	9,491.52	9,491.52	0.00	01-2-02610-220-002	
01-2-02610-230-000	Operation of Buildings-Retirement Contributions fo	1,616.26	18,023.15	0.00	0.00	(18,023.15)	0.00	01-2-02610-230-000	
01-2-02610-230-001	Operation of Buildings-Retirement Contributions fo	0.00	0.00	0.00	12,148.61	12,148.61	0.00	01-2-02610-230-001	
01-2-02610-230-002	Operation of Buildings-Retirement Contributions fo	0.00	0.00	0.00	12,148.61	12,148.61	0.00	01-2-02610-230-002	
01-2-02610-237-000	Operation of Buildings-Increased Retirement Contri	555.03	4,463.34	0.00	0.00	(4,463.34)	0.00	01-2-02610-237-000	
01-2-02610-280-000	Operation of Buildings-Health Benefits Paid for No	162.00	1,062.00	0.00	0.00	(1,062.00)	0.00	01-2-02610-280-000	

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01-2-02610-280-001	Operation of Buildings-Health Benefits Paid for No	0.00	0.00	0.00	672.20	672.20	0.00	01-2-02610-280-001
01-2-02610-280-002	Operation of Buildings-Health Benefits Paid for No	0.00	0.00	0.00	672.20	672.20	0.00	01-2-02610-280-002
01-2-02610-382-000	Operation of Buildings-Distance Education & Teleco	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-02610-382-000
01-2-02610-410-000	Operation of Buildings-Utility Services	3,508.45	37,034.89	0.00	0.00	(37,034.89)	0.00	01-2-02610-410-000
01-2-02610-410-001	Operation of Buildings-Utility Services	0.00	0.00	0.00	23,000.00	23,000.00	0.00	01-2-02610-410-001
01-2-02610-410-002	Operation of Buildings-Utility Services	0.00	0.00	0.00	23,000.00	23,000.00	0.00	01-2-02610-410-002
01-2-02610-430-000	Operation of Buildings-Repairs and Maintenance Ser	0.00	4,713.45	0.00	0.00	(4,713.45)	0.00	01-2-02610-430-000
01-2-02610-431-001	Operation of Buildings-Repairs and Maintenance Ser	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-2-02610-431-001
01-2-02610-431-002	Operation of Buildings-Repairs and Maintenance Ser	0.00	0.00	0.00	7,500.00	7,500.00	0.00	01-2-02610-431-002
01-2-02610-440-000	Operation of Buildings-Rentals	0.00	8,023.44	0.00	0.00	(8,023.44)	0.00	01-2-02610-440-000
01-2-02610-440-001	Operation of Buildings-Rentals	0.00	0.00	0.00	40,000.00	40,000.00	0.00	01-2-02610-440-001
01-2-02610-440-002	Operation of Buildings-Rentals	0.00	0.00	0.00	40,000.00	40,000.00	0.00	01-2-02610-440-002
01-2-02610-400-000	Other Purchased Property Service	4,867.00	36,786.68	0.00	0.00	(36,786.68)	0.00	01-2-02610-490-000
01-2-02610-400-001	Other Purchased Property Service	0.00	0.00	0.00	40,000.00	40,000.00	0.00	01-2-02610-490-001
01-2-02610-400-002	Other Purchased Property Service	0.00	0.00	0.00	40,000.00	40,000.00	0.00	01-2-02610-490-002
01-2-02610-580-000	Operation of Buildings-Travel	0.00	15.60	0.00	0.00	(15.60)	0.00	01-2-02610-580-000
01-2-02610-610-000	Operation of Buildings-General Supplies	4,364.49	34,854.68	14,042.16	0.00	(48,896.84)	0.00	01-2-02610-610-000
01-2-02610-610-001	Operation of Buildings-General Supplies	0.00	30.02	0.00	40,000.00	39,969.98	0.08	01-2-02610-610-001
01-2-02610-610-002	Operation of Buildings-General Supplies	0.00	30.02	0.00	40,000.00	39,969.98	0.08	01-2-02610-610-002
01-2-02610-620-000	Other (Energy)	1,596.96	18,203.69	0.00	0.00	(18,203.69)	0.00	01-2-02610-620-000
01-2-02610-620-001	Other (Energy)	0.00	0.00	0.00	22,500.00	22,500.00	0.00	01-2-02610-620-001
01-2-02610-620-002	Other (Energy)	0.00	0.00	0.00	22,500.00	22,500.00	0.00	01-2-02610-620-002
01-2-02610-621-000	Operation of Buildings-Utility Energy Services	9,990.77	94,517.78	0.00	0.00	(94,517.78)	0.00	01-2-02610-621-000
01-2-02610-621-001	Operation of Buildings-Utility Energy Services	0.00	0.00	0.00	55,000.00	55,000.00	0.00	01-2-02610-621-001
01-2-02610-621-002	Operation of Buildings-Utility Energy Services	0.00	0.00	0.00	55,000.00	55,000.00	0.00	01-2-02610-621-002
01-2-02610-622-000	Operation of Buildings-Electricity	0.00	19,402.37	0.00	0.00	(19,402.37)	0.00	01-2-02610-622-000

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02610-720-000	Operation of Buildings-Buildings	0.00	(6,473.00)	0.00	0.00	6,473.00	0.00	01-2-02610-720-000
01-2-02610-720-001	Operation of Buildings-Buildings	0.00	0.00	0.00	177,500.00	177,500.00	0.00	01-2-02610-720-001
01-2-02610-720-002	Operation of Buildings-Buildings	0.00	0.00	0.00	177,500.00	177,500.00	0.00	01-2-02610-720-002
01-2-02610-733-000	Operation of Buildings-Furniture and Fixtures	0.00	7,012.14	14,951.36	0.00	(21,963.50)	0.00	01-2-02610-733-000
01-2-02610-733-001	Operation of Buildings-Furniture and Fixtures	0.00	3,700.65	0.00	2,500.00	(1,200.65)	148.03	01-2-02610-733-001
01-2-02610-733-002	Operation of Buildings-Furniture and Fixtures	0.00	1,943.78	0.00	2,500.00	556.22	77.75	01-2-02610-733-002
01-2-02610-890-000	Operation of Buildings-Miscellaneous Expenditures	0.00	15.00	0.00	500.00	485.00	3.00	01-2-02610-890-000
01-2-02620-720-000	Maintenance of Buildings-Buildings	0.00	0.00	0.00	110,354.70	110,354.70	0.00	01-2-02620-720-000
01-2-02650-610-000	Business Services - Supplies	0.00	0.00	167,200.00	0.00	(167,200.00)	0.00	01-2-02650-610-000
01-2-02650-626-000	Business Service- Gasoline	0.00	18.56	0.00	0.00	(18.56)	0.00	01-2-02650-626-000
01-2-02710-110-000	Vehicle Operation - Regular Education-Salaries of	22,336.76	229,054.36	0.00	252,696.40	23,642.04	90.64	01-2-02710-110-000
01-2-02710-120-000	Vehicle Operation - Regular Education-Salaries of	4,582.50	43,567.50	0.00	1,333.85	(42,233.65)	3,266.30	01-2-02710-120-000
01-2-02710-150-000	Vehicle Operation - Regular Education-Additional C	0.00	0.00	0.00	738.77	738.77	0.00	01-2-02710-150-000
01-2-02710-210-000	Vehicle Operation - Regular Education-Group Insura	1,998.93	15,849.40	0.00	9,510.94	(6,338.46)	166.64	01-2-02710-210-000
01-2-02710-220-000	Vehicle Operation - Regular Education-Social Secur	1,995.83	20,325.60	0.00	18,899.26	(1,426.34)	107.55	01-2-02710-220-000
01-2-02710-230-000	Vehicle Operation - Regular Education-Retirement C	1,551.50	17,006.32	0.00	21,565.60	4,559.28	78.86	01-2-02710-230-000
01-2-02710-237-000	Vehicle Operation - Increased Retirement Contribut	532.81	4,524.06	0.00	0.00	(4,524.06)	0.00	01-2-02710-237-000
01-2-02710-280-000	Vehicle Operation - Regular Education-Health Benef	0.00	671.76	0.00	0.00	(671.76)	0.00	01-2-02710-280-000
01-2-02710-332-000	Vehicle Operation - Regular Education-Mileage Paid	0.00	158.00	0.00	0.00	(158.00)	0.00	01-2-02710-332-000
01-2-02710-430-000	Vehicle Operation - Regular Education-Repairs and	961.46	32,802.32	5,351.41	0.00	(38,153.73)	0.00	01-2-02710-430-000
01-2-02710-431-000	Vehicle Operation - Regular Education-Repairs and	0.00	0.00	0.00	40,000.00	40,000.00	0.00	01-2-02710-431-000
01-2-02710-442-000	Vehicle Operation - Regular Education-Rentals of E	0.00	1,000.00	0.00	0.00	(1,000.00)	0.00	01-2-02710-442-000

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-02710-580-000	Vehicle Operation - Regular Education-Travel	630.50	11,293.77	0.00	10,000.00	(1,293.77)	114.09	01-2-02710-580-000
01-2-02710-610-000	Vehicle Operation - Regular Education-General Supp	425.85	8,178.78	1,607.47	6,000.00	(3,786.25)	170.13	01-2-02710-610-000
01-2-02710-626-000	Vehicle Operation - Regular Education-Gasoline	3,865.56	42,874.33	229.87	60,000.00	16,895.80	81.48	01-2-02710-626-000
01-2-02710-732-000	Vehicle Operation - Regular Education-Vehicles	0.00	0.00	0.00	101,755.18	101,755.18	0.00	01-2-02710-732-000
01-2-02710-733-000	Vehicle Operation - Regular Education-Furniture an	0.00	0.00	0.00	15,000.00	15,000.00	0.00	01-2-02710-733-000
01-2-02710-735-000	Vehicle Operation - Regular Education-Technology S	0.00	0.00	0.00	1,500.00	1,500.00	0.00	01-2-02710-735-000
01-2-02710-810-000	Vehicle Operation - Regular Education-Dues and Fee	0.00	825.00	175.00	1,000.00	0.00	101.50	01-2-02710-810-000
01-2-02710-890-000	Vehicle Operation - Regular Education-Miscellaneous	0.00	395.90	0.00	5,000.00	4,604.10	7.92	01-2-02710-890-000
01-2-02750-890-000	Pupil Trans-Misc	0.00	676.69	0.00	0.00	(676.69)	0.00	01-2-02710-890-000
01-2-02712-110-000	Vehicle Operation - School Age SPED-Salaries of Re	684.42	7,392.15	0.00	10,656.73	3,264.58	69.37	01-2-02712-110-000
01-2-02712-120-000	Vehicle Operation - School Age SPED-Salaries of Te	0.00	50.00	0.00	0.00	(50.00)	0.00	01-2-02712-120-000
01-2-02712-210-000	Vehicle Operation - School Age SPED-Group Insuranc	149.84	527.94	0.00	1,842.80	1,314.86	28.65	01-2-02712-210-000
01-2-02712-220-000	Vehicle Operation - School Age SPED-Social Securit	44.85	542.99	0.00	638.72	95.73	85.01	01-2-02712-220-000
01-2-02712-230-000	Vehicle Operation - School Age SPED-Retirement Con	50.32	581.57	0.00	947.63	366.06	61.37	01-2-02712-230-000
01-2-02712-237-000	Vehicle Operation - School Age SPED-Increased Retr	17.29	153.54	0.00	0.00	(153.54)	0.00	01-2-02712-237-000
01-2-02712-280-000	Vehicle Operation - Schoo (HSA	40.55	40.55	0.00	0.00	(40.55)	0.00	01-2-02712-280-000
01-2-02712-626-000	Vehicle Operation - School Age SPED-Gasoline	32.47	193.45	0.00	914.13	720.68	23.89	01-2-02712-626-000
01-2-06200-111-000	Federal Services - Title I, Part A ESSA Improving	598.17	75,833.25	0.00	50,000.00	(25,833.25)	151.67	01-2-06200-111-000
01-2-06200-112-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-06200-112-000
01-2-06200-123-000	Federal Services - Title I, Part A ESSA Improving	240.00	552.00	0.00	500.00	(52.00)	110.40	01-2-06200-123-000
01-2-06200-151-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	500.00	500.00	0.00	01-2-06200-151-000

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01									
Account Type	X	Expense							
Source of Revenue/Functi									
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
01-2-06200-159-000	Federal Services - Title I, Part A ESSA Improving	0.00	30.00	0.00	50.00	20.00	60.00	01-2-06200-151-000	
01-2-06200-211-000	Federal Services - Title I, Part A ESSA Improving	168.91	27,647.60	0.00	15,000.00	(12,647.60)	184.32	01-2-06200-211-000	
01-2-06200-212-000	Title I - Para Salary Group Ins (LTD&Health)	0.00	0.00	0.00	1,000.00	1,000.00	0.00	01-2-06200-212-000	
01-2-06200-213-000	Federal Services - Title (BCB	0.00	0.00	0.00	300.00	300.00	0.00	01-2-06200-213-000	
01-2-06200-221-000	Federal Services - Title I, Part A ESSA Improving	45.08	6,034.22	0.00	3,950.00	(2,084.22)	152.77	01-2-06200-221-000	
01-2-06200-222-000	Title I - Para Salary SS	0.00	0.00	0.00	500.00	500.00	0.00	01-2-06200-222-000	
01-2-06200-223-000	Federal Services - Title I, Part A ESSA Improving	18.36	42.23	0.00	50.00	7.77	84.46	01-2-06200-223-000	
01-2-06200-231-000	Federal Services - Title I, Part A ESSA Improving	44.01	6,782.92	0.00	2,000.00	(4,782.92)	339.15	01-2-06200-231-000	
01-2-06200-232-000	Title I - Para Salary NPERS	0.00	0.00	0.00	500.00	500.00	0.00	01-2-06200-232-000	
01-2-06200-233-000	Federal Services - Title I, Part A ESSA Improving	0.00	0.00	0.00	50.00	50.00	0.00	01-2-06200-233-000	
01-2-06200-237-000	Federal Services - Title (NPE	15.11	707.75	0.00	0.00	(707.75)	0.00	01-2-06200-237-000	
01-2-06200-281-000	Federal Services - Title I, Part A ESSA Improving	0.00	1,350.00	0.00	0.00	(1,350.00)	0.00	01-2-06200-281-000	
01-2-06200-282-000	Title I - Para HRA	0.00	450.00	0.00	0.00	(450.00)	0.00	01-2-06200-282-000	
01-2-06200-610-000	Federal Services - Title I, Part A ESSA Improving	0.00	2,036.14	0.00	100.00	(1,936.14)	2,036.14	01-2-06200-610-000	
01-2-06200-890-000	Federal Services - Title I, Part A ESSA Improving	(4,000.00)	8,509.00	0.00	5,000.00	(3,509.00)	170.18	01-2-06200-890-000	
01-2-06404-591-000	Federal Services - IDEA Part B (611) Base Allocati	0.00	0.00	0.00	8,500.00	8,500.00	0.00	01-2-06404-591-000	
01-2-06406-591-000	Federal Services - IDEA Preschool (619) Base Alloc	0.00	4,490.00	0.00	5,000.00	510.00	89.80	01-2-06406-591-000	
01-2-06408-111-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	52,481.67	0.00	14,000.00	(38,481.67)	374.87	01-2-06408-111-000	
01-2-06408-211-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	8,678.00	0.00	5,000.00	(3,678.00)	173.56	01-2-06408-211-000	
01-2-06408-591-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	55,000.00	0.00	15,000.00	(40,000.00)	366.67	01-2-06408-591-000	
01-2-06410-110-000	Federal Services - IDEA Enrollment/Poverty (611)-S	0.00	0.00	0.00	5,000.00	5,000.00	0.00	01-2-06410-110-000	
01-2-06412-320-000	Federal Services - IDEA Part B Proportionate Share	0.00	4,075.00	0.00	0.00	(4,075.00)	0.00	01-2-06412-320-000	
01-2-06412-591-000	Federal Services - IDEA Part B Proportionate Share	0.00	5,303.00	0.00	3,000.00	(2,303.00)	176.77	01-2-06412-591-000	

# Chase Revenue and Expenditure Report

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Chase County Schools

General 01								
Account Type	X	Expense						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
01-2-06996-610-000	General Supplies (less than \$5,000 each) ESSER	0.00	6,997.76	0.00	0.00	(6,997.76)	0.00	01-2-06996-610-000
01-2-06997-642-000	ESSER II-Audio-Visual Materials	37,070.00	37,070.00	0.00	0.00	(37,070.00)	0.00	01-2-06997-642-000
01-2-06997-735-000	ESSER II-Technology Software	1,230.00	1,230.00	0.00	0.00	(1,230.00)	0.00	01-2-06997-735-000
01-2-08000-000-000	Transfers (Outgoing)	2,433.36	2,433.36	0.00	649,747.66	647,314.30	0.49	01-2-08000-000-000
01-2-08000-913-000	Transfers (Outgoing)-Fund Transfers to Activities	0.00	0.00	0.00	120,000.00	120,000.00	0.00	01-2-08000-913-000
01-2-09000-000-000	Non-Program Expenditure	0.00	(4,204.39)	0.00	0.00	4,204.39	0.00	01-2-09000-000-000
	<b>X Expense</b>	593,271.22	6,443,446.26	347,726.37	9,534,649.00	2,743,476.37	72.79	* Account Type
	<b>01 General</b>	(281,111.40)	(832,716.87)	347,726.37	755,020.00	1,240,010.50	-44.54	Fund

# Chase Revenue and Expenditure Report

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Chase County Schools

Depreciation 02									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>									
02-1-01510-000-000	Interest		3.46	87.64	0.00	0.00	(87.64)	0.00	02-1-01510-000-000
	<b>I Revenue</b>		<u>3.46</u>	<u>87.64</u>	<u>0.00</u>	<u>0.00</u>	<u>(87.64)</u>	<u>0.00</u>	* Account Type
<b>Expense</b>									
02-2-02620-720-000	Maintenance of Buildings-Buildings		38,389.06	61,132.89	0.00	0.00	(61,132.89)	0.00	02-2-02900-720-000
	<b>X Expense</b>		<u>38,389.06</u>	<u>61,132.89</u>	<u>0.00</u>	<u>0.00</u>	<u>(61,132.89)</u>	<u>0.00</u>	* Account Type
	<b>02 Depreciation</b>		<u><u>38,385.60</u></u>	<u><u>61,045.25</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>(61,045.25)</u></u>	<u><u>0.00</u></u>	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

## Employee Benefit Fund 03

Account Type I Revenue  
Source of Revenue/Functi

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
03-1-01510-000-000	Interest Income	0.97	8.97	0.00	0.00	(8.97)	0.00	03-1-01510-000-000
	<b>I Revenue</b>	<u>0.97</u>	<u>8.97</u>	<u>0.00</u>	<u>0.00</u>	<u>(8.97)</u>	<u>0.00</u>	* Account Type
	<b>03 Employee Benefit Fund</b>	<u><u>0.97</u></u>	<u><u>8.97</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>(8.97)</u></u>	<u><u>0.00</u></u>	Fund

# Chase Revenue and Expenditure Report

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Chase County Schools

Activities 05								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
05-1-01990-000-000	FBLA Receipts	0.00	(306.06)	0.00	0.00	306.06	0.00	05-1-01990-000-000
<b>Local Receipts</b>								
05-1-1510	Interest Income	143.09	1,040.70	0.00	0.00	(1,040.70)	0.00	05-1-1510-000-000
05-1-1741	Activity Income	0.00	165,309.49	0.00	0.00	(165,309.49)	0.00	05-1-1741-000-000
<b>1000</b>	<b>Local Receipts</b>	<b>143.09</b>	<b>166,350.19</b>	<b>0.00</b>	<b>0.00</b>	<b>(166,350.19)</b>	<b>0.00</b>	** Source of Revenue/Function
<b>I</b>	<b>Revenue</b>	<b>143.09</b>	<b>166,044.13</b>	<b>0.00</b>	<b>0.00</b>	<b>(166,044.13)</b>	<b>0.00</b>	* Account Type
<b>Expense</b>								
05-2-03200-610-000	Enterprise Operations	0.00	176,921.81	0.00	0.00	(176,921.81)	0.00	05-2-3200-610-000
<b>X</b>	<b>Expense</b>	<b>0.00</b>	<b>176,921.81</b>	<b>0.00</b>	<b>0.00</b>	<b>(176,921.81)</b>	<b>0.00</b>	* Account Type
<b>05</b>	<b>Activities</b>	<b>(143.09)</b>	<b>10,877.68</b>	<b>0.00</b>	<b>0.00</b>	<b>(10,877.68)</b>	<b>0.00</b>	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

School Nutrition 06								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
06-1-01510-000-000	Interest	1.76	16.19	0.00	0.00	(16.19)	0.00	06-1-01510-000-000
06-1-01611-000-000	Daily Sales?School Lunch Program	305.40	98,437.58	0.00	0.00	(98,437.58)	0.00	06-1-01611-000-000
06-1-03150-000-000	State Reimbursement (of Nutrition Programs)	27,526.26	331,622.39	0.00	0.00	(331,622.39)	0.00	06-1-03150-000-000
<b>I Revenue</b>		<b>27,833.42</b>	<b>430,076.16</b>	<b>0.00</b>	<b>0.00</b>	<b>(430,076.16)</b>	<b>0.00</b>	* Account Type
<b>Expense</b>								
06-2-01100-352-000	Data Processing	20.00	200.00	0.00	0.00	(200.00)	0.00	06-2-03100-352-000
06-2-03100-570-000	Food Service Management	31,783.10	371,987.25	0.00	0.00	(371,987.25)	0.00	06-2-03100-570-000
06-2-03100-610-000	Food Service Supplies	0.00	2,121.07	0.00	0.00	(2,121.07)	0.00	06-2-03100-610-000
06-2-03100-733-000	Food Service Furniture and Fixtures	0.00	23.68	61,880.00	0.00	(61,903.68)	0.00	06-2-03100-733-000
<b>X Expense</b>		<b>31,803.10</b>	<b>374,332.00</b>	<b>61,880.00</b>	<b>0.00</b>	<b>(436,212.00)</b>	<b>0.00</b>	* Account Type
<b>06 School Nutrition</b>		<b>3,969.68</b>	<b>(55,744.16)</b>	<b>61,880.00</b>	<b>0.00</b>	<b>(6,135.84)</b>	<b>0.00</b>	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

Bond 07									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>									
07-1-01510-000-000		Interest	21.72	259.48	0.00	0.00	(259.48)	0.00	07-1-01510-000-000
	<b>I Revenue</b>		<u>21.72</u>	<u>259.48</u>	<u>0.00</u>	<u>0.00</u>	<u>(259.48)</u>	<u>0.00</u>	* Account Type
<b>Expense</b>									
07-2-05000-831-000		Debt Service-Redemption of Principa	0.00	35,000.00	0.00	0.00	(35,000.00)	0.00	07-2-05000-831-000
07-2-05000-832-000		Debt Service-Interest on Long-Term Debt	0.00	2,685.00	0.00	0.00	(2,685.00)	0.00	07-2-05000-832-000
	<b>X Expense</b>		<u>0.00</u>	<u>37,685.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(37,685.00)</u>	<u>0.00</u>	* Account Type
	<b>07 Bond</b>		<u>(21.72)</u>	<u>37,425.52</u>	<u>0.00</u>	<u>0.00</u>	<u>(37,425.52)</u>	<u>0.00</u>	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

Special Building 08								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
08-1-01100-000-000	Taxes Levied/Assessed by the School District	75,452.66	588,384.08	0.00	0.00	(588,384.08)	0.00	08-1-01100-000-000
08-1-01115-000-000	Carline Taxes	0.00	126.70	0.00	0.00	(126.70)	0.00	08-1-01115-000-000
08-1-01510-000-000	Interest	4.80	33.83	0.00	0.00	(33.83)	0.00	08-1-01510-000-000
08-1-03130-000-000	Homestead Exemption	2,169.08	4,338.16	0.00	0.00	(4,338.16)	0.00	08-1-03130-000-000
08-1-03131-000-000	Property Tax Credit	0.00	86,179.72	0.00	0.00	(86,179.72)	0.00	08-1-03131-000-000
08-1-03180-000-000	Pro-Rate Motor Vehicle	0.00	1,334.01	0.00	0.00	(1,334.01)	0.00	08-1-03180-000-000
<b>Local Receipts</b>								
08-1-1140-000-000	Interest & Penalties	57.20	1,603.27	0.00	0.00	(1,603.27)	0.00	08-1-1140-000-000
<b>1000</b>	<b>Local Receipts</b>	<b>57.20</b>	<b>1,603.27</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,603.27)</b>	<b>0.00</b>	** Source of Revenue/Function
<b>I</b>	<b>Revenue</b>	<b>77,683.74</b>	<b>681,999.77</b>	<b>0.00</b>	<b>0.00</b>	<b>(681,999.77)</b>	<b>0.00</b>	* Account Type
<b>Expense</b>								
08-2-05000-831-000	Debt Service-Redemption of Principa	0.00	496,114.30	0.00	0.00	(496,114.30)	0.00	08-2-05000-831-000
08-2-05000-832-000	Debt Service-Interest on Long-Term Debt	0.00	45,045.30	0.00	0.00	(45,045.30)	0.00	08-2-05000-832-000
<b>X</b>	<b>Expense</b>	<b>0.00</b>	<b>541,159.60</b>	<b>0.00</b>	<b>0.00</b>	<b>(541,159.60)</b>	<b>0.00</b>	* Account Type
<b>08</b>	<b>Special Building</b>	<b>(77,683.74)</b>	<b>(140,840.17)</b>	<b>0.00</b>	<b>0.00</b>	<b>140,840.17</b>	<b>0.00</b>	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

Qualified Capital Purpose Undertaking 09									
Account Type	I	Revenue							
Source of Revenue/Functi									
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>									
09-1-01100-000-000	Taxes Levied/Assessed by the School District		11,668.00	83,665.51	0.00	0.00	(83,665.51)	0.00	09-1-01100-000-000
09-1-01510-000-000	Interest		48.51	631.44	0.00	0.00	(631.44)	0.00	09-1-01510-000-000
09-1-03131-000-000	Property Tax Credit		0.00	6,183.30	0.00	0.00	(6,183.30)	0.00	09-1-03131-000-000
09-1-03132-000-000	Personal Property Tax Credit		17.56	17.56	0.00	0.00	(17.56)	0.00	09-1-03132-000-000
09-1-03180-000-000	Pro-Rate Motor Vehicle		0.00	136.41	0.00	0.00	(136.41)	0.00	09-1-03180-000-000
<b>Local Receipts</b>									
09-1-1140-000-000	Interest & Penalties		14.13	1,014.97	0.00	0.00	(1,014.97)	0.00	09-1-1140-000-000
<b>1000</b>	<b>Local Receipts</b>		14.13	1,014.97	0.00	0.00	(1,014.97)	0.00	** Source of Revenue/Function
<b>I</b>	<b>Revenue</b>		11,748.20	91,649.19	0.00	0.00	(91,649.19)	0.00	* Account Type
<b>Expense</b>									
09-2-05000-000-000	Debt Service		0.00	500.00	0.00	0.00	(500.00)	0.00	09-2-05000-000-000
09-2-05000-831-000	Debt Service-Redemption of Principa		0.00	285,000.00	0.00	0.00	(285,000.00)	0.00	09-2-05000-831-000
09-2-05000-832-000	Debt Service-Interest on Long-Term Debt		0.00	15,181.25	0.00	0.00	(15,181.25)	0.00	09-2-05000-832-000
<b>X</b>	<b>Expense</b>		0.00	300,681.25	0.00	0.00	(300,681.25)	0.00	* Account Type
<b>09</b>	<b>Qualified Capital Purpose Undertaking</b>		(11,748.20)	209,032.06	0.00	0.00	(209,032.06)	0.00	Fund

# Chase Revenue and Expenditure Report

Printed: 07/07/2021 4:03:44PM  
Chase County Schools

Student Fee 12								
Account Type	I	Revenue						
Source of Revenue/Functi								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
<b>Revenue</b>								
12-1-01510-000-000	Interest	1.01	6.65	0.00	0.00	(6.65)	0.00	12-1-01510-000-000
12-1-01741-000-000	Drivers Ed Fees	0.00	7,020.00	0.00	0.00	(7,020.00)	0.00	12-1-01741-000-000
12-1-09104-000-000	Student Council	0.00	0.00	(169.95)	0.00	169.95	0.00	12-1-09104-000-000
	<b>I Revenue</b>	<b>1.01</b>	<b>7,026.65</b>	<b>(169.95)</b>	<b>0.00</b>	<b>(6,856.70)</b>	<b>0.00</b>	* Account Type
<b>Expense</b>								
12-2-01300-340-001	Drivers Ed Service	0.00	1,466.68	0.00	0.00	(1,466.68)	0.00	12-2-01300-340-001
	<b>X Expense</b>	<b>0.00</b>	<b>1,466.68</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,466.68)</b>	<b>0.00</b>	* Account Type
	<b>12 Student Fee</b>	<b>(1.01)</b>	<b>(5,559.97)</b>	<b>169.95</b>	<b>0.00</b>	<b>5,390.02</b>	<b>0.00</b>	Fund
	<b>Report Total:</b>	<b>328,354.85</b>	<b>716,489.63</b>	<b>(409,776.32)</b>	<b>(755,020.00)</b>	<b>(1,061,733.31)</b>	<b>-19.32</b>	

# Chase Cash Worksheet

Printed: 07/07/2021 3:42:10PM  
Chase County Schools

General 01					
Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
01-901	Cash Account	2,837,647.02	265,470.05	3,103,117.07	
01-904	Payroll Account	16,094.59	(4,757.64)	11,336.95	
01-907	Clearing Account	17,129.75	3,427.59	20,557.34	
01-916	County Treasurer Balance	0.00	0.00	0.00	
01-905	Sect 125 Account	(10,386.71)	8,147.42	(2,239.29)	
01-805	CD-716	62,898.64	47.04	62,945.68	
01-807	CD-784	66,103.92	0.00	66,103.92	
01-824	CD701	15,300.16	11.19	15,311.35	
01-831	CD845	56,712.29	0.00	56,712.29	
	<b>01 General</b>	<u>3,061,499.66</u>	<u>272,345.65</u>	<u>3,333,845.31</u>	Fund
02-901	Cash Account	383,065.69	3.46	383,069.15	
02-814	CD136	13,072.78	0.00	13,072.78	
02-832	CD952	60,444.88	0.00	60,444.88	
	<b>02 Depreciation</b>	<u>456,583.35</u>	<u>3.46</u>	<u>456,586.81</u>	Fund
03-0-110-05	Unemployment Account	21,568.22	0.97	21,569.19	
	<b>03 Employee Benefit Fund</b>	<u>21,568.22</u>	<u>0.97</u>	<u>21,569.19</u>	Fund
05-901	Cash Account	293,787.77	0.00	293,787.77	
05-902	Checking	30,087.64	0.00	30,087.64	
05-806	CD-851	62,185.00	46.51	62,231.51	
05-810	CD383	12,344.68	76.06	12,420.74	
05-826	CD333	5,586.51	3.87	5,590.38	
05-827	CD703	5,615.61	4.25	5,619.86	
05-828	CD195	5,611.37	4.20	5,615.57	
05-829	CD196	10,965.06	8.20	10,973.26	
05-903	FBLA Bank Account	9,454.59	0.00	9,454.59	
	<b>05 Activities</b>	<u>435,638.23</u>	<u>143.09</u>	<u>435,781.32</u>	Fund
06-901	Cash Account	197,261.08	(3,969.68)	193,291.40	
	<b>06 School Nutrition</b>	<u>197,261.08</u>	<u>(3,969.68)</u>	<u>193,291.40</u>	Fund
07-913	Bond Fund	182,871.67	21.72	182,893.39	
	<b>07 Bond</b>	<u>182,871.67</u>	<u>21.72</u>	<u>182,893.39</u>	Fund
08-909	Building Fund	493,668.49	77,683.74	571,352.23	
08-918	Public Funds	0.00	0.00	0.00	
	<b>08 Special Building</b>	<u>493,668.49</u>	<u>77,683.74</u>	<u>571,352.23</u>	Fund
09-908	QCPUF	403,698.87	11,748.20	415,447.07	
09-910	Cash at County Treasurer	0.00	0.00	0.00	
	<b>09 Qualified Capital Purpose Undertaking</b>	<u>403,698.87</u>	<u>11,748.20</u>	<u>415,447.07</u>	Fund

# Chase Cash Worksheet

Printed: 07/07/2021 3:42:10PM  
Chase County Schools

Student Fee 12					
Account Number	Description	Balance Forward	Current Year Activity	Account Balance	
12-901	Cash Account	8,533.56	0.39	8,533.95	
	12 Student Fee	<u>8,533.56</u>	<u>0.39</u>	<u>8,533.95</u>	Fund
	Report Total:	<u>5,261,323.13</u>	<u>357,977.54</u>	<u>5,619,300.67</u>	

# Cash Report - For the Year

Printed: 07/08/2021 10:43:24AM

Chase County Schools - Activity Accounting

Activities 1							
Group	0	Activity Groups					
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance
<b>Activity Groups</b>							
218		PBIS	3,211.00	100.00	0.00	0.00	3,311.00
	<b>0</b>	<b>Activity Groups</b>	<b>3,211.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,311.00</b>
							* Group
<b>Academic Clubs</b>							
300		Show Choir	(1,875.00)	637.90	(250.00)	0.00	(1,487.10)
302		Musical	1,940.33	1,038.74	(241.16)	0.00	2,737.91
303		CCES Music Resale	419.00	0.00	0.00	0.00	419.00
304		Band Instrument Rental	523.00	597.00	0.00	0.00	1,120.00
305		Band Resale	2,194.63	627.10	0.00	0.00	2,821.73
308		Drama	291.27	0.00	(353.12)	0.00	(61.85)
309		Fine Arts	5,493.10	2,590.00	(2,892.50)	0.00	5,190.60
310		Young Americans	270.00	0.00	0.00	0.00	270.00
311		Tri-M	1,116.00	0.00	0.00	0.00	1,116.00
400		Alumni Clearing	700.99	0.00	0.00	4,668.91	5,369.90
402		CCES Activity Fund	0.00	1,834.20	(1,360.00)	0.00	474.20
	<b>1</b>	<b>Academic Clubs</b>	<b>11,073.32</b>	<b>7,324.94</b>	<b>(5,096.78)</b>	<b>4,668.91</b>	<b>17,970.39</b>
							* Group
<b>Athletics</b>							
1-2		Youth Volleyball	0.00	0.00	0.00	0.00	0.00
9410		Weight Lifting	38.77	2,010.00	0.00	0.00	2,048.77
001		CCHS Athletics	50,419.00	29,177.88	(71,031.53)	69,510.00	78,075.35
002		CCHS Softball	0.00	0.00	0.00	0.00	0.00
003		CCHS Football	50.00	0.00	0.00	0.00	50.00
004		CCHS Volleyball	(71.01)	1,548.68	(1,200.00)	2,000.00	2,277.67
005		CCHS X-Country	0.00	0.00	0.00	0.00	0.00
006		CCHS Basketball - Girls	568.74	0.00	(100.00)	0.00	468.74
007		CCHS Basketball - Boys	297.21	0.00	(75.00)	0.00	222.21
008		CCHS Wrestling	0.00	0.00	0.00	0.00	0.00
009		CCHS Track - Girls	5.49	0.00	0.00	0.00	5.49
010		CCHS Track - Boys	25.59	0.00	0.00	0.00	25.59
011		CCHS Golf	0.00	0.00	0.00	0.00	0.00
013		JH Football	0.00	0.00	0.00	0.00	0.00
014		JH Volleyball	0.00	0.00	0.00	0.00	0.00
015		JH Basketball - Girls	120.00	0.00	(120.00)	0.00	0.00
016		JH Basketball - Boys	120.00	0.00	(120.00)	0.00	0.00
017		JH Wrestling	0.00	0.00	0.00	0.00	0.00
018		JH Girls Track	0.00	0.00	0.00	0.00	0.00
019		JH Boys Track	29.52	0.00	0.00	0.00	29.52
020		PE Uniform Resale	320.00	90.00	0.00	0.00	410.00
021		HS Milner Benefit Fund	250.00	0.00	0.00	0.00	250.00
023		AD Savings	70,580.00	0.00	0.00	(68,774.25)	1,805.75

# Cash Report - For the Year

Printed: 07/08/2021 10:43:24AM

Chase County Schools - Activity Accounting

Activities 1								
Group	2	Athletics						
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
024	Youth Volleyball		0.00	12,082.16	(6,175.50)	(2,000.00)	3,906.66	
100	Cheerleaders		1,692.93	7,976.82	(6,033.05)	0.00	3,636.70	
<b>2 Athletics</b>			<b>124,446.24</b>	<b>52,885.54</b>	<b>(84,855.08)</b>	<b>735.75</b>	<b>93,212.45</b>	* Group
<b>Classes</b>								
514	Class of 2024		0.00	1,690.00	(841.50)	0.00	848.50	
801	J & J Bernard Scholarship		0.00	1,500.00	0.00	0.00	1,500.00	
804	Alta Heir Scholarship		28,992.42	0.00	(3,000.00)	0.00	25,992.42	
508	Class of 2019		4,497.43	0.00	0.00	(4,497.43)	0.00	
509	Class of 2020		931.81	0.00	(170.00)	(171.48)	590.33	
510	Class of 2021		1,345.50	0.00	(1,217.20)	0.00	128.30	
511	Class of 2022		8,727.56	260.00	(4,839.77)	0.00	4,147.79	
1-3-513	Class of 2023		1,691.00	1,062.00	(1,087.70)	0.00	1,665.30	
802	Gladys B & Les Smith Scholarship		27,044.16	0.00	(4,000.00)	0.00	23,044.16	
<b>3 Classes</b>			<b>73,229.88</b>	<b>4,512.00</b>	<b>(15,156.17)</b>	<b>(4,668.91)</b>	<b>57,916.80</b>	* Group
<b>Clubs and Organizations</b>								
202	FBLA Bank		9,760.65	0.00	(401.15)	0.00	9,359.50	
416	Decals		120.00	0.00	0.00	0.00	120.00	
101	CCHS Annual		43,010.19	14,019.98	(18,148.66)	0.00	38,881.51	
102	CCES Yearbook		7,339.95	4,188.56	(30.00)	0.00	11,498.51	
103	Thespians - Speech		0.00	0.00	(904.55)	0.00	(904.55)	
104	Student Council		0.00	1,455.00	(1,456.48)	0.00	(1.48)	
106	CCS Flower Fund		330.88	0.00	(55.00)	0.00	275.88	
107	Technology		0.00	2,700.00	0.00	0.00	2,700.00	
108	Electric Car Project		493.76	0.00	0.00	0.00	493.76	
109	Inter Acct		500.00	0.00	0.00	0.00	500.00	
200	FBLA		19,658.49	1,220.00	(2,964.27)	0.00	17,914.22	
201	FBLA - Sponsor		0.00	0.00	(10.00)	0.00	(10.00)	
205	FCCLA		0.00	2,449.72	(659.00)	0.00	1,790.72	
206	FCCLA - Sponsor		0.00	0.00	0.00	0.00	0.00	
207	Pro Start		0.00	94.00	(123.24)	0.00	(29.24)	
210	FFA		22,755.17	59,870.50	(38,910.01)	0.00	43,715.66	
211	FFA - Sponsor		0.00	0.00	0.00	0.00	0.00	
212	FFA-Farm Account		7,153.28	4,147.00	0.00	(6,358.94)	4,941.34	
213	FFA-Memorial		7,107.24	1,892.00	(6,358.94)	6,358.94	8,999.24	
<b>4 Clubs and Organizations</b>			<b>118,229.61</b>	<b>92,036.76</b>	<b>(70,021.30)</b>	<b>0.00</b>	<b>140,245.07</b>	* Group
<b>Miscellaneous</b>								
214	I.A Resale		7,281.00	4,562.00	(5,844.84)	0.00	5,998.16	
215	Building Construction		2,140.84	8,000.00	(6,502.51)	0.00	3,638.33	
405	Art Resale		3,294.00	0.00	0.00	0.00	3,294.00	

# Cash Report - For the Year

Printed: 07/08/2021 10:43:24AM  
 Chase County Schools - Activity Accounting

Activities 1								
Group	9	Miscellaneous						
Account Number	Description		Balance Forward	Cash In (Receipts)	Cash Out (Payments)	Adjustments	Balance	
408	Library Book Sales		1,045.23	81.94	0.00	0.00	1,127.17	
409	Defib Training/Flu Vac Fund		823.24	285.00	(2,280.82)	0.00	(1,172.58)	
412	Special Projects		0.00	0.00	0.00	0.00	0.00	
414	Staff/Student Appreciation		78.00	0.00	0.00	0.00	78.00	
415	Monthly Interest		0.00	433.05	0.00	0.00	433.05	
900	CD		101,804.58	0.00	0.00	0.00	101,804.58	
999	Activity Clearing		0.00	4,449.26	(5,329.26)	880.00	0.00	
	<b>9 Miscellaneous</b>		<u>116,466.89</u>	<u>17,811.25</u>	<u>(19,957.43)</u>	<u>880.00</u>	<u>115,200.71</u>	* Group
	<b>1 Activities</b>		<u>446,656.94</u>	<u>174,670.49</u>	<u>(195,086.76)</u>	<u>1,615.75</u>	<u>427,856.42</u>	Location
	<b>Report Total:</b>		<u>446,656.94</u>	<u>174,670.49</u>	<u>(195,086.76)</u>	<u>1,615.75</u>	<u>427,856.42</u>	

<b>July 2021 US Bank Report</b>	
Physical Ed-PE equipment	\$ 380.51
Gopher Sport-PE equipment	\$ 1,184.03
Amazon-Crayola classpack	\$ 49.98
Amazon-SPED classroom supplies	\$ 135.83
Amazon-Crayola broad markers	\$ 76.48
Comcast-fee	\$ 1.00
Discount Magazine-Library magazines	\$ 221.77
Blick Art-Art supplies	\$ 511.63
Walmart-Food scale	\$ 46.84
Walmart-misc. science supplies	\$ 70.26
Accucut-Library media supplies	\$ 210.89
NE Council of School Admn-fee	\$ 450.00
Ne Council of School Admn-fee	\$ 225.00
Amazon-Fireproof file cabinet	\$ 2,599.98
Walmart-Science supplies	\$ 46.84
Amazon-5th GR language Art supplies	\$ 70.39
Amazon-5th GR language art supplies	\$ 64.69
Amazon-Art/Science of Teaching/teacher evaluation	\$ 135.42
Amazon-5th GR Language Art supplies	\$ 15.67
USPO-postage	\$ 66.60
The Art of Education-subscription fee	\$ 49.00
MF Athletic Perf-PE supplies/equipment	\$ 3,059.05
Bailey Pottery Equipment-Maintenance parts	\$ 225.00
USPS-postage	\$ 8.20
Bailey Pottery Equipment-Maintenance parts	\$ 766.00
USPS-postage mailings	\$ 221.25
Indeed-3 month fees for Job applicant site	\$ 162.00
NE Council School Admn-HS principal dues	\$ 335.00
OTC-Math supplies	\$ 195.70
Owens True Value-25pk white tag rings	\$ 10.11
Walmart-5th Gr Science supplies	\$ 70.26
Rogue-Vertical bar hanger/belt & band hanger	\$ 853.22
ABEBOOKS-Gateways to Art	\$ 1,200.26
Amazon- Crayola Markers (bulk order)	\$ 57.13
Amazon-Hard cover blank books (60)	\$ 133.99
Amazon-Rectangle Stickers	\$ 25.97
School Specialty-Art Supplies	\$ 817.44
School Specialty-Art Supplies	\$ 817.44
Activity expenses	\$ 9,611.11
School Specialty-Science supplies	\$ 43.35
<b>July 2021 US Bank Expenditures</b>	<b>\$ 25,225.29</b>

Vendor_Name	Description	Amount
20/20 Technologies LLC	Technician support on weight room door	\$ 212.50
21st Century Equipment	grease zerk assortment	\$ 45.29
A T & T	LD Services	\$ 83.78
ACT	District Choice State Testing-ACT plus writing	\$ 2,201.50
Adams Lumber Co	Maintenance supplies/parts	\$ 951.94
Affiliated Benefits	FSA/HRA Administration fees	\$ 544.50
Affiliated Benefits	Transportation supplies/repairs	\$ 239.96
AgiRepair/AssetGenie, Inc	iPad repairs	\$ 692.00
AgiRepair/AssetGenie, Inc	iPad 6 repair	\$ 89.00
Allo Communications	Phone usage	\$ 369.51
Amazon Capital Services	Learning Charts set of 6	\$ 19.99
Amazon Capital Services	Address labels	\$ 78.25
Amazon Capital Services	8 1/2 x 11, card stock, white, 2000 sheets	\$ 64.99
Amazon Capital Services	Avery Hole Reinforcements, white	\$ 5.74
Amazon Capital Services	Wite Out Correction Tape, 18 ct.	\$ 68.52
Amazon Capital Services	8 1/2 x 11, College Ruled Paper, punched	\$ 10.87
Amazon Capital Services	Dap Blue Stick Adhesive, 3 pk	\$ 9.77
Amazon Capital Services	White Kraft Paper Roll	\$ 64.98
Amazon Capital Services	Black Construction Paper 12 x 18	\$ 9.59
Amazon Capital Services	Dymo Label tape, black on white	\$ 30.01
Amazon Capital Services	Legal/Wide Rule 8 1/2 x 11 3/4, 12 pk	\$ 23.98
Amazon Capital Services	Natural Kraft Paper Roll	\$ 60.90
Amazon Capital Services	fliptop box-clear	\$ 33.34
Amazon Capital Services	8.5 x 14 white paper	\$ 59.98
Amazon Capital Services	(2) POE switch 24	\$ 925.98
Amazon Capital Services	Drywall Cart	\$ 183.99
Amazon Capital Services	Plastic Sleeves (dry erase)	\$ 29.97
Amazon Capital Services	Play-Doh Spring colors	\$ 22.88
Amazon Capital Services	Mr. Sketch Markers	\$ 11.04
Amazon Capital Services	Safari Animal figurines with play mats	\$ 25.99
Amazon Capital Services	Improving Teacher Development & Evaluation	\$ 26.68
Amazon Capital Services	Habitat learning charts	\$ 28.20
Amazon Capital Services	Cable Clips	\$ 19.98
Amazon Capital Services	Rack Mount Cable Management Unit	\$ 37.98
Amazon Capital Services	Port to HDMI Cable	\$ 11.00
Amazon Capital Services	Charger Lightening to USB	\$ 159.80
Amazon Capital Services	apple USB-C digital adapter	\$ 201.33
Amazon Capital Services	Apple 12W USB power cord	\$ 57.00
Amazon Capital Services	You Are Awesome post cards	\$ 59.94
Amazon Capital Services	You Are Awesome post cards	\$ 59.94
Amazon Capital Services	2 Port Keystone Jack Wall plate	\$ 10.88
Amazon Capital Services	Platinum connector cable	\$ 33.99
Amazon Capital Services	Apple Magic Mouse 2 (wireless)	\$ 74.00
Amazon Capital Services	Apple Magic Trackpad	\$ 119.00
Amazon Capital Services	Apple Magic Keyboard	\$ 89.99
Amazon Capital Services	Smooth Cardstock	\$ 21.98

Amazon Capital Services	Railroad board	\$ 19.28
Amazon Capital Services	Pacon Railroad Board	\$ 15.39
Amazon Capital Services	Mini split Air Conditioner (crows nest)	\$ 132.90
Amazon Capital Services	Orange Cardstock	\$ 9.99
Amazon Capital Services	Card Stock	\$ 19.99
Amazon Capital Services	Card Stock (black)	\$ 47.96
Amazon Capital Services	Cardstock (green)	\$ 9.99
Amazon Capital Services	America by State placemats	\$ 15.99
Amazon Capital Services	Red Hot Cardstock Paper	\$ 10.79
Amazon Capital Services	Color Coding labels circle dots	\$ 5.49
Amazon Capital Services	Wall Mounted Ductless Mini Split A/c Heat pump	\$ 912.00
Amazon Capital Services	HVAC Sheet Metal Duct Reducer	\$ 28.00
Amazon Capital Services	Yellow Cardstock	\$ 9.99
Amazon Capital Services	Washer Lid switch part	\$ 7.79
Amazon Capital Services	Shipping/handling	\$ 5.98
Amazon Capital Services	Discounts	\$ (0.07)
American Reading Company	Leveled Classroom Library Bins	\$ 1,920.00
American Reading Company	Thematic Text Sets	\$ 4,800.00
American Reading Company	2Red IRLA Toolkits	\$ 750.00
American Reading Company	Purple IRLA Toolkit	\$ 600.00
American Reading Company	Orange IRLA Toolkit	\$ 650.00
American Reading Company	Classroom Library Bins	\$ 720.00
American Reading Company	Thematic Text Sets	\$ 400.00
American Reading Company	Elementary Book bags	\$ 450.00
Amy Prior	MPCC - Spring 2021	\$ 258.00
Angela Richmond	MPCC - Spring 2021	\$ 144.00
Black Hills Energy	505 E 9th gas usage 5/6-6/7	\$ 43.24
Black Hills Energy	1110 Shorthorn St gas usage 5/6-6/7	\$ 38.83
Black Hills Energy	520 E 9th St fuel usage 5/6-6/7	\$ 376.34
Bomgaars	Groundclear 32 oz concentrate	\$ 9.99
Brico Pest Control	Regular monthly service	\$ 50.00
Brico Pest Control	regular monthly service	\$ 50.00
Cathy Schilke	MPCC - Spring 2021	\$ 129.00
CDI Dallas LLC	64GB jetflash 790	\$ 16.42
Chad Cargill's Test Prep	ACT Test Prep	\$ 2,490.00
Chad Cargill's Test Prep	Faculty Training on ACT Test Prep	\$ 1,000.00
Chad Yaw	MPCC - Spring 2021	\$ 129.00
Chase County Hospital	PT services (VB)	\$ 33.50
Chase County Hospital	PT services (BW)	\$ 67.00
City Of Imperial	520 E 9th St Electric -5/31-6/30	\$ 8,699.52
City Of Imperial	520 E 9th St water/sewer-5/31-6/30	\$ 2,005.00
City Of Imperial	New Bus Barn electric-5/18-6/22	\$ 303.80
City Of Imperial	New Bus Barn water/sewer 5/15-6/22	\$ 41.50
City Of Imperial	520 E 9th Water Meter-5/18-6/22	\$ 286.60
City Of Imperial	New Track electric-5/18-6/22	\$ 77.05
City Of Imperial	New Track water-5/18-6/22	\$ 750.45
City Of Imperial	Water Meter East Prkg-5/18-6/22	\$ 21.95

Cornhusker Cleaning Systems	Mat Holder w/Decal	\$ 36.60
Cornhusker Internationl Trucks, Ir	Repairs/parts	\$ 202.75
Crystal Peterson	MPCC - Spring 2021	\$ 258.00
Cummins Sales & Service	repair/parts transportation	\$ 91.80
Cummins Sales & Service	repair/parts transportation	\$ 141.39
Cupp, Arlys Y	MPCC - Spring 2021	\$ 273.00
Dawn Baird	MPCC - Spring 2021	\$ 258.00
Demco, Inc.	book label protectors	\$ 37.64
Demco, Inc.	3" x 15 yd. book tape	\$ 73.89
Demco, Inc.	Liquid book glue	\$ 11.85
Dillan, Terri	MPCC - Spring 2021	\$ 387.00
Dueck Enterprises LLC	Ultrasonic Rest/Gasket/V Band Clamp/repair pa	\$ 585.53
ESU #10	June Network operation	\$ 40.00
ESU#2	475 Seats Canvas subscription 7/21-6/22	\$ 1,425.00
Follett	Library Books	\$ 79.53
Frenchman Valley Co-op	SPED fuel usage 5/1-5/31	\$ 24.96
Frenchman Valley Co-op	ADMN fuel usage 5/1-5/31	\$ 24.33
Frenchman Valley Co-op	Regular Pupil fuel usage 5/1-5/31	\$ 5,602.53
Frenchman Valley Co-op	Gear Lube	\$ 13.86
Gayle Vrbas	MPCC - Spring 2021	\$ 129.00
Global Teletherapy	Psych Services 4/13-5/20/21	\$ 9,927.92
Harchelroad Motors - Imperial	inv. # 100873 wiper arm	\$ 67.25
Heartland Roofing Consultants	Annual preventative maintenance 7/1/20-6/30/	\$ 8,300.00
HireRight Solutions, Inc.	Background screening services	\$ 87.09
Holiday Inn Of Kearney	Hotel Room for Transportation Training Conf	\$ 114.95
Hometown Leasing	Pmt 24 copier lease	\$ 928.38
Ideal Linen Supply Inc	Uniform/shop towels	\$ 22.22
Ideal Linen Supply Inc	Shop towels/uniform	\$ 55.56
Ideal Linen Supply Inc	Mats for school	\$ 172.93
Ideal Linen Supply Inc	Uniform/shop towels	\$ 22.22
Ideal Linen Supply Inc	uniform/shop towel	\$ 22.22
Infinite Campus	Regular Instruction-Technology-Related Hardwa	\$ 135.00
Inland	AD-9 Cartridge	\$ 53.75
Inland	Ad-IP Cartridge Kit	\$ 202.54
JAMF Software, LLC	Remining half of liftetime license	\$ 131.25
Jeffers Handbell Supply, Inc.	colored handbell set	\$ 592.00
Jennifer Brosius	MPCC - Spring 2021	\$ 387.00
Jippi Milner	MPCC - Spring 2021	\$ 258.00
Johnson Publications Newspaper	Advertising	\$ 340.20
Josh Burke	MPCC - Spring 2021	\$ 129.00
Karra Meeske	MPCC - Spring 2021	\$ 273.00
Kelly Vitosh	MPCC - Spring 2021	\$ 402.00
Kriss Krutsinger	Transfers (Outgoing) - Drivers Ed	\$ 733.34
Kristi Bernhardt	MPCC - Spring 2021	\$ 258.00
KSB School Law	Legal services	\$ 2,264.00
Lael Biesecker	MPCC - Spring 2021	\$ 129.00
Laminator.com	Laminating film	\$ 546.66

Laura Maddox	Early childhood Dev	\$ 3,465.50
Lesley Nordhausen	MPCC - Spring 2021	\$ 129.00
Linda Nelson	PBIS Training June 18th	\$ 120.00
Lindsey Teply	PBIS Training June 18th	\$ 120.00
Lori Mendenhall	MPCC - Spring 2021	\$ 144.00
Lori Owens	MPCC - Spring 2021	\$ 129.00
MacGill	Health Supplies for Nurses`s office	\$ 663.76
Maria Ruiz	MPCC - Spring 2021	\$ 129.00
Marzano Resources	Professional Development	\$ 6,500.00
Matt Terryberry	MPCC - Spring 2021	\$ 258.00
Matthew Jablonski	MPCC - Spring 2021	\$ 387.00
Maxwell, Matthew K	MPCC - Spring 2021	\$ 129.00
Myrtle Health, LLC	CDL Exam (JB)	\$ 45.00
Myrtle Health, LLC	Urine Drug Test Driver (KC)	\$ 40.00
National Art & School Supplies	Central Office supplies	\$ 1,111.02
NE Council School Administrators	2021-22Membership form	\$ 125.00
NE Council School Administrators	Business Manager Training - Aug 3rd Virtual	\$ 100.00
NE Rural Community Schools	21-22 NRCSA membership dues	\$ 850.00
Norma Marquez	MPCC - Spring 2021	\$ 144.00
O`Neil, Sandy D	MPCC - Spring 2021	\$ 129.00
OneSource	Background screening	\$ 110.00
Owens True Value	A188823	\$ 9.48
Owens True Value	Transportation supplies	\$ 8.99
Owens True Value	smartboard postage	\$ 41.97
Owens True Value	Maintenance supplies	\$ 556.77
Petty Cash	Postage	\$ 143.00
Petty Cash	Vehicle title/registration	\$ 15.00
Pivot Electric	Electric Service Call-power issue	\$ 115.00
PresenceLearning, Inc	April 2021 Services	\$ 5,071.00
PresenceLearning, Inc	May 2021 services	\$ 8,570.40
Pyramid School Products	Central Office Supplies	\$ 152.64
Pyramid School Products	Paint, sharpies, masking tape	\$ 531.65
Pyramid School Products	Scotch Book repair tape	\$ 63.90
Pyramid School Products	6 dz. scissors	\$ 41.70
Rainbow Promise Preschool	March SPED tuition (AS,TR,OR)	\$ 576.00
Rainbow Promise Preschool	Apr SPED Tuition (AS,TR,OR)	\$ 477.00
Rainbow Promise Preschool	May SPED Tuition (AS,TR,OR)	\$ 270.00
Ramiro Chavez	MPCC - Spring 2021	\$ 129.00
Rochester 100 Inc	Nicky`s Version 11 (2 Pocket Folder) P. Blue	\$ 108.00
Rochester 100 Inc	Nicky`s Folders	\$ 481.00
Rowley Welding	Welding Supplies for 2020 - 2021 Year	\$ 1,676.13
Sapp Bros Petroleum	32.5% Def (bulk)	\$ 180.00
Schilke, Sonya L	MPCC - Spring 2021	\$ 129.00
School Specialty	Highlighters	\$ 16.38
School Specialty	Large Command Hooks	\$ 31.00
School Specialty	100 magnetic dots	\$ 3.98
School Specialty	purple homework folders	\$ 29.51

School Specialty	Post it wall hanger	\$ 9.80
School Specialty	large post it posters	\$ 33.21
School Specialty	name plates	\$ 4.26
School Specialty	geared clocks	\$ 25.69
School Specialty	Pencil cap erasers	\$ 19.92
School Specialty	Paint-(3) Magenta	\$ 13.62
School Specialty	Tabs, command wire strips	\$ 51.95
School Specialty	Learning clock	\$ 15.07
Southwest Nebraska Solid Waste	waste disposal	\$ 15.40
St. Joseph Institute For The Deaf	I Hear Therapy 4/1,5,7,12,14,19,21,26	\$ 670.00
Stephanie Rau	MPCC - Spring 2021	\$ 129.00
Sterling Computers	lenovo L15 thinkpad laptop	\$ 164.98
Sterling Computers	60 HP Chromebooks	\$ 18,183.60
Streakwave Wireless Inc.	G4 4k pro camera Ubiquit	\$ 844.00
Teaching Strategies	NEportGold online assessment portfolios	\$ 119.50
Titan Machinery	Antifreeze	\$ 16.37
Troxell's Heating and Appliance	Ice Machine cleaner	\$ 76.00
US Bank	Activity/General Expenses	\$ 25,225.29
Verizon Wireless	Cell phone usage	\$ 103.02
Viaero Wireless	Hot spot fee	\$ 53.25
Vocabulary.com	15 Month site License	\$ 1,000.00
Wallin, Charlotte L	MPCC - Spring 2021	\$ 129.00
Wayne Krausnick	MPCC - Spring 2021	\$ 258.00
West Music	small wood mallets	\$ 13.60
West Music	guiros	\$ 67.53
West Music	wood blocks	\$ 34.69
West Music	finger cymbals	\$ 48.34
West Music	cowbells	\$ 77.25
West Music	12" hand drums	\$ 61.80
West Music	10" hand drums	\$ 58.45
West Music	8" hand drums	\$ 83.08
West Music	soprano metallophone	\$ 344.96
West Music	boomwhacker high extension set	\$ 76.48
World Book Inc.	World Book online subscription	\$ 396.00
Yanda Music & Pro Audio	Reeds	\$ 182.92
Zuege, Chelsea M	MPCC - Spring 2021	\$ 129.00
	<b>July 2021 General Fund Expenses</b>	<b>\$ 155,989.03</b>
	<b>July 2021 General Payroll</b>	<b>\$ 445,440.74</b>
	<b>July 2021 Total General Fund Expenditures</b>	<b>\$ 601,429.77</b>

Fisher Tracks, Inc.	Track resurface	\$ 86,382.00
Spady Construction	50% due of completed windows 21,22,23	\$ 12,090.50
	<b>July 2021 Depreciation Fund Expenses</b>	<b>\$ 98,472.50</b>

Laura Maddox	Lunch refund	\$ 57.00
	<b>July 2021 Lunch Fund Expenditures</b>	<b>\$ 57.00</b>



# Chase County

July, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Volleyball- @ Sutherland	2	3
4		5 Volleyball- @ Chase County Clinic	6 Volleyball- @ Chase County Clinic	7	8	9 10
11 Volleyball- @ Ogallala		12 Volleyball- @ Ogallala 6:00pm Board Meeting-	13 Volleyball- @ Ogallala	14 9:00am-2:00pm Volleyball- @ Auxiliary Gym	15 Volleyball-	16 Volleyball- 17
18		19	20	21	22	23 24
25		26	27	28	29	30 31

## August, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		<b>3:00pm</b> Softball-Varsity <b>Southern Valley vs. Multiple Schools</b> .....	<b>8:00am</b> K-12th-	<b>5:00pm</b> Cross Country-Varsity <b>Dundy County Stratton vs. Multiple Schools</b> .....	<b>6:00pm</b> Football-Varsity <b>Chadron</b>	<b>12:00pm</b> Softball-Varsity <b>Scottsbluff</b>
29	30	31				
	<b>4:00pm</b> Softball-Varsity <b>Holyoke</b> <b>4:00pm</b> Volleyball-JV/Varsity vs. <b>McCook</b>					

# Activities Director's Report

The Nebraska School Activities Association will hold the annual coaching clinic in Lincoln on July 27th, 28th, and 29th. This year will be the National Convention that was postponed last year.

The Longhorn and Shorthorn gym floors were refinished and the gym will be available on July 19th.

Youth Volleyball camp will be July 15th K-3rd 9:00 AM to 2:00 PM

First official practice start date is Monday, August 9th.

The Track has been resurfaced and will now be repainted. Fisher Tracks did a really nice job and everything looks good up to this point. We may still want to look at adding a concrete ramp for the lawn mowers.

Morning Conditioning continues to go well. The attendance has remained consistent and the coaches have been great helping out with all the kids. Usually we see a decline after the 4th of July, which we have some with students attending camps and taking family trips.

# Board Report

## July 13, 2021

Adam Lambert  
Superintendent of Schools

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### Academics & Students

- Summer programs have been in full swing. The weight room attendance has been really good. Summer camps etc. have been rolling right along.
- Updated our reopening plan from last year to meet the American Rescue Plan guidelines for this year.
- I attended the Western Nebraska Administrator Region V retreat in Ogallala June 15th.
- Attended a two day safety training hosted by NDE on June 21 & 22. All administration, Dallas, Angie and some local law enforcement attended the training with us.
- The administration team went through a Marzano training on June 23. I have lined up a staff Marzano training for Sept. 7th during our PD day.

### Building & Grounds

- Track resurfacing has been completed. The next step will be for the next crew to come in and paint all of the lines.
- Shorthorn and Longhorn gyms have been stripped and waxed.
- Phones have been installed in all classrooms and offices.
- High School band and choir room carpet has been torn out and prepped for installation. We will hopefully get the new carpet within the next two weeks.
- Hard surfaces have been starting to get waxed (hallways, classrooms with tile etc.)

- We received our 2nd school van from Imperial Ford last week.
- Our 2 buses we ordered are in production and we are hoping they will come in early August.
- Disease infected trees have been removed on the north side of the property.
- Bathroom stalls are still on order, we are in a holding pattern right now due to manufacturing.

## Budget & Finance

- We are still working on pulling down the ESSER II funds right now and are waiting for approval from NDE
- Filled out the first portion of ESSER III grant (American Rescue Plan). The second half of the application will come out July 15th. There are some specific steps we will need to take to prepare the 2nd half of the grant and that will be the focus moving forward.
- I have completed the budget for the 21-22 school year. The next step will be waiting for the official valuation (1st/2nd week of Aug.) and inputting/updating all of expenditures for the '20-'21 school year. We will also need to figure out what type of transfers we will want to make at the end of August.
- Through the June expenditures we are 83% of the way through our fiscal year and have spent 67% of the budget to date.
- Current Cash on Hand for each Account (before payroll and expenses)...
  - General Fund - \$3,333,845
  - Depreciation - \$456,586
  - Activities - "General Fund" \$78,075 Total Activities \$435,781
  - School Nutrition - \$193,291
  - Special Building Fund - \$571,352
  - QCPUF - \$415,447
  - Bond Fund - \$182,893

# **CHASE COUNTY SCHOOLS**

## **ACTIVITY HANDBOOK 2021-2022**



**Chase County Schools  
520 E 9<sup>th</sup> Street Imperial, NE 69033  
308-882-4304**

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## **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### Safety

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## **Section 2 Extracurricular Activity Code of Conduct**

**Purpose of the Code of Conduct.** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

## **Scope of the Code of Conduct.**

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, Pep- Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, FFA, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

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

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

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

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

### **Section 3 Grounds for Extracurricular Activity Discipline.**

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
  12. Repeated violation of any of the school rules.
  13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
  14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
  15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
  16. Willfully violating the behavioral expectations for those students riding Chase County School buses or vehicles used for activity purposes.
  17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
  19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
  20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by

the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

#### **Section 4 Drug and Alcohol Violations.**

##### Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol

would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

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

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

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

### **Drugs and Alcohol Violations**

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

1. First Violation: 20 school days or a minimum of the next (1) school activity.
2. Second Violation: 40 school days or a minimum of the next two school activities.
3. Third Violation: Student will be ineligible for the remainder of the current school year.
4. Reduction for Self-Reporting: If the student has self-reported, the penalty will be reduced to 10 school days for the first offense and 20 school days for subsequent offenses. Minimum missed activities will not be reduced.
5. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one

contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

6. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

### **Section 5 Steroid Offenses**

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

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

### **Section 6 When Suspensions Begin.**

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

## **Section 7 Letters and Post-Season Honors**

A student who commits a Code of Conduct violation is:

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

## **Section 8 Self-Reporting.**

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

## **Section 9 Determining a Violation Has Occurred.**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school

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

### **Section 10 Procedures for Extracurricular Discipline.**

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional

time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
  - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian

from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 11 School Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance no later than 11:30 AM. A student who is not in attendance by 11:30 AM is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Section 12 Academic Standards**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Accumulative course grades will be posted in Infinite Campus on Monday by 9:00am of every school week

beginning the 3<sup>rd</sup> full week of each semester. The ineligibility list will start over at semester.

3. The names of students who have grades below 70% will be distributed to all teachers, coaches and sponsors on Monday morning. Those who have two or more grades below 70% are considered ineligible for extracurricular activities. The first time a student will be placed on probation for that week. Each high school student will be placed on probation only once per semester.

4. Those students determined to be ineligible for the week will not be allowed to compete, perform or represent the school in any extracurricular activity during the week of ineligibility. *A week is considered Tuesday through Tuesday.* Ineligible students will practice with their activity groups.

5. The list of ineligible students will be subject to review by the principal, guidance counselor, and teachers.

6. Students may be ruled ineligible if they are not in good standing (Behavior, Attendance, Detention time not served)

7. Eligibility standards do not apply for tryouts. The following areas will not be under the full jurisdiction of the weekly ineligibility list. Students who are in band or chorus will be able to perform at Chase County School music activities as long as the activity is held at Chase County Schools, due to the fact that this performance is part of the student's grade. Examples of this are school concerts and pep band. *Any performance outside of the school or hosted by Chase County Schools such as Conference, District or State contest, and special performances such as jazz band, show choir, marching band, and musical will still follow the weekly ineligibility list.* These rules and regulations do not supersede other school policies.

### **Section 13 Team Selection and Playing Time**

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the

development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

#### **Section 14 School Dances**

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

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

1. Who Can Attend: Only students of Chase County Schools and their guests may attend.
  - a. Students currently attending Chase County High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Chase County High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Chase County Schools. For any dances at the middle school level, only students attending Chase County Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our

school are expected to follow the same rules of conduct which apply to our students.

- f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

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

### **Section 15. Eligibility for Selection as Royalty.**

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
  
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
  
3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.

4. Specific Dance Eligibility and Selection Requirements:

a. Homecoming Queen & King:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

b. Prom King and Queen:

- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The three queen and three king nominees will be selected by faculty with the secret vote of the junior and senior class to determine king and queen.

**Section 16 Relationships Between Parents and Coaches/Sponsors**

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

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

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.

- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time

- Team strategy
- Play calling
- Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 17 Good Sportsmanship/Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. Responsibilities of Spectators Attending

#### Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.

13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

# **CHASE COUNTY SCHOOLS**

## **STUDENT-PARENT HANDBOOK 2021-2022**



**Chase County Schools**

**520 E 9<sup>th</sup> Street  
Imperial, NE 69033  
308-882-4304**

# STUDENT - PARENT HANDBOOK OF CHASE COUNTY SCHOOLS 2021-2022

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**Chase County Schools Parent-Student Handbook  
2021-2022 School Year**

**Foreword**

**Section 1 Intent of Handbook**

This handbook is intended to be used by students, parents, staff and patrons as a guide to the rules, regulations, and general information about Chase County Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Section 2 Members of the Board of Education**

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Carrie Terryberry, Secretary (cterryberry@chasecountyschools.org)
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\*Executive Organization (Appendix B)

Foreword

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Wheeler, Sherri	Elementary/District Secretary	<a href="mailto:swheeler@chasecountyschools.org">swheeler@chasecountyschools.org</a>

## Article 1 – Mission and Goals

### Section 4 School Mission Statement

The mission of Chase County Schools is to meet the challenge, exceed expectations, and continue our legacy of excellence.

### Section 5 Goals and Objectives

The goals and objectives of the Chase County Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.

9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 5 Mutual Respect**

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

### **Section 6 Complaint Procedures**

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

1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

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

**Article 2 – School Day**

**Section 1 Daily Schedule**

<b>Regular Day: 8:00 AM - 3:30 PM</b>		<b>Late Start Day: 10:00 AM - 3:30 PM</b>		<b>Early Dismissal Day: 8:00 AM - 1:30 PM</b>	
Hallways Open	7:50 AM	Hallways Open	9:50 AM	Hallways Open	7:50 AM
Breakfast Ends	7:55 AM	No Breakfast		Breakfast Ends	7:55 AM
1st Period	8:00 AM - 8:50 PM	1st Period	10:00 AM - 10:35 PM	1st Period	8:00 AM - 8:35 PM
2nd Period	8:53 AM - 9:43 AM	2nd Period	10:38 AM - 11:13 AM	2nd Period	8:38 AM - 9:13 AM
3rd Period	9:46 AM - 10:36 AM	3rd Period	11:16 AM - 11:51 AM	3rd Period	9:16 AM - 9:51 AM
4th Period	10:39 AM - 11:29 AM	1st Lunch (Grades 5-8)	11:51 AM - 12:23 PM	4th Period	9:54 AM - 10:29 AM
1st Lunch (Grades 5-8)	11:29 AM - 12:01 PM	5th Period (Grades 9-12)	11:54 AM - 12:29 PM	6th Period	10:32 AM - 11:07 AM
5th Period (Grades 9-12)	11:32 AM - 12:22 PM	5th Period (Grades 5-8)	12:23 PM - 12:58 PM	7th Period	11:10 AM - 11:45 AM
5th Period (Grades 5-8)	12:01 PM - 12:51 PM	2nd Lunch (Grades 9-12)	12:29 PM - 12:58 PM	1st Lunch (Grades 5-8)	11:45 AM - 12:17 PM
2nd Lunch (Grades 9-12)	12:22 PM - 12:51 PM	4th Period	1:01 PM - 1:36 PM	5th Period (Grades 9-12)	11:48 AM - 12:23 PM
6th Period	12:54 PM - 1:44 PM	6th Period	1:39 PM - 2:14 PM	5th Period (Grades 5-8)	12:17 PM - 12:52 PM
7th Period	1:47 PM - 2:37 PM	7th Period	2:17 PM - 2:52 PM	2nd Lunch (Grades 9-12)	12:23 PM - 12:52 PM
8th Period	2:40 PM - 3:30 PM	8th Period	2:55 PM - 3:30 PM	8th Period	12:55 PM - 1:30 PM

## **Section 2      Severe Weather and School Cancellations**

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

When it becomes necessary to cancel school, start late or dismiss early, announcements to this effect will be sent to your phone using our School Messenger system and will also be made on radio and TV stations.

You may also check the school's websites for information:

<http://www.chasecountyschools.org/>

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### **Section 3 Open-Closed Campus**

We encourage students to eat a nutritious lunch. All students are required to remain on campus during the school day, except grades 9-12 who are allowed to leave campus during lunch. Open Campus is a privilege and may be revoked for students who violate school rules or need extra time to complete school work.

### **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 or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 10 minutes prior to the first class unless eating breakfast. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

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

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

### Signing a Child in and Out of School

Parents or guardians are required to notify the school if their children are entering after their first class or leaving prior to their final class. The computer to check a child in and/or out of school is located in the main office. If a child is being signed out, the school secretary will call the appropriate classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to three (3) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Article 3 - Use of Building and Grounds**

### **Section 1     Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass.

## Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

## 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 disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$3.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	\$1.00 per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged will be required to be replaced by the student (chromebooks, ipads, etc.)

## Section 4 Lockers

Each student will be assigned a locker grades 4-12 students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

## **Section 5 Searches of Lockers and Other Types of Searches**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## **Section 7 Recording of Others (Policy No. 1102)**

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

### **Section 8 Use of Telephone**

Use of the office phone will be allowed in an emergency, when a student is ill, or other situations with prior Principal approval.

### **Section 9 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 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. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 13 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 14 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by an administrator with an administrator's signature/initials. Posters are not to be attached to any painted wall surfaces with permission of the administration. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works

are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

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

### **Section 2 Attendance and Absences**

Parent/Guardian(s) are expected to call any absences into the main office by 8:30am. If no correspondence is made, the district will attempt to contact parents and any emergency contacts on file. If no one is reached the district may call law enforcement for a well check.

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

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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 (9-12). A tardy is defined as up to five (5) minutes missed at the beginning of a period. Anything over 5 minutes will be counted as an absence. Almost all tardiness, except possibly caused by transportation before school, is avoidable.

Three tardies in any one semester will count as an absence for the class involved. Any subsequent 3 tardies is the equivalent of 1 absence. This will be counted toward the maximum of seven absences from any given class. If seven absences is reached, the student may lose credit from that class. Students may appeal their loss of credit to the district attendance committee.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

When students wish to leave the room, a signed pass must accompany the trip. Students are not allowed to leave the room during the first 10 minutes or last 10 minutes of class. If students are "checking in" before attending an assembly, meeting, etc., students must be seated in their scheduled classroom until attendance has been taken.

### **Section 3 Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. Work must be made up.

### **Section 4 Make-up Work**

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Parents are encouraged to contact the teacher with concerns.

Two school days will be allowed to make up work for the time missed unless otherwise directed by a school administrator.

## **Section 5 Attendance is Required to Participate in Activities**

Students must arrive to school by 11:30 AM on the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Administration retains the right to grant participation should exceptional circumstances prevail.

## **Section 6 Truancy**

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

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

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

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

Once a student reaches 7 days of unexcused absences, they are in danger of losing full credit. Students will be encouraged to enroll in the Chase County Truancy Diversion Program established by the Chase County Attorney’s office. If such student successfully completes the diversion program they may earn their credits back for the unexcused absences.

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.

## Article 5 – Scholastic Achievement

### Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used in grades 4-12 to assign letter grades and a grade point average from a percent:

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	87-90	B-	85-86
C+	83-84	C	80-82	C-	77-79
D+	75-76	D	72-74	D-	70-71
F	0-69				

The following scale will be used in grades K-3

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

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

### Section 2 High School Yearly Course Requirements

Chase County Schools recommends students register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

All students are required to successfully complete six (6) semesters of exploratory courses. Students also have the option of taking band or a vocal music/study hall combination.

### Section 3 Graduation Requirements

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

To be eligible for graduation from Chase County High School, a student must have earned a minimum of 220 credit hours in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	32 semester hours
Social Sciences	24 semester hours
Science	24 semester hours
Math	24 semester hours
P.E.	8 semester hours
Fine Arts	8 semester hours
Speech	Incorporated into English 2/3
Vocational	16 Semester hours 4 from Personal Finance

10 hours per year of community service or 40 hours over the course of high school must be documented. Community service opportunities during the school day will be offered to the students as well. Exceptions to these requirements may be made by the board upon the recommendation of the administration, who will support the recommendation with justifiable reasons. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

#### **Section 4 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

#### **Section 5 Schedule Changes**

Students needing schedule changes should notify the counselor. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Schedules may not be changed after the first week into a new quarter or semester.

#### **Section 6 Interim Reports**

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

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### **Section 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) needs to be made up before the grading period ends.

### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the 1st quarter and 3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence in grades 5-12. Honor rolls will be determined by semester. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as high honor roll.
2. Students receiving no lower than a "B" will be classified as regular honor roll.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

### **Section 10 National Honor Society**

The National Honor Society chapter of Chase County School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

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

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects.

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

#### Removal from National Honor Society

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

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## **Section 11 Academic Integrity**

### **A. Policy Statement**

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

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

### **B. Definitions**

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

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking

a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

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

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

## **Section 12      Class Rank and GPA**

### **CLASS RANK and GPA**

A grade point average and class rank will be computed at the end of each semester for every student. This information along with a student's grades and attendance records is considered confidential and will be released only to those persons authorized to use these materials by law. The school can release such information to other people only at the request of a student and/or his legal guardians.

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

### Grading Scale and Weighted Courses

Examples of weighted courses are all dual credit courses (whether taken for credit or not), trigonometry, precalculus, chemistry, and physics and any other courses that the administration deems appropriate. For the purpose of selecting Valedictorian and Salutatorian, weighted classes will figure into the grade point average using the following scale:

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

### SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Chase County School Board feels it is important to recognize outstanding academic achievement by designating a valedictorian and a salutatorian annually. The following guidelines will be used to determine a valedictorian, the student who has the highest weighted grade point average at the end of their senior year and the salutatorian, the student with the second highest weighted grade point average.

For students to receive valedictorian or salutatorian recognition, the following will apply:

1. The students must have attended Chase County High School for a minimum of two complete consecutive semesters prior to graduation, which must be completed as a full-time student enrolled at Chase County High School. Students who choose to graduate early will not be considered for valedictorian or salutatorian.
2. The highest grade point average will be determined by all semester grades in all courses taken during grades 9-12 that are accepted for credit by Chase County Schools. All grades will be calculated using the Chase County Schools weighted grade point system. The grade point average is calculated to the thousandths place.
3. If two or more students have the same grade point average, the following criteria in rank order will be used to determine the eligible student:
  - a. The highest composite American College Test (ACT) score available as of 10 days before graduation.

In the event of a tie through step 3(b), all students who tie will qualify for valedictorian/salutatorian. In the event that there are two valedictorians, there will be no salutatorian.

## Article 6 – Support Services

### Section 1 Special Education Services

#### What Does Special Education Mean?

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

#### Students Who May Benefit

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

#### How are Students With Disabilities Identified?

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

#### Independent Evaluation

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

#### Reevaluation

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

#### Individual Education Program (IEP)

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

### Special Education Placement

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

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

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 2 Students with Disabilities: Section 504**

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.

## Article 6 - Support Services

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

### **Section 3 Guidance Services**

Chase County Schools employs counselor(s) for the purpose of assisting with the district's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4 Health Services**

#### Student Illnesses

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

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours.

In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or

## Article 6 - Support Services

diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screening

Children in Kindergarten through twelfth grade are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing 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 waiver statement or affidavit. Forms are available in school health offices.

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

**Summary of the School Immunization Rules and Regulations For 2021-2022 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs. of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs. of age.
Students from Kindergarten through 12 <sup>th</sup> Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, <b>for 7<sup>th</sup> Grade Only</b>	1 dose of Tdap (must contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

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

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

**Updated 5/2015**

Birth Certificate Requirements

State law requires that a certified copy of a student’s birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### Guidelines for Head Lice

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

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

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### **Section 5 Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

#### **Behavior on School Buses**

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

## II. Special Conduct Rules for Riding School Buses.

### A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
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 para-educator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

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

**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.

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance

with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

## **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

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

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.

3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product or look alike products (e-cig, vaping device etc.).

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

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

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

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

## **Section 2      Forms of School Discipline**

A.    Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1.    Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2.    Other violations of rules and standards of behavior adopted by the Chase County Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1.    The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2.    Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3.    Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4.    An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5.    A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B.    Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C.    Expulsion:

1.    Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred

within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for

misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

### **Section 3 Student Conduct Expectations**

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

#### **Progressive Discipline Plan**

Chase County Schools discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the charts listed below. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by either of the principals he/she will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any category or combination thereof, throughout the school year, will result in recommendation to the Board of Education for expulsion from Chase County Schools.

#### **DEFINITIONS/GLOSSARY OF DISCIPLINE PLAN TERMS**

**The following Definition of Terms is provided in order to help clarify inappropriate behaviors at Chase County Schools.**

**Arson**-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

**Bomb Threat**-Raising or creating any false alarm of bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

**Bullying**-Treating another person abusively by words or actions using force or coercion.

**Careless Driving/Speeding**-Any driving which endangers oneself and one's property.

**Cheating**-To violate rules dishonestly (as on daily work or an examination).

**Detentions**-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

**Disrespect to Faculty Member**-Lack of respect.

**Disruption of School/Class/Assemblies**-Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

**Explosives, Fireworks and Foul Substances**-Any Article containing an explosive or combustible substance - including fireworks - or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

**Expulsion**-The term "expulsion" means disciplinary action whereby a student:

1. Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for the balance of the then current semester or current year; or
3. Suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

**Extortion/Blackmail**-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

**False Alarm of Fire**-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

**False Call**-The act of claiming the name of another person to excuse a student from class or school.

**Fighting**-The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.)

**Forgery**-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Gross Misbehavior**-Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well being of others including the promotion of fighting.

**Harassment/Intimidation**-Any act of threat by force or verbalization against another person.

**Illegal Entry**-Forced entry or entry without administrative authorization into a building, room or school property.

**Illegal Explosives**-Possessing, using, threatening to use or transferring any weapon or instrument capable of inflicting

bodily injury.

**Inappropriate Behavior/Gestures**-Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

**Inappropriate Dress**-See Dress Code provisions delineated earlier in the handbook.

**Indecent Material**-The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

**Indecent Behavior** - Any act of a sexual nature that is deemed unacceptable in a school setting.

**In-School Suspension**-Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

**Insubordination**-Disregard for the authority of a staff member.

**Loitering**-Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

**Long Term Suspension**-More than five school days, but less than twenty school days.

**Mandatory Reassignment**-Assignment to another educational setting.

**Member of the Administrative Staff/Designee**-A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

**Minor Vandalism**-Intentional damage to property or materials with a value of less than \$10.00.

**Misuse of School Materials/Equipment**-Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc. food products, etc., misuse of computer accounts or materials.

**Other School Personnel/Staff Members**-All school district employees and functionaries except teachers. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

**Physical or Verbal Assault**-The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

**Plagiarize**-To steal and pass off as one's own work without crediting the source, knowingly or unknowingly.

**Possession or Illegal Use of Weapon**-The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

**Possession/Use of Tobacco**-Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent. NWHS Substance Abuse Policy governs this rule.

**Profanity**-The use of language that is unacceptable to school/community standards.

**Public Display of Affection**-The showing of affection that is not appropriate in the school setting (such as kissing or

embracing).

**School Property**-Any building, buildings, part of any building, structure, land or property of the school district.

**Short Term Suspension**-Up to and including five school days.

**Suspension**-Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities, or school provided transportation.

**Theft 1**-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00.

**Theft 2**-The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.

**Trespass**-Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or neglecting to depart from.

**Truancy**-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

**Unauthorized Games in School Building**-Gambling, poker, etc. Unlawful Intimidation of School Authority Interfering with administrators, teachers or other school personnel by force or violence.

**Vandalism 1**-Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00.

**Vandalism 2**-Destruction of school property or property belonging to another at a value of more than \$100.00.

**Threatening Behavior** -Any verbal, physical or written threat which insults or abuses any staff member or otherwise shows disrespect.

**Vulgarity**-Offensive, lewd, obscene

### **PROGRESSIVE DISCIPLINE LEVELS**

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

- A. Detention**
- B. Detentions**
- C. 1-5 Days In-School Suspension**
- D. 5-10 Days In-School Suspension**
- E. 1-5 Days Out-of-School Suspension**
- F. 5-10 Days Out-of-School Suspension**
- G. 10 Days Out-of-School Suspension**
- H. Recommend Expulsion**
- I. Police will be notified**
- J. See Alcohol/Substance Abuse Policy**

*Note: Parents will be notified at levels C through I. In-School Suspension may be substituted by the administration for Out-of-School Suspension*

<b><u>Offense</u></b>	<b><u>Category</u></b>	<b><u>Points</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
1. Public Display of Affection	I	0	A	B	B	C	
2. Dress Code Violation	I	0	A	B	B	C	
3. Other/No Dress out in PE/Participation in PE	I	0	A	B	B	C	
4. Sleeping in Class	II	8	A	B	B	C	
5. Disruption of class/school/assembly	II	8	A	B	B	C	
6. Parking Illegally	II	8	A	B	B	C	
7. Inappropriate Behavior/Gestures	II	8	A	B	B	C	
8. Profanity/Vulgarity	II	8	A	B	B	C	
10. Cell Phone (Confiscation)	II	8	B	B	C/D/E	D/E/F	
11. Repeated violations of Category I	II	8	A	B	B	C	
12. Tardy (See Tardy Policy)	II	8	A	B	B	B	
14. Skipping/Cutting Class	III	10	B	B	C	C	F
15. Disorderly Conduct	III	10	B	B	C	C	F
16. Failure to identify self to school officials	III	10	B	B	C	C	F
17. Indecent Material	III	10	B	B	C	C	F
19. Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
20. Leaving school grounds without permission	III	10	B	B	C	C	F
21. Lying	III	10	B	B	C	C	F
22. Misuse of school Material and Equipment	III	10	B	B	C	C	F
23. Not following request of school official	III	10	B	B	C	C	F

24. Trespassing	III	10	B	B	C	C	F
25. Skipping Assigned Detention	III	10	B	B	C	C	F
27. Other	III	10	B	B	C	D	F
28. Careless Driving/Speeding	IV	14	C	C	D	F	F
29. False Call/Forgery of Notes	IV	14	C	C	D	F	F
30. Disrespect to Faculty Members	IV	14	C	C	D	F	F
31. Other IV	IV	14	C	C	D	F	F
32. Theft 1	IV	21	E/I	E/I	F/I	G/I	G/H/I
33. Vandalism 1	IV	21	E/I	E/I	F/I	F/I	F/I
26. Use/Possession of Tobacco Products Policy	III	21	E/I	E/I	F/I	F/I	G/I
34. Gross Misbehavior	V	21	C	D	E	G	F
35. Harassment/Intimidation/Bullying	V	21	C	D	E	G	H
36. Insubordination	V	21	C	D	E	G	H
37. Fighting	V	21	C	D	E	G	H
38. Other	V	21	C	D	E	G	H
39. Theft 2	V	28	F/I	F/I	G/I	G/I	H/I
40. Vandalism 2	V	28	F/I	F/I	G/I	G/I	H/I
41. Indecent Behavior	VI	28	F	G	G	H	H
42. Sexting	VI	28	F/I	G/I	G/I	H/I	H/I
43. Open/Persistent Defiance of Authority	VI	28	F	G	G	H	H
44. Threatening Behavior	VI	28	F	G	G	H	H
45. Physical Assault	VI	28	F/I	G/I	G/I	H/I	H/I
46. Other	VI	28	G	H	H	I	H
47. Under the influence of Alcohol/Drugs	VI	50	J/I	H/I			
48. Possession of Alcohol/Drug	VI	50	J/I	H/I			

Paraphernalia							
49. Extortion	VII	50	G/I	G/I			
50. False Fire Alarm	VII	50	G/I	G/I			
51. Possession of Weapon other than Firearm	VII	50	G/I	G/I			
52. Possession or Use of Firecrackers	VII	50	G/I	G/I			
53. Terroristic Threats	VII	50	G/H/I	G/H/I			
54. Other	VII	50	G/I	G/I			
55. Selling, Giving or exchanging alcohol/drugs	VII	100	H/I				
56. Arson	VIII	100	H/I				
57. Bomb Threat	VIII	100	H/I				
58. Physical Assault (School Employee)	VIII	100	H/I				
59. Possession and/use of Explosives	VIII	100	H/I				
60. Use of any instrument as a weapon	VIII	100	H/I				
61. Possession of Firearm	VIII	100	H/I				
62. Other	VIII	100	H/I				

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and

- grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Chase County Schools' buses.
  17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
  18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

## **B. Additional Student Conduct Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Chase County Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
  - d. Head wear including hats, caps, bandannas, scarves, and headphones
  - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - f. Clothing or jewelry that is gang related.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code

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

(2) Electronic Devices

a. Philosophy and Purpose. Chase County Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

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

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

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

**Grades 9-12:** The use of personal electronic devices are not allowed in the classrooms, restrooms, or hallways during class time. The use of these devices is allowed at lunch; however, it is discouraged.

When parents need to communicate with the child during the school day it is recommended that they call the school office in case of emergency. Parents can also send e-mail messages to their students which could be check on students Chromebooks/Computers.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

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

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

(iii) Third Violation: Depending upon the nature of the violation and the

imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Chase County Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and

physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Food (seeds, candy, etc), drinks (with the exception of water in a clear bottle), are not allowed in the school classrooms during the school day without administrative approval.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

- i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.

(6) Network, E-Mail, Internet and Other Computer Use Rules:

(a) General Rules:

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

**(vi) ONLY SCHOOL PURCHASED AND MANAGED DEVICES ARE ALLOWED ON THE SCHOOL NETWORK**

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district

network and technology resources or equipment, and the same shall also be

under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.
  - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
  - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - (ix) Users shall not damage the network or **damage/deface equipment (stickers, engravings etc.)**, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
  - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
  - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.

- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
  - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
  - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
  - (v) All communications and information accessible via the network should be assumed to be private property of others.
  - (vi) Do not place unlawful information on any network system.
  - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
  - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
  - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of Twitter, Facebook and other Social Networking:

The purpose of this message is to give our students information about the risks of using Twitter, Facebook, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Twitter may affect you years later.

What you say now on Twitter may also affect you right now. Pictures or writings that

show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Twitter.

Many social networking sites have published guides for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using Twitter and the Internet in general:

- Don't forget that your profile and Twitter forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, profiles may be deleted.

We urge all students to following these common sense guidelines.

#### **Section 4 Reporting Student Law Violations:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Chase County Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.

- (b) Assault.
- (c) Vandalism resulting in significant property damage
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

### **Section 5 Student Fees Policy**

The Board of Education of Chase County Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. The District will provide attire for all Physical Education courses grades 5-12. This will include the first set of items including shirt and shorts. If the student loses the shirt or shorts, they can be purchased at a cost of \$10 per item. Students also have the responsibility to furnish and wear non-

specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(vi) Computer use and replacement. A fee may be assessed to repair or replace any lost, stolen or damaged device or accessory (iPads, Chromebooks, Computers, chargers, etc). Fees will be determined by Administration.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or prekindergarten services. Students are responsible for fees required for participation in before-and-after-school or prekindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**Appendix“1” to 2021-2022 Student Fees Policy of Chase County Schools—  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	All 5-12 students will be given the first set of PE uniforms. Students will need to purchase any replacement/lost uniforms.	Tennis shoes and socks. Replacement uniform \$20.00
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Band	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$1.65 (K-12) Lunch—\$2.95 (K-8) \$3.10 (9-12) Adults—\$3.95 (Lunch) \$2.40 (Breakfast) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test are optional and to be paid directly to the private companies involved unless provided by the district.

Technology Use		A fee may be assessed up to the cost of damage due to neglect, excess wear and tear, or lost school items. Fees will be determined by Administration.																						
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>																						
<b>Athletic Programs</b>																								
Admission	Spectator fees for admission to events	There is no charge for CCS students to enter activities.																						
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																						
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross Country</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top &amp; skirt; jacket), poms and other accessories</td> </tr> <tr> <td>Show Choir</td> <td>Dress attire</td> </tr> </table>	Basketball	No additional	Cross Country	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	Show Choir	Dress attire
Basketball	No additional																							
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Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																							
Show Choir	Dress attire																							
Travel meals	Meals	Students are responsible for their own meals while traveling																						
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																						

Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.
<b>Clubs/Organizations</b>		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
(FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
1. Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
2. Social & Recognition Activities	Admission to event	There is no charge for CCS students to enter activities.
3. School plays, musicals and social activities	Admission to events	There is no charge for CCS students to enter activities.
4. School dances	Admission to prom, homecoming, etc.	Nominal charge may be assessed.
5. Senior recognition assessment	Optional graduation activities	There is no charge for CCS graduates.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity.

## **Article 10 - State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

The Chase County Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

### **Section 2 Designation of Coordinators**

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

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Activity Director/Principals
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Principals
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 520 E. 9<sup>th</sup> Street, Imperial, NE 69033, (308) [882-4304].

### **Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Chase County Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Chase County Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Chase County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Chase County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4                      Multicultural Policy**

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

#### **Section 5    Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

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

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

## **Section 6 Notification of Rights Under FERPA**

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

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

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

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

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

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

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

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

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

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

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

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

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

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

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

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made

available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, & designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the City of Imperial Police Department as the District's "law enforcement unit" for purposes of enforcing any & all federal, state or local law, maintaining the physical security and safety of the schools in the District, and maintaining safe and drug free schools.

**Section 7 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act requires that the District provide military recruiters & institutions of higher education access to secondary school students' names, addresses, & telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

**Section 8 Combined District and School Title I Parent and Family Involvement (Policy No. 6410)**

Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015.

In General

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content

and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

### **Section 9 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Section 10 Student Privacy Protection Policy**

It is the policy of Chase County Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

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

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

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

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

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

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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

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

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 11 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

Chase County Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## Section 12 Homeless Students (Policy No. 5418)

### A. General Policy Statement

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.

### B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best

interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;

c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.

d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance

with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the

homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Public Schools based on it being the school of origin, the new school and Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

### **Section 13 Pregnant and Parenting Students (Policy No. 5422)**

Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students

shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

#### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

#### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

#### Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

### **Section 14 Married Students (Policy No. 5403)**

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

## Section 15 Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals

and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following:

- A publicly announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

# CHASE COUNTY SCHOOLS

## 2021-22 SCHOOL YEAR CALENDAR

9 **New Teacher Orientation**  
**FB/SB/VB/CC Practice Starts**  
 10 **Regular Board Meeting (6pm)**  
 16-17 **Staff Preservice Days**  
 18 **1<sup>st</sup> Day of School**

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/12 Student/Staff Days

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 **Labor Day**  
 7 **Teacher In-Service**  
 14 **Regular Board Meeting (6pm)**

20/21 Student/Staff Days

4 **Parent/Teacher Conf (2-8 pm)**  
**No School/Teacher In-Service**  
 12 **Regular Board Meeting (6pm)**  
 15 **End of 1<sup>st</sup> Quarter**  
 22 **Fall Break**

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19/20.5 Student/Staff Days

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 **Teacher In-Service**  
 9 **Regular Board Meeting (6pm)**  
 24 **1:30 dismissal**  
 25-26 **Thanksgiving Break**

19/20 Student/Staff Days

14 **Regular Board Meeting (6pm)**  
 17 **End of Semester**  
 20-31 **Christmas Break**  
**NSAA Moratorium (22-26)**

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13/13 Student/Staff Days  
 81/86.5 Student/Staff Days

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 **Teacher In-Service**  
 11 **Regular Board Meeting (6pm)**  
 31 **Teacher In-Service**

19/21 Student/Staff Days

8 **Regular Board Meeting (6pm)**  
 21 **Parent/Teacher Conf (2-8 pm)**  
 21 **Teacher In-Service**

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19/20.5 Student/Staff Days

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 **Regular Board Meeting (6pm)**  
 9 **End of 3<sup>rd</sup> Quarter**  
 10-11 **Spring Break**  
 14 **Teacher In-Service (SPVA)**

20/21 Student/Staff Days

12 **Regular Board Meeting (6pm)**  
 15-18 **Easter Break**  
 22 **District Music Contest (CCS)**  
**(Teacher In-Service)**

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18/19 Student/Staff Days

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 **Regular Board Meeting (6pm)**  
 13 **Seniors Last Day**  
 14 **Graduation @ 4:30**  
 19 **Last Day K-11 (1:30 dismiss)**  
 23-24 **Teacher In-Service**

15/17 Student/Staff Days  
 91/98.5 Student/Staff Days  
 172/185 Student/Staff Days

14 **Regular Board Meeting (6pm)**

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

12 **Regular Board Meeting (6pm)**

Teacher Inservice Days (no students)

No School Days



# **CHASE COUNTY SCHOOLS**

## **TEACHER HANDBOOK**

**2021-2022**



**Chase County Schools**

**520 E 9<sup>th</sup> Street  
Imperial, NE 69033  
308-882-4304**

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# 2021-2022 TEACHER HANDBOOK CHASE COUNTY SCHOOLS

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# Chase County Schools Certified Staff Handbook 2021-2022 School Year

## Foreword

### Section 1 Intent of Handbook

Welcome to Chase County Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Chase County 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 Chase County Schools and the Chase County 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.

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

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

### Section 2 School Mission Statement

The mission of Chase County Schools is to meet the challenge, exceed expectations, and continue our legacy of excellence.

**Section 3****Members of the Board of Education**

<u>Name (Contact)</u>
Karl Meeske, President (kmeeske@chasecountyschools.org)
Willy O'Neil, Vice President (woneil@chasecountyschools.org)
Carrie Terryberry, Secretary (cterryberry@chasecountyschools.org)
Steve Wallin, Treasurer (swallin@chasecountyschools.org)
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Dan Reeves (dreeves@chasecountyschools.org)
Josh Fries (jfries@chasecountyschools.org)

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Mike Sorensen	Middle/High School Principal	<a href="mailto:msorensen@chasecountyschools.org">msorensen@chasecountyschools.org</a>

Foreword

**Section 5 Certified Staff**

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Zuege, Chelsea	<a href="mailto:chzuege@chasecountyschools.org">chzuege@chasecountyschools.org</a>	Art

**Section 6 Secretary Staff**

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
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Mays, Jill	Accounting Secretary	<a href="mailto:jmays@chasecountyschools.org">jmays@chasecountyschools.org</a>
Nevarez, Sindi	Secretary/Translator	<a href="mailto:snevarez@chasecountyschools.org">snevarez@chasecountyschools.org</a>
Wheeler, Sherri	Elementary/District Secretary	<a href="mailto:swheeler@chasecountyschools.org">swheeler@chasecountyschools.org</a>

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 School Calendar

See School Calendar attached as Appendix E.

### Section 2 Daily Schedule

<b>Regular Day: 8:00 AM - 3:30 PM</b>		<b>Late Start Day: 10:00 AM - 3:30 PM</b>		<b>Early Dismissal Day: 8:00 AM - 1:30 PM</b>	
Hallways Open	7:50 AM	Hallways Open	9:50 AM	Hallways Open	7:50 AM
Breakfast Ends	7:55 AM	No Breakfast		Breakfast Ends	7:55 AM
1st Period	8:00 AM - 8:50 PM	1st Period	10:00 AM - 10:35 PM	1st Period	8:00 AM - 8:35 PM
2nd Period	8:53 AM - 9:43 AM	2nd Period	10:38 AM - 11:13 AM	2nd Period	8:38 AM - 9:13 AM
3rd Period	9:46 AM - 10:36 AM	3rd Period	11:16 AM - 11:51 AM	3rd Period	9:16 AM - 9:51 AM
4th Period	10:39 AM - 11:29 AM	1st Lunch (Grades 5-8)	11:51 AM - 12:23 PM	4th Period	9:54 AM - 10:29 AM
1st Lunch (Grades 5-8)	11:29 AM - 12:01 PM	5th Period (Grades 9-12)	11:54 AM - 12:29 PM	6th Period	10:32 AM - 11:07 AM
5th Period (Grades 9-12)	11:32 AM - 12:22 PM	5th Period (Grades 5-8)	12:23 PM - 12:58 PM	7th Period	11:10 AM - 11:45 AM
5th Period (Grades 5-8)	12:01 PM - 12:51 PM	2nd Lunch (Grades 9-12)	12:29 PM - 12:58 PM	1st Lunch (Grades 5-8)	11:45 AM - 12:17 PM
2nd Lunch (Grades 9-12)	12:22 PM - 12:51 PM	4th Period	1:01 PM - 1:36 PM	5th Period (Grades 9-12)	11:48 AM - 12:23 PM
6th Period	12:54 PM - 1:44 PM	6th Period	1:39 PM - 2:14 PM	5th Period (Grades 5-8)	12:17 PM - 12:52 PM
7th Period	1:47 PM - 2:37 PM	7th Period	2:17 PM - 2:52 PM	2nd Lunch (Grades 9-12)	12:23 PM - 12:52 PM
8th Period	2:40 PM - 3:30 PM	8th Period	2:55 PM - 3:30 PM	8th Period	12:55 PM - 1:30 PM

### **Section 3 Severe Weather and School Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media, social media and through school calling system when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, level III program, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast, social media, and school calling system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

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

Emergency Conditions. Chase County Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

### **Section 4 Contract Days**

Teachers are contracted for 185 contract days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the administration.

### **Section 5 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may 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**

A teacher is employed by Chase County Schools when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or before April 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or after April 1 or such other date before April 15 as may be designated in the notice. It is important for teachers to respond to the request. Failure to signify acceptance of employment by the April 15 deadline or other designated date shall constitute cause for amendment or termination of the teacher’s contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher’s Contract or a “Contract Renewal Agreement.”

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will 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 second Monday in May 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. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

### **Section 2 Assignments**

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District. A teacher will be expected to devote full time during days of school to the teacher’s position and to diligently and faithfully perform the assigned duties to the best of the teacher’s professional ability. Job descriptions, where available, 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 school district is an integral part of the overall educational program of the school 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, including but not limited to Neb. Rev. Stat. § 79-8,109.

### **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 following the process set forth in board policy.

In the event that a teacher believes a potential change to board policy could affect the terms and conditions of employment, the teacher and teachers' association should notify the Superintendent of his or her support, concerns or other opinions relating to said policy, pursuant to the applicable negotiated agreement.

### **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 (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before August 15 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year. Any advancement on the salary schedule must be consistent with the terms of the applicable negotiated agreement, or no such advancement will be allowed.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 10th of the month, or the last preceding school day before noon, if the 10th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. 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.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

## **Section 6 Benefits**

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

## **Section 7 Payroll and Payroll Deductions**

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

## **Section 8 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. 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.

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 Principal.

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 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 9 403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

### **Section 10 Overtime**

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek 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.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

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 exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may 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 District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial

day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

### **Article 3 – ABSENCES FROM WORK**

#### **Section 1 Paid Leave - Sick and Personal Leaves**

##### Temporary Leaves of Absence

1. Teachers shall be granted professional and personal leave at the discretion of the administration and consistent with the terms of the applicable negotiated agreement. Four personal leave days will be granted upon request. No salary deductions shall be made for professional or personal leave.
2. *Unused Personal Days.* See negotiated agreement.

##### Sick Leave

3. *Days Per Leave Year.* Teachers have 10 days sick leave available per leave year.
4. *Availability.* Sick leave is a paid workday when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or temporary disability of the employee or due to the employee needing to care for a member of the employee's immediate family (as defined in the applicable negotiated agreement) who is ill or has a serious health condition.
5. *Use of Sick Leave.* Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Any sick leave in excess of five days will require proof of illness, consistent with the applicable negotiated agreement.
1. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 50 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 50, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 50 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2021-2022 school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the

maximum of 50, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 50 days in a leave year.

### Sick Leave Bank

*See Board Policy*

### Bereavement Leave

- A. Absence from work will be allowed upon approval of the administration and consistent with the applicable negotiated agreement.
- B. The employee shall be granted without loss of pay for the purpose of attending the funeral of the employee's family member, as defined by the applicable negotiated agreement.

### Personal Leave

Teachers are entitled to take up to four days of personal leave per school year, consistent with the terms of the applicable negotiated agreement.

### **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 shall 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 Unpaid Leaves**

Chase County Schools complies with laws that require leaves to be allowed without loss of pay, 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 an unpaid leave. The employee's salary may be subject to reduction for the day or days of work missed.

### Discretionary Leave of Absence

An employee may apply to the Superintendent for a leave of absence from duties. The Superintendent will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

### **Section 4 Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

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.

Legal Reference:
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§ 25-1640
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## **Section 5 Family and Medical Leave Act**

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA. The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves 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 child birth;
- 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 service-member 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 service-member medically unfit to perform his or her duties for which the service-member 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, your health coverage under a "group health plan" will be maintained on the same terms as if you 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.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Chase County Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Chase County 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 you from performing the functions of your 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. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You 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. You may choose or Chase County Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You 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 you are 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. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must 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 must 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 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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the superintendent at (308) 882 - 4304.

### **Section 6 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take 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 supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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### **Section 7 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.

Legal Reference:	§ 48-234
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### **Section 8 Subpoena to Testify Leave**

An employee must promptly notify the employee's 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 school 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. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

### **Section 9 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 during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

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 employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:
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§ 32-922
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## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

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

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Certificated employees are also required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of

employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

**Section 2 Arrival to Duty Assignments**

Full-time teachers have a designated on-site workday as 7:45am—3:45pm (M-F). Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and

## Article 4 – Duties and Responsibilities

other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

### **Section 3 Leaving School**

Teachers are to be on duty at all times 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 who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without 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 reason 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**

Teachers will prepare weekly lesson plans that identify the State Standards. Lesson plans are to be completed and are due Monday morning by 8:00 am in the principal's office. Please keep the plan lesson plans, class rosters, etc. up to date and readily available in the teacher's absence.

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 plan book 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 record of the attendance and achievement of every student in Infinite Campus. These class records must be kept current and a complete report of all recorded grades for each student needs to be updated on weekly basis. A minimum of 2 grades per subject per week is required. Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual 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.

Teachers who return to Chase County School and who wish to refer to the previous year's class record book may request the Infinite Campus records.

## **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. Textbook and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

2. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time without administration approval.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Teachers will 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 will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.

3. Use of Paraprofessionals

Paraprofessionals 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 aide in a supportive role. Paraprofessionals 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, and preparing bulletin boards. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the para to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

4. 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. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

6. Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

7. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

8. Teacher Mail Box

Each teacher will be assigned a mailbox located in the office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.

9. Teachers Meetings

Teachers' meetings will be held on a monthly basis. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

## **Section 7 Supervision of Students**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our 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 your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request

that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your 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 at Chase County Schools. 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 your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you 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 that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

## 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 office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

#### 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 office so additional warnings may be given.

#### Contact the Office for Assistance

The office administration 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 office 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

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your 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, color, religion, gender, or disability. Students who need special accommodations 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, 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 make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent.

Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.

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, the problems continue, talk to the student's the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. 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. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of 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 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.
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, Neb. Rev. Stat. §71-6718 to 71-6743. 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 office. 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 (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

### **Section 10 Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, 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; Sexually abused; or
5. 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.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

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 interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

### **Section 11 Curriculum – Assessments**

1. State Assessments.

Chase County Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

## 2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
  - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
- ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.

- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
  - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

## **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

### **Section 1 Professional Ethics Standards**

The Chase County Schools 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 to, 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 race, color, national origin, religion, disability, age, sex, or other protected category.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order 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 Superintendent or his designee.
- 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 particular responsibility for instilling an understanding of the 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 to 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 and the applicable negotiated agreement. 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**

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, 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 Chase County Schools;
    - ii.   Would impact the employee’s ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
    - iii.   Would impact the employee’s Commercial Drivers 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 property of Chase County Schools, 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. 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 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 adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring

made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

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, up to and including termination.

#### B. 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 Chase County School. 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, 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 a person for making the report.

#### C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Chase County School's property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

#### D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine

products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform Chase County Schools of any complaints or concerns about the operations of Chase County Schools 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 Chase County Schools and a duty of all of the District’s employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (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 employee official communications must be accurate, demonstrate sound judgment, and promote Chase County School’s mission. Employees must ensure that all applicable laws and regulations are followed by Chase County Schools 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 Chase County Schools.

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.

Chase County Schools 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 Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

**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 are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative

directives and Board policies, 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 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 with a student on Instagram, Facebook, or other social networking site. 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.
- 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 topics 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.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

### **Section 5 Professional Attire**

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and 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 during duty time.
3. 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. 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 in order 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 will 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 when the vehicle is in motion. The only exception would be in the case of emergencies.

### **Section 9 Employee Fundraising (Policy No. 4028)**

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 Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

## **Article 6 – ACADEMIC MATTERS**

### **Section 1 Purpose and Goals of Academic Achievement**

The Chase County School Board of Education is committed to providing a quality education for all Chase County Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

### **Section 2 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. The administration shall provide periodic in-services regarding the instructional model.

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 3 Instruction in the Curriculum**

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

#### **Section 4 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. It is required that the teacher record at least one grade per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

**Recording Grades.** Each teacher shall record grades in Infinite Campus. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

**Grade Scales.** Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades 4-12 are as follows:

**Superior** – 93-100 (A) The student is more than meeting the demands of the teacher. His work is on time. The work is of superior quality. It shows mastery of the subject matter. He has the ability to carry the job through, and exerts a positive influence on the class.

**Above Average** – 85-92 (B) The work is of superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

**Average** – 77-84 (C) He does satisfactorily the required work. The work is on time and is of average quality. The student is showing achievement.

**Below Average to Unsatisfactory** – 70-76 (D) The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.

**Failing** – 69 and below (F) Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention. (Provides no credit toward those needed for graduation.)

**P** - Indicates that the student is passing regular work in the class.

**I** - Incompletes are assigned in cases where the student's work is incomplete at the end of the nine-week period and/or semester. This may be due to absence because of illness, etc. The student and teacher will work together to arrange a timeline for the completion of the missed work. If the assigned work is not completed by the established deadline, the incomplete becomes an F. Incompletes not taken care of in this time frame will not be eligible for the honor roll.

**Con.** - Condition mark - Condition marks may be assigned in cases that do not warrant an outright

failure. The instructor may then give a passing grade at the close of the next grading period or may fail the student for both grading periods.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades K are as follows:

Exceeds grade level- +  
Meets grade level expectations- o  
Developing skills- -  
Not assessed at this time- x

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades 1-3 and PE and music for grades K-3 are as follows:

Advanced- 4  
Proficient- 3  
Progressing- 2  
Beginning- 1  
Not evaluated at this time- X

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will 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 will 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. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. 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 recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Chase County School at the 15 - 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

## **Section 5 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 twice during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

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 within five (5) days of the date of 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 a controlled substance is prohibited in the work place. 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 while teachers are on duty time. 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 work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike-controlled substance is prohibited. 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 work place 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 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 teacher complete an appropriate rehabilitation program, a reprimand, and 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 in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance

or effect. 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 teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand-club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

#### **Section 4 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 school district.

In using the computers and the Internet, teachers are agreeing 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, color, national origin, religion, disability, age, sex, or another 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 use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.

13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

### **Section 5 Use of School Facilities**

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Teachers/coaches and immediate family (18 and under must be supervised) may use the weight room and auxiliary and shorthorn gyms for personal use through the school/community membership agreement. 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, should not be removed for non-school use without approval from the administration.

### **Section 6 Care of School Property**

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, 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 7 Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. You will need to promptly log long distance calls and be responsible for any charges, which are for personal use.

### **Section 8 Salespersons**

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all day's school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

### **Section 9 Security of Desks and Lockers**

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 10 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 11 Recording of Others (Policy No. 1102)**

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

### **Section 12 Bulletins and Announcements**

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

### **Section 13 Copyright and Fair Use Policy**

It is the school'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.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the

following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

### **Section 14 Lost and Found**

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Section 15 Safety**

#### Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly

- lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
  9. Wear seatbelts when in vehicles where provided.
  10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

#### Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

#### 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 8 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

The Chase County Schools does not discriminate on the basis of race, color, national origin, religion, disability, age, sex, pregnancy, childbirth or related medical condition, 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.

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, 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, 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)  
 601 East 12<sup>th</sup> Street, Room 353  
 Kansas City, MO 64106  
 (800) 368-1019 (voice), Fax (816) 426-3686  
 (800) 537-7697 (telecommunications device for the deaf),  
 or [ocr.kansascity@ed.gov](mailto: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

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

**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: Chase County Schools, 520 E 9<sup>th</sup> Street; Imperial, Nebraska 69003, (308) 882-4304.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Activities Director/Principals
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Principals
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**

Elimination of Discrimination

The Chase County Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### Preventing Harassment and Discrimination

Purpose: Chase County Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Chase County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the

Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Chase County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 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 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 thirty (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 ten (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 ten (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 ten (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 thirty (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.

### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents 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.

### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

### **Section 7 Disclosure of Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

### **Section 8 Student Privacy Protection**

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information

about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:

- Political affiliations or beliefs of the student or the student’s parent;
  - Mental or psychological problems of the student or the student’s parent;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of other individuals with whom the student has close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the students or the student’s parent;
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
  4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

## **Section 9 Parental Involvement**

### General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child’s records according to law and school policy;
4. encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents of student surveys in accordance with district policy, obtain parental

- permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents to express their concerns, share their ideas and advocate for their child's education.

#### Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

#### **Section 10 Homeless Students**

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

#### **Section 11 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

#### **Section 12 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**Model General Notice of COBRA Continuation Coverage Rights  
(For use by single-employer group health plans)**

**\*\* Continuation Coverage Rights Under COBRA\*\***

**Introduction**

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

**What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage [*choose and enter appropriate information: must pay or are not required to pay*] for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

*[If the Plan provides retiree health coverage, add the following paragraph:]*

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to *[enter name of employer sponsoring the plan]*, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, *[add if Plan provides retiree health coverage: commencement of a proceeding in bankruptcy with respect to the employer,]* or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

**For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days *[or enter longer period permitted under the terms of the Plan]* after the qualifying event occurs. You must provide this notice to: *[Enter name of appropriate party]*. *[Add description of any additional Plan procedures for this notice, including a description of any required information or documentation.]***

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered

employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

## **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

## **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

### FEDERAL MINIMUM WAGE

# \$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)





# EMPLOYEE RIGHTS

## UNDER THE FAMILY AND MEDICAL LEAVE ACT

UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### ELIGIBILITY

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the essential functions of the job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted by the employer, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's accrued paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employee were

not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one

that is substantially identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's work location.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**[www.dol.gov/whd](http://www.dol.gov/whd)**

U.S. Department of Labor Wage and Hour Division

# Equal Employment Opportunity is

# THE IAW

## Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.



9 New Teacher Orientation  
 FB/SB/VB/CC Practice Starts  
 10 Regular Board Meeting (6pm)  
 16-17 Staff Preservice Days  
 18 1<sup>st</sup> Day of School

**AUGUST '21**

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

10/12 Student/Staff Days

**SEPTEMBER '21**

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

6 Labor Day  
 7 Teacher In-Service  
 14 Regular Board Meeting (6pm)

20/21 Student/Staff Days

4 Parent/Teacher Conf (2-8 pm)  
 4 No School/Teacher In-Service  
 12 Regular Board Meeting (6pm)  
 15 End of 1<sup>st</sup> Quarter  
 22 Fall Break

**OCTOBER '21**

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

19/20.5 Student/Staff Days

**NOVEMBER '21**

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

1 Teacher In-Service  
 9 Regular Board Meeting (6pm)  
 24 1:30 dismissal  
 25-26 Thanksgiving Break

19/20 Student/Staff Days

14 Regular Board Meeting (6pm)  
 17 End of Semester 1  
 20-31 Christmas Break  
 NSAA Moratorium (22-26)

**DECEMBER '21**

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

13/13 Student/Staff Days  
 81/86.5 Student/Staff Days

**JANUARY '22**

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

3 Teacher In-Service  
 11 Regular Board Meeting (6pm)  
 31 Teacher In-Service

19/21 Student/Staff Days

8 Regular Board Meeting (6pm)  
 21 Parent/Teacher Conf (2-8 pm)  
 21 Teacher In-Service

**FEBRUARY '22**

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

19/20.5 Student/Staff Days

**MARCH '22**

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

8 Regular Board Meeting (6pm)  
 9 End of 3<sup>rd</sup> Quarter  
 10-11 Spring Break  
 14 Teacher In-Service (SPVA)

20/21 Student/Staff Days

12 Regular Board Meeting (6pm)  
 15-18 Easter Break  
 22 District Music Contest (CCS)  
 (Teacher In-Service)

**APRIL '22**

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

18/19 Student/Staff Days

**MAY '22**

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

10 Regular Board Meeting (6pm)  
 13 Seniors Last Day  
 14 Graduation @ 4:30  
 19 Last Day K-11 (1:30 dismiss)  
 23-24 Teacher In-Service

15/17 Student/Staff Days  
 91/98.5 Student/Staff Days  
 172/185 Student/Staff Days

14 Regular Board Meeting (6pm)

**JUNE '22**

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

**JULY '22**

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

12 Regular Board Meeting (6pm)

## **CONCUSSION: RETURN TO LEARN PROTOCOL**

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school administration of Chase County Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix (see page 25 & 26), as its Return to Learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

### **Concussion Management Team (CMT) Return to Learn Protocol**

The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity.

1. Concussion occurs!
  - If at school sporting event or other school activity, family is notified of possible concussion
2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.
3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.
4. CMT Contact person notified of concussion by parent, coach, athletic trainer or health care provider.
5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider, if available.
6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student. (Refer to Return to Academics Progression form.)
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student’s needs based on symptoms. (Refer to Post-Concussion Symptom Checklist).
8. CMT designs individual academic adjustment/accommodation plan with appropriate School, staff and works with SAT process to coordinate academic adjustments/accommodations during recovery (about 2-3 weeks) and reviews with student and family.
9. CMT -Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.
  - Data on progress/recovery shared with family and student.
  - Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.
  - Student progress and updates are communicated to appropriate school staff, family and student.

11. CMT and family agree student is symptom free and function is “back to baseline” in the classroom.
  12. Student returns to classroom full-time with no adjustments or accommodations!
  13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.
  14. Student begins Return to Play Progression after a successful Return to Learn.
  15. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student’s file.
- If symptoms last more than 2-3 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
  - Student may need to visit physician for further evaluation.
  - If problems persist, student supports may be provided through an MTSS/RtI Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
  - CMT offers resources on concussion to educators and parents throughout the Return to Learn progression.
  - Contact BIRSST team members for information or resources on concussion for educators and parents!



**RECEIPT OF THE 2021-2022 TEACHER HANDBOOK  
OF CHASE COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2021-2022 Teacher Handbook of Chase County Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and 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: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Teacher's Signature

Return to:

Superintendent  
Chase County Schools  
520 E 9<sup>th</sup> Street  
PO Box 577  
Imperial, NE 69033

**2021-2022**  
**Classified Employees Handbook**  
**Chase County Schools**

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**Receipt of Handbook**

## **FOREWORD**

### **Section 1 Intent of Handbook**

Welcome to Chase County 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.

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

## Foreword

### **Section 2 Board of Education Goals**

- Develop positive relationships with our students by staying engaged and visible within our community, while acknowledging community involvement contributing to student success.
- Emphasize attention to building improvements and maintenance of our school facilities to assure safety and security for our building, students, and staff.
- Maintain cash reserve strength while adhering to budgeting limitations and parameters.
- Recruit and attract quality staff as that need develops over the next few years.
- Reduce paperwork for parents, patrons, and staff.

### **Section 3 School Mission Statement**

The mission of Chase County Schools is to meet the challenge, exceed expectations and continue our legacy of excellence.

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

## Foreword

- Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

### Section 4 Members of the Board of Education

<u>Name (Contact)</u>
Karl Meeske, President (kmeeske@chasecountyschools.org)
Willy O'Neil, Vice President (woneil@chasecountyschools.org)
Carrie Terryberry, Secretary (cterryberry@chasecountyschools.org)
Steve Wallin, Treasurer (swallin@chasecountyschools.org)
Laura Maddox (lmaddox@chasecountyschools.org)
Jeff Olsen (jolsen@chasecountyschools.org)
Cindy Arterburn (carterburn@chasecountyschools.org)
Dan Reeves (dreeves@chasecountyschools.org)
Josh Fries (jfries@chasecountyschools.org)

### Section 5 Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
Adam Lambert	Superintendent	<a href="mailto:adamlambert@chasecountyschools.org">adamlambert@chasecountyschools.org</a>
Becky Odens	Elementary/Middle School Principal	<a href="mailto:bodens@chasecountyschools.org">bodens@chasecountyschools.org</a>
Mike Sorensen	Middle/High School Principal	<a href="mailto:msorensen@chasecountyschools.org">msorensen@chasecountyschools.org</a>

For other staff contacts, please visit the school's webpage.

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 School Calendar

The school calendar is found at Appendix “E.”

### Section 2 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close the schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day, staff and parents will be notified via media broadcast. Employees will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for the remaining students.

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

Emergency Conditions. Chase County Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, employees should implement the school’s established safety procedures.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1 Employment**

Employment occurs when the employee signs the Employee’s Contract established by the superintendent of schools.

Classified employees may be asked in the spring whether they wish to continue in 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. The request to resign will be acted upon by the superintendent of schools.

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 or Board of Education. The termination of employment will be acted upon by the superintendent of schools.

### **Section 2 Assignments (Policy No. 4130)**

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 during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

### **Section 3 Personnel File (Policy No. 4013)**

The District will follow the requirements of state and federal law and regulation with regard to an employee’s personnel file.

### **Section 4 Grievances and Complaints (Policy No. 4010)**

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 Compensation**

Compensation. Compensation is paid only as authorized by the Board of Education.

Payments. Employees are paid on the **10th** of the month, or the last preceding school day, if the **10th** falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

### **Section 6 Benefits**

Classified employees are provided benefits in accordance with their employment contract and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately

## Article 2 – Employment, Compensation and Benefits

preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is incorporated into this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Section 7 Payroll and Payroll Deductions**

Payroll deductions are made in accordance with law and elections made by employees.

### **Section 8 Expense Reimbursement (Policy No. 8231)**

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 shall receive 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 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.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

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.

## Article 2 – Employment, Compensation and Benefits

### **Section 9 403(b) Salary Reduction Agreements**

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

### **Section 10 Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix “D” to this handbook.

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. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from the Superintendent 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 the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

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.

## Article 2 – Employment, Compensation and Benefits

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 (Policy No. 4005)

Requesting Leave. 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 form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance 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 a sick or bereavement leave, employees are to contact supervisor before as soon as possible. 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 supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

#### Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* 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 (student contact days), the employee will 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.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

## Article 3 – Absences From Work

### **Section 2 Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The 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 tolerated.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave shall be granted in the event of death of spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and any other member of the immediate family. Additional bereavement leave may be granted by the Superintendent as needed. Such additional days would come from sick leave. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

### **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 sick leave or other paid leaves called for in the negotiated agreement, the employee'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 year as the denominator.

### **Section 4 Leaves of Absence**

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves 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 leaves 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 an 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 the Building Principal. The employee will be allowed time off for jury duty, pursuant to law.

### Article 3 – Absences From Work

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 Building Principal.

**Section 7 Family and Medical Leave (Policy No. 4007)**

**Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves 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 child birth;
- 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 servicemember 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 Chase County 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

## Article 3 – Absences From Work

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. An employee 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 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 Chase County 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.

## Article 3 – Absences From Work

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 (Appendix “B”) 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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact [Insert Name of Superintendent], Superintendent, at [Insert Telephone Number].

### **Section 8 Military and Family Military Leave (Policy No. 4022)**

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 Building Principal 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 (Policy No. 4008)**

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 the Building Principal 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.

## Article 3 – Absences From Work

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 the Building Principal.

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 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 (Policy No. 4004)

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 related to 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 (Policy No. 4006)

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal. 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 reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

### 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. Employees are not to use personal cell phones for any purpose during duty time.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will 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 are to be utilized by all occupants.

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 Board policy and Superintendent approval.
3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Superintendent's office. Employees

## Article 4 – Duties and Responsibilities

shall not make purchases on behalf of the District without prior approval of the Superintendent.

4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited to emergency situations, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly.

### **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 leave students, request that another nearby staff member provide supervision for the students, or notify the office so someone can provide assistance. 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 have 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

## Article 4 – Duties and Responsibilities

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 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 that they will be remembered.
- When going over safety rules with students, note it in your written records.

### 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)

Violations of student rules which are also violations of state law are required to be reported

## Article 4 – Duties and Responsibilities

to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### Student Searches

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 another adult is present, or to follow the employee to the office if the employee 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

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need reasonable special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

## **Section 6     Dispensing Medication (Policy No. 6910)**

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

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; with the exception of 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 (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student’s condition. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student’s name, name of medication, dosage needed, and time of dispensing the medication.

## Article 4 – Duties and Responsibilities

Any questions about these rules are to be addressed with the Principal.

### **Section 7 Reporting Child Abuse (Policy No. 5402)**

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. Administrative staff may sometimes choose to make the report for an employee. 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 competition. 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 Chase County Schools 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, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, 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.

## Article 5 – Personal and Professional Conduct

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 the 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 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 to 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.

## Article 5 – Personal and Professional Conduct

### *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.

## Article 5 – Personal and Professional 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 with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the

## Article 5 – Personal and Professional Conduct

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 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 topics 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.

## Article 5 – Personal and Professional Conduct

- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

### **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. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### **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, 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 a 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:

## Article 5 – Personal and Professional Conduct

- 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 Drivers 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, employee 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.

## Article 5 – Personal and Professional Conduct

### **Section 8 Employee Complaints or Concerns (Policy No. 4240)**

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 is one of the means of projecting a professional image. Employees are expected to maintain conservative and 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. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State

## Article 5 – Personal and Professional Conduct

Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

### **Section 11 Employee Fundraising (Policy No. 4028)**

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 Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

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 (Policy No. 5104)**

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 work place. 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 work place 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 work place 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 (Policy No. 1120)**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, 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. 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

## Article 6 – Use of School Facilities and Equipment

employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, such as a stun gun;
8. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a staff member desires to carry or possess a personal safety or security device, the staff member must obtain prior approval from the building principal before bringing such device on school grounds. If a staff member obtains prior approval from the building principal, the staff member must store the device during the school day in a secure location designated by the building principal. A staff member shall not carry the personal safety or security device during the school day.
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
10. Any other object that is designed for or intended for use as a destructive or injurious device.

## Article 6 – Use of School Facilities and Equipment

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 District Computer Network, Internet and Social Media (Policy No. 6800)**

Employees have access to the District’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District’s technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the

## Article 6 – Use of School Facilities and Equipment

expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an e-mail related to one's own private consulting business.

- c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Employees must submit to the secretary items for posting on the District sponsored Social Media (Facebook, twitter, etc.). Sports/organizations/classes school sponsored pages are not permitted to have separate Social Media Accounts.
  - 9. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

## Article 6 – Use of School Facilities and Equipment

- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
1. To access any material contrary to the District’s Internet Safety Policy; or to create or generate any such material.
  2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. To promote or tolerate violations of student conduct rules.
  5. To engage in illegal activity, such as gambling.
  6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor

## Article 6 – Use of School Facilities and Equipment

to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section 5 Use of School Facilities (Policy No. 4016)**

An employee who is issued school keys shall not lose their keys and shall not allow others to have access to or to use their keys. 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 prior to the beginning of the school year and during any weekend or evening usage.

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 6 Care of School Property**

Employees are responsible for the proper care of all books, equipment, computers, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, 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 7 Use of Cell Phone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees shall not text or be on their cell phones during duty time.

## Article 6 – Use of School Facilities and Equipment

### **Section 8 Salespersons (Policy No. 4014)**

Employees are not to permit any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit including any advertisements that directly or indirectly benefit the employee. Any violation of these restrictions will be considered to be willful insubordination.

### **Section 9 Security of Desks and Lockers**

Offices, employee desks, lockers, computers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property that employees bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 10 Video Surveillance (Policy No. 3231)**

The Board of Education has authorized the use of video cameras on 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 11 Recording of Others (Policy No. 1102)**

To ensure the privacy and confidentiality of student information, no person may record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted except as authorized by a building administrator. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision

## Article 6 – Use of School Facilities and Equipment

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. Nothing in this provision prohibits or limits the District’s authority to sanction, require, or authorize the recording of educational content or materials.

### **Section 12    Bulletins and Web Page (Policy No. 1110)**

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District’s activities and programs and for educational purposes related to such activities and programs. The District’s communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District’s communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District’s web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

### **Section 13    Copyright and Fair Use Policy**

It is the District’s policy to follow the federal copyright law. Employees 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.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

## Article 6 – Use of School Facilities and Equipment

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

### **Section 14 Lost and Found**

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Section 15 Safety (Policy No. 3240)**

#### Safety Program and Safety Committee

The District has established safety committees and safety plans, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with these plans. These plans may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.

## Article 6 – Use of School Facilities and Equipment

9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees 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 will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

### Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

### Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

**Article 7 – STATE AND FEDERAL PROGRAMS**

**Section 1 Notice of Nondiscrimination** (Policy No. 4003a)

Chase County Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in 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, 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, 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. 3 <sup>rd</sup> Floor, Suite 320 Kansas City, MO 64106 (816) 268-0550 (voice) Fax (816) 268-0599 6820 (800) 877-8339 (telecommunications device for the deaf), or <a href="mailto:ocr.kansascity@ed.gov">ocr.kansascity@ed.gov</a> .	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-
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A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

**Section 2 Designation of Coordinators** (Policy No. 4003)

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: Randall Klooz, Chase County Schools, 520 East 9<sup>th</sup> Street, P.O. Box 577, Imperial, NE 69033; Phone: (308) 882-4304:

Law, Policy or Program	Issue or Concern	Coordinator
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Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
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 (Policy No. 4003)**

Policy of Non-Discrimination

The policy of Chase County Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

Chase County Schools is committed to offering employment and educational opportunity 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 work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status 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 work place, 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, class room 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 (Policy No. 1240)**

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.

#### **Section 5 Confidentiality of Student Records (FERPA) (Policy No. 5202z)**

The Family Educational Rights and Privacy Act (FERPA) gives parents 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. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

**Section 6 Military Recruiters (Policy No. 5016)**

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

**Section 7 Breakfast and Lunch Programs (Policy No. 3571)**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

**Section 8 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**RECEIPT OF 2021-2022 CLASSIFIED EMPLOYEE HANDBOOK OF  
CHASE COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2021-2022 Classified Employee Handbook of Chase County Schools. This receipt acknowledges that I understand that I am to 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

Return to the Principal's Office

# CHASE COUNTY SCHOOLS

## 2021-22 SCHOOL YEAR CALENDAR

<p>9 <b>New Teacher Orientation</b> <b>FB/SB/VB/CC Practice Starts</b></p> <p>10 <b>Regular Board Meeting (6pm)</b></p> <p>16-17 <b>Staff Preservice Days</b></p> <p>18 <b>1<sup>st</sup> Day of School</b></p> <p>10/12 Student/Staff Days</p>	<p><b>AUGUST '21</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>SEPTEMBER '21</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p>6 <b>Labor Day</b></p> <p>7 <b>Teacher In-Service</b></p> <p>14 <b>Regular Board Meeting (6pm)</b></p> <p>20/21 Student/Staff Days</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
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Teacher Inservice Days (no students)

No School Days

## Model General Notice of COBRA Continuation Coverage Rights (For use by single-employer group health plans)

### **\*\* Continuation Coverage Rights Under COBRA\*\***

#### **Introduction**

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

#### **What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to **[enter name of employer sponsoring the plan]**, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days **[or longer period if permitted under the terms of the Plan]** after the qualifying event occurs. You must provide this notice to the agency designated by the EHA and submit such other information as required by Plan procedures for this notice. Contact the EHA or the Superintendent's Office for further information.

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare

benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

#### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. Review the Plan procedures for any additional Plan procedures for this notice. Contact the EHA or the Superintendent's Office for further information.

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

#### **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

(Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

**Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information**

Information about the plan and COBRA continuation coverage can be obtained on request from the EHA. Contact the Superintendent's Office for further details.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

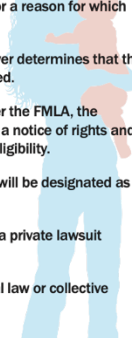
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



**Appendix B**

WH1420 REV 04/16

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

Appendix C

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

# \$7.25

PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA’s overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

### ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1088 REV 07/16

StudentsStudent Fees Policy

The Board of Education of Chase County Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

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Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)  
Neb. Constitution, Article VII, section 1.  
Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation)  
Neb. Rev. Stat. §79-2104 (student files or records)  
Neb. Rev. Stat. §79-715 (eye-protective devices)  
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)  
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)  
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: August 14, 2018

**Appendix "1" to 2018-2019 Student Fees Policy of  
Chase County Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-8)--\$1.45 Lunch (Grades K-8)--\$2.65 Milk (Grades K-8)--\$ .50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.

School Meals		Breakfast (Grades 9-12)--\$1.45 Lunch (Grades 9-12)--\$2.90 Milk (Grades 9-12)--\$.50 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$175 to \$275
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Athletic Programs</b>		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

<p>3. Class dues</p>		<p>Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
<p>4. Picture Packets</p>	<p>Optional - Pictures are still taken for use in school yearbook.</p>	<p>Students purchase packets as desired and pay directly to photo company.</p>
<p>5. Senior recognition assessment</p>	<p>Optional graduation Activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>



**APPLICATION FOR FEE WAIVER  
AND SHARING INFORMATION CONSENT  
CHASE COUNTY SCHOOLS**

**FEE WAIVER REQUEST**

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

**The Board's Student Fee Policy states:** *Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.* To request a fee waiver, or to decline a fee waiver, complete the following:

- No! I **DO NOT** want a fee waiver for any programs or activities.
- Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:  
\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:  
\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be returned to the Principal/Designee.**

**SHARING INFORMATION CONSENT**

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.
- Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For more information, you may call your school Principal.**

*Original to Superintendent*

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The School will also review the items on the Application to insure consistency with the School Board's policy. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable), and contributing to their activity.

InstructionParental/Community Involvement in Schools

Chase County School District 15-0010, a/k/a Chase County Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent 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.
2. Upon reasonable advance request a parent 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 are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent 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 and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, 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 when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents 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 of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
  
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 as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533  
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: October 8, 2018

## Instruction

### Combined District and School Title I Parent and Family Engagement Policy

Chase County Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

#### **In General**

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

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

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

Date of Adoption: 08/13/19

StudentsAnti-Bullying Policy

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

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

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

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

Legal Reference:      Neb. Rev. Stat. § 79-2137  
                              Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                              NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 14, 2018

Reviewed: November 2020

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

**A. Attendance and Absences.**

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for the time missed unless otherwise directed by a school administrator.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law. Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Chase County Schools or resides in the Chase

County School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. 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 address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (a) Illness related to physical or behavioral health of the child.
- (b) Educational counseling;
- (c) Educational evaluation;
- (d) Referral to community agencies for economic services;
- (e) Family or individual counseling; and
- (f) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. Sec. 79-201 and 79-209

Date of Adoption: August 14, 2018

### Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: \_\_\_\_\_.

Those in attendance included: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:  
\_\_\_ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.  
\_\_\_ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: \_\_\_\_\_  
\_\_\_\_\_.
2. Educational counseling (e.g. curriculum changes):  
\_\_\_ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.  
\_\_\_ Educational counseling \_\_\_ has been \_\_\_ will be provided, consisting of the following: \_\_\_\_\_  
\_\_\_\_\_.
3. Educational evaluation:  
\_\_\_ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.  
\_\_\_ An educational evaluation \_\_\_ has been \_\_\_ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: \_\_\_\_\_  
\_\_\_\_\_.
4. Referral to community agencies for economic services:  
\_\_\_ It was determined that economic services are not needed to reduce barriers to improve regular attendance.  
\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about community agencies which may have economic services available to the family, which includes: \_\_\_\_\_  
\_\_\_\_\_.
5. Family or individual counseling:  
\_\_\_ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.  
\_\_\_ The family \_\_\_ has been \_\_\_ will be given information about family or individual counseling that is available pertaining to: \_\_\_\_\_  
\_\_\_\_\_.

6. Assisting the family in working with other community services:

\_\_\_ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

\_\_\_ The family \_\_\_ has been \_\_\_ will be given assistance in working with community services pertaining to: \_\_\_\_\_

Other actions to be taken:

Action	Responsible Person	Date to Complete

Plan completed by:

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Signature (title)

\_\_\_\_\_  
Date

[Print on School District Letterhead]

[Date]

Arlan Wine  
Chase County Attorney  
PO Box 1299  
Imperial, NE 69033

**RE: Attendance Policy; Requested Collaboration**

Dear Mr. Wine:

Section 79-209 requires school districts to “have a written policy on attendance developed and annually reviewed in collaboration with the county attorney of the county in which the principal office of the school district is located.”

Enclosed is a draft of the revised policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at (308) 882-4304.

We need to get the new policy in place prior to the beginning of the 2017-2018 school year. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

Randall Klooz, Superintendent  
Chase County Schools

Enclosure: Attendance and Excessive Absenteeism Policy

InstructionMulticultural Education

Chase County Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission

The philosophy of the 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 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 of the multicultural education program is to prepare students to: (a) value and respect their own culture and race and cultures and races other than their own and (b) eliminate stereotypes and different treatment of others based on culture and race. 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.

Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the district curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent. Teachers and other staff upon request shall have the

responsibility to provide the administration with reports on: (a) the instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission, (b) programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission, and (c) with their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-719 to 79-723  
Nebraska State Board of Education Rule 10

Date of Adoption: October 8, 2018

## Chase County Schools American Rescue Reopening Plan

The purpose of this framework is to provide guidance for students, staff, and the community on how Chase County Public Schools will operate in a health state of emergency. With any pandemic, there are unforeseen circumstances that will arise and we will deal with them as they come. This framework's purpose is to help guide the decision making for maintaining a safe educational environment for our students and staff.

# Operational Zones

Tiered Responses				
The following factors will be considered for movement from one tier to the next				
Green--DHM Phase IV--Low Risk	Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic	
<ul style="list-style-type: none"> <li>No confirmed cases within the buildings or region</li> <li>No Directed Health Measures that limit the school building capacity</li> </ul>	<ul style="list-style-type: none"> <li>Minimal Confirmed case(s) in the region</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed case(s) in building</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed case(s) in building</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	

Building Procedures				
Green--DHM Phase IV--Low Risk	Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic	
<p><b>School/Academic Plan</b></p> <ul style="list-style-type: none"> <li>School conducted as normal</li> <li>Buildings open</li> </ul>	<ul style="list-style-type: none"> <li>Increased protective precautions</li> <li>Buildings open</li> </ul>	<ul style="list-style-type: none"> <li>High Level of protective precautions</li> <li>Buildings open unless DHM/Nebraska Department of Education or Governor orders.</li> </ul>	<ul style="list-style-type: none"> <li>School buildings closed</li> <li>Remote learning for PK-12 students</li> </ul>	
<p><b>Temperature Checks</b></p> <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> <li>100 threshold (home 72 hours fever free w/o medication)</li> <li>An earlier return may be possible with a doctor's return to school note.</li> <li>Temperatures for tardies students are taken in the office prior to going to class.</li> </ul> <p>Two step process</p> <ul style="list-style-type: none"> <li>Temperature check in classroom</li> <li>Temperature check then in office to verify and send home</li> <li>Temperatures taken in the morning upon arrival and again at lunch or after lunch</li> </ul>	<p>Temperature checks will be conducted at a minimum twice per day.</p> <ul style="list-style-type: none"> <li>100 threshold (home 72 hours fever free w/o medication)</li> <li>An earlier return may be possible with a doctor's return to school note.</li> <li>Temperatures for tardies students are taken in the office prior to going to class.</li> </ul> <p>Two step process</p> <ul style="list-style-type: none"> <li>Temperature check in classroom</li> <li>Temperature check then in office to verify and send home</li> </ul>	<p>Temperature checks will be conducted at a minimum twice per day.</p> <ul style="list-style-type: none"> <li>100 threshold (home 72 hours fever free w/o medication)</li> <li>An earlier return may be possible with a doctor's return to school note.</li> <li>Temperatures for tardies students are taken in the office prior to going to class.</li> </ul> <p>Two step process</p> <ul style="list-style-type: none"> <li>Temperature check in classroom</li> <li>Temperature check then in office to verify and send home</li> </ul>		

	<p>(avoid after recess)</p> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>Staff will have their temps checked every morning when they arrive and again at lunch</li> <li>Any temp 100 degrees or over will require the staff member to go home.</li> </ul>	<ul style="list-style-type: none"> <li>Temperatures taken in the morning upon arrival and again at lunch or after lunch (avoid after recess)</li> </ul> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>Staff will have their temps checked every morning when they arrive and again at lunch.</li> <li>Any temp 100 degrees or over will require the staff member to go home.</li> </ul>	<ul style="list-style-type: none"> <li>Temperatures taken in the morning upon arrival and again at lunch or after lunch (avoid after recess)</li> </ul> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>Staff will have their temps checked every morning when they arrive and again at lunch.</li> <li>Any temp 100 degrees or over will require the staff member to go home.</li> </ul>	
<b>Custodial</b>	<ul style="list-style-type: none"> <li>Daily routine cleaning procedures of student attendance centers</li> <li>Routine infectious disease protocol <ul style="list-style-type: none"> <li>Staff will comply with State and/or local health department requirements</li> </ul> </li> </ul> <p>Staff will follow manufacturer's instructions regarding the use and maintenance of equipment &amp; use &amp; storage of chemicals for cleaning &amp; sanitizing.</p> <ul style="list-style-type: none"> <li>Spray bottles with disinfectant provided for all PK-12 classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Continue Level I procedures plus heightened disinfection of touch points or areas.</li> <li>Director will communicate with CCS Health Services designee to identify areas of specific concern and communicate to custodians of affected student attendance centers the specific area(s), surface(s), schedule, procedure and product to be used for heightened disinfection.</li> <li>Custodians will provide heightened disinfection of touch points or areas of specific concern in student attendance centers identified by the Facilities Director.</li> <li>Facilities Director will determine routine cleaning schedules at each building and will require modification to meet heightened disinfection needs.</li> </ul>	<ul style="list-style-type: none"> <li>Continue Level I and II services plus increase disinfection procedures.</li> <li>Facilities Director will communicate with CCS Health Services designee to identify areas of specific concern.</li> <li>Increased frequency and increased number of surfaces within classrooms to be disinfected to include daily midday disinfection of desktops and touch points or areas of specific concern identified by the Facilities Director.</li> <li>Facilities director will communicate to custodians of affected student attendance centers the specific area(s), surface(s), schedule, procedure and product to be used for heightened disinfection.</li> <li>Securing affected buildings <ul style="list-style-type: none"> <li>Facilities Director to designate staff to shut down and secure affected building(s) if necessary. In this scenario building access would be prohibited by all user groups.</li> <li>Facilities Director to coordinate/communicate with staff reopening procedures for affected school(s)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Securing affected buildings</li> <li>Building access prohibited by all user groups. Facilities Director to designate staff to shut down and secure affected building(s).</li> <li>Cleaning of buildings <ul style="list-style-type: none"> <li>Affected building(s) will be cleaned as directed by the Health Department prior to student return.</li> <li>Facilities Director will determine staffing assignments and/or procedure modifications required.</li> </ul> </li> </ul>
<b>Lunch and Breakfast</b>	Breakfast and lunch served in the cafeteria.	<ul style="list-style-type: none"> <li>Breakfast in the classroom.</li> <li>Lunch in the cafeteria with physical distancing</li> <li>Extra sanitation procedures will be used.</li> <li>Some food items may be limited.</li> <li>Parents will not be allowed to eat lunch with students.</li> </ul>	<ul style="list-style-type: none"> <li>Breakfast in the classroom.</li> <li>Lunch in the cafeteria and/or in classrooms.</li> <li>Extra sanitation procedures will be used.</li> <li>Some food items may be limited.</li> <li>Parents will not be allowed to eat lunch with students.</li> </ul>	Grab and Go meals will be provided for families at designated schools
<b>Recess</b>	Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon re-entry into the building.	<ul style="list-style-type: none"> <li>Schools will implement zones for recess for assigned students to support physical distancing.</li> <li>Schedules will be modified to minimize grade levels on the playground at one time.</li> <li>Balls, jump ropes, or hula hoops available if sanitized between grade level cohorts.</li> </ul>	Same as yellow zone	
<b>PK-5 Field Trips</b>	Regular field trip opportunities can be scheduled.	No off-site elementary or preschool field trips until further	No field trips will be available	

		notice.			
<b>Specials</b>	Students transition to music, art, PE, and media as normal	Some specialist teachers transition to classrooms if social distancing precautions can't be established.	All specialist teachers transition to classrooms.		
<b>Handwashing</b>	<ul style="list-style-type: none"> <li>Everyone is required to put hand sanitizer on whenever they enter a building or room</li> </ul>	<ul style="list-style-type: none"> <li>Everyone is required to put hand sanitizer on whenever they enter a building or room</li> </ul>	<ul style="list-style-type: none"> <li>Everyone is required to put hand sanitizer on whenever they enter a building or room</li> </ul>		
<b>Hallways</b>	<ul style="list-style-type: none"> <li>PK-5 students transition normally with staff support</li> <li>6-12--Regular transitions with encouraged social distancing</li> </ul>	<ul style="list-style-type: none"> <li>All students and staff will transition in their normal fashion through hallways or commons areas with masks on at all times.</li> </ul>	<ul style="list-style-type: none"> <li>All students and staff will transition in their normal fashion through hallways or commons areas with masks on at all times.</li> </ul>		
<b>Lockers</b>	<ul style="list-style-type: none"> <li>Lockers will be used normally</li> </ul>	<ul style="list-style-type: none"> <li>Lockers will be used as normal with disinfecting occurring more frequently to handles etc.</li> </ul>	<ul style="list-style-type: none"> <li>Buildings will implement a limited and staggered use of lockers or no lockers all together depending on the situation.</li> </ul>		
<b>Beginning of the day staff</b>	<ul style="list-style-type: none"> <li>K-12 Teachers will report for duty as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>K-8 Teachers should be in their room and ready to receive students by 7:40am.</li> <li>Students will enter the building when doors open at 7:40 and go directly to their classroom for temperature checks.</li> <li>9-12 Students in the building prior to 7:40 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the first bell</li> <li>Students who are dropped off or arrive with a ride before 7:40 should remain in the cafeteria commons and social distancing practices will be followed.</li> <li>When the first bell rings, all students will be released from their practice/meeting/cafeteria and will report to their classroom for temperature checks.</li> <li>Teachers should be in their rooms and ready to receive students by 7:45.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will report based on the schedule created and direction provided by the administration.</li> </ul>		
<b>Beginning of the day students</b>	<ul style="list-style-type: none"> <li>K-8 Students will enter the building when doors open and go directly to their assigned areas as determined by the principal.</li> <li>9-12 Students in the building prior to 7:45 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the first bell rings</li> <li>Students who are dropped off or arrive with a ride before 7:45 should remain in the cafeteria commons and suggested social distancing practices will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>K-8 Students will enter the building when doors open and go directly to break/fast or their designated area.</li> <li>9-12 Students in the building prior to 7:45 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the first bell</li> <li>Students who are dropped off or arrive with a ride before 7:45 should remain in the cafeteria commons and social distancing practices will be followed.</li> <li>When the first bell rings, all students will be released from their practice/meeting/cafeteria and will report to their classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Students will report based on the schedule created and direction provided by the administration.</li> </ul>		
<b>End of the day</b>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>All students will be required to leave the</li> </ul>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>All students will be required to leave the building at</li> </ul>	<ul style="list-style-type: none"> <li>Buildings may stagger dismissal to a max of 10 minute difference from ending time and dismiss from</li> </ul>		

	building at the end of the day unless in an approved activity or working with a teacher.	the end of the day unless in an approved activity or working with a teacher.	alternative locations.	No campus access available beyond required personnel.
<b>Building Access</b>	<ul style="list-style-type: none"> <li>Temp checks for visitors that enter the building.</li> <li>School events will not require a mask, but masks are encouraged if needed with appropriate social distancing utilized when possible.</li> <li>Non school sponsored events are at the discretion of the event sponsors.</li> <li>Parents will not be allowed to eat lunch with students</li> </ul>	<ul style="list-style-type: none"> <li>Parents and/or visitors must be scheduled and only allowed to drop an item off at the office</li> <li>Masks required for all visitors and not provided by the district.</li> <li>Non CCS events are at the discretion of the event sponsors.</li> <li>Parents will not be allowed to eat lunch with students</li> </ul>	No outside visitors or user groups allowed on campus.	
<b>Facemasks</b>	Face masks will be provided as requested for everyone but not required for anyone.	<ul style="list-style-type: none"> <li>Face Masks provided for all staff and students as requested.</li> <li>Face Masks/coverings are required for all students and staff outside of classrooms (in hallways, commons areas, restrooms etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Face Masks and/or shields provided for all staff and students as requested.</li> <li>Staff required to wear masks or shields.</li> <li>Students required to wear a mask.</li> </ul>	
<b>Restrooms</b>	Regularly scheduled	<ul style="list-style-type: none"> <li>Restroom use during passing periods is discouraged.</li> <li>Students are encouraged to use the restroom with permission from their classroom teacher.</li> </ul>	Restroom use is prohibited during passing periods.	
<b>Water Fountains</b>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> <li>Regular water fountains will be off limits, but the water bottle filler will be active</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> <li>Regular water fountains will be off limits, but the water bottle filler will be active</li> </ul>	
<b>Classroom Seating/Materials Usage/Sanitization</b>	<ul style="list-style-type: none"> <li>Regular classroom/teacher preferred arrangement</li> <li>Social distancing will be utilized when possible.</li> <li>Regular classroom supply usage <ul style="list-style-type: none"> <li>Encourage individual student supplies.</li> </ul> </li> <li>Regular classroom cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Desks separated and not in pods. (Avoid face to face seating options)</li> <li>Row seating</li> <li>Required student individual supplies</li> <li>Minimize furniture and center items</li> <li>PE and other equipment is cleaned between classes</li> <li>Contaminated materials will be isolated for cleaning each day</li> </ul>	<ul style="list-style-type: none"> <li>Students may be limited to specific classrooms.</li> <li>Face masks are required at all times</li> <li>Increased sanitization measures</li> <li>Some materials will not be allowed. Only necessary items</li> </ul>	
<b>Transportation</b> **We ask parents to take the temperature of their bus riding students prior to boarding. If the child's temperature is at or above 100, they will not be allowed on the bus.	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>All drivers and passengers are required to wear face masks and will have their temperatures taken before entering the vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>All drivers and passengers are required to wear face masks and will have their temperatures taken before entering the vehicle</li> <li>Buses may be limited to regular route riders.</li> </ul>	

<b>Technology</b>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all K-12 students.</li> <li>1-to-1 devices K-6 stay at the building.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all K-12 students.</li> <li>1-to-1 devices K-6 stay at the building.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all K-12.</li> <li>1-to-1 devices K-6 stay at the building.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	Chromebooks are used to complete online/remote learning.
<b>6-12 Activities</b>	<ul style="list-style-type: none"> <li>Activities and Athletics will be conducted in accordance with NSAA guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Activities and Athletics will be conducted in accordance with NSAA guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Activities and Athletics will be conducted in accordance with NSAA guidelines.</li> </ul>	Activities and Athletics will be conducted in accordance with NSAA guidelines.
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>All students in grades K-12 will attend school in person.</li> </ul>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person.</li> </ul>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person unless other guidelines are put in place by an outside source.</li> </ul>	
<b>Staff Attendance</b>	<ul style="list-style-type: none"> <li>All staff will report as normal.</li> <li>Any questions or concerns relative to work expectations should be directed to the principals at each building.</li> </ul>	<ul style="list-style-type: none"> <li>All staff will report as directed.</li> <li>Any questions or concerns relative to work expectations should be directed to the principals at each building.</li> </ul>	<ul style="list-style-type: none"> <li>All staff will report as directed.</li> <li>Any questions or concerns relative to work expectations should be directed to the principals at each building.</li> </ul>	

### Potential Tiered Responses/Consultation with Health Department

1 or more confirmed case(s)* in the building of a student or staff member:	<ul style="list-style-type: none"> <li>A more restrictive environment will be implemented. Potential for a temporary shutdown if necessary.</li> <li>The District will communicate the situation with building stakeholders.</li> <li>In the event of repeated confirmed cases, district officials will confer with the health department for a closure plan of that building.</li> <li>School nurses will join a district team for building closure/reopening planning.</li> <li>Sanitization plan will be executed by the district facilities team.</li> <li>Building will execute an immediate remote learning plan and schedule (if the building is closed).</li> <li>Reopening communications will be provided to stakeholders from the district.</li> </ul>		
1 confirmed case* of immediate household members of a staff member:	<ul style="list-style-type: none"> <li>Self quarantine for 10-14 days for household members.</li> <li>Teachers will teach virtually with a substitute in the classroom (unless unable due to caring for a family member).</li> <li>If unable to virtually teach due to caring for an immediate family member, the teacher will apply for FCRA and/or illness leave.</li> <li>Teacher continues to teach to the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided.</li> <li>The Administration will communicate a return date with the staff member.</li> </ul>		
1 confirmed case* immediate household member of students:	<ul style="list-style-type: none"> <li>Self quarantine for 10-14 days.</li> <li>Teachers will provide work and do their best to accommodate the student.</li> </ul>		
Confirmed exposure* of staff or travel to an impacted state/country/location:	<ul style="list-style-type: none"> <li>Self quarantine for 10-14 days for household members.</li> <li>Teachers will teach virtually with a substitute in the classroom.</li> <li>If unable to virtually teach due to caring for an immediate family member, the teacher will apply for FCRA.</li> <li>Teacher continues to teach to the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided.</li> </ul>		
Confirmed exposure* of students or travel to an impacted state/country/location:	<ul style="list-style-type: none"> <li>Self quarantine for 10-14 days.</li> <li>Teachers will provide work and do their best to accommodate the student.</li> </ul>		
Visitor who has entered our building and is a confirmed case:	<ul style="list-style-type: none"> <li>A more restrictive environment could be implemented. There may be a potential temporary closing.</li> <li>The District will communicate the situation with building stakeholders.</li> </ul>		

		<ul style="list-style-type: none"> <li>• District officials will confer with the health department for a closure plan (if needed) of that building.</li> <li>• School nurses will join a district team for building closure/reopening planning (if needed).</li> <li>• Sanitization plan will be executed by the district facilities team.</li> <li>• Building will execute an immediate remote learning plan and schedule (if the building is closed).</li> <li>• Reopening communications will be provided to stakeholders from the district.</li> </ul>
<p><b>*A case is considered "confirmed" when the individual has had a positive test conducted by a medical professional.</b></p> <p><b>*A confirmed exposure will be based on the confirmed tracing of the medical community.</b></p>		
Short Term Closure	School building closed for up to 1-5 school days	<ul style="list-style-type: none"> <li>• Depending on the situation and length, remote learning may be used by teachers.</li> </ul>
Extended Building Closure	School building closed for 6 school days or more	<ul style="list-style-type: none"> <li>• Remote learning will be used by teachers</li> </ul>

## Protocols in a Health Emergency

### Health and Safety

1. How to wear a mask
  - a. Wash your hands or use hand sanitizer before putting on your mask.
  - b. Put the mask over your nose and mouth and secure it under your chin.
  - c. Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
  - d. If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
  - e. Make sure you can breathe easily.
2. Physical Distancing
  - a. In the case of physical distancing the district will utilize the above plan to best protect our students including, but not limited to 1) assigned seating in all classrooms, buses, cafeteria etc. 2) desks spread 3 feet or more apart 3) students remaining in their class cohorts at all times.
  - b. Try to stay at least 6 feet away from others.
  - c. Avoid contact with people who are sick.
  - d. Wash your hands often, with soap and water, for at least 20 seconds each time.
  - e. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
3. Handwashing
  - a. Students and staff will be expected to use hand sanitizer everytime they enter a classroom and before they eat lunch. Hand sanitizer is provided throughout the building for easy access.
4. Healthy Facilities
  - a. Our district is committed to keeping the facilities a healthy environment. There are extra cleaning procedures that are in place including cleaning all desks and chairs between class and electrostatic cleaning off all facilities at night.
  - b. Our HVAC system has been recently installed, filters are monitored and switched out and doors and windows have been upgraded for better ventilation controls.
5. Contact Tracing
  - a. Contact tracing plans are in place to make it easier to trace any outbreaks. Assigned seating on buses, in cafeteria, in classrooms help us quickly figure out who may have been exposed. The

district will follow all state and local laws in enforcing quarantine orders.

6. Diagnostic/Screening

- a. Our onsite nurse will follow the district protocols in keeping our students safe. Temperature checks are the first line of defense followed by health department developed health screenings, which will help guide the district in determining if a student may have systems or not.

7. Vaccinations

- a. The district supports those individuals who have chosen to be vaccinated. Our entire staff was the first people to be offered the opportunity to receive vaccinations. The district will continue to work in collaboration with local health officials to provide vaccination opportunities for all students and staff.

8. Accommodations

- a. Students who may have special needs or circumstances will be provided accommodations to align with health and safety guidelines as needed.

9. Health Officials

- a. The district continues to work with health officials. The above plan was submitted and approved by our local health department. Periodic meetings are held with health officials so that everyone is aware of our local circumstances and so the district can make informed decisions based on current data.

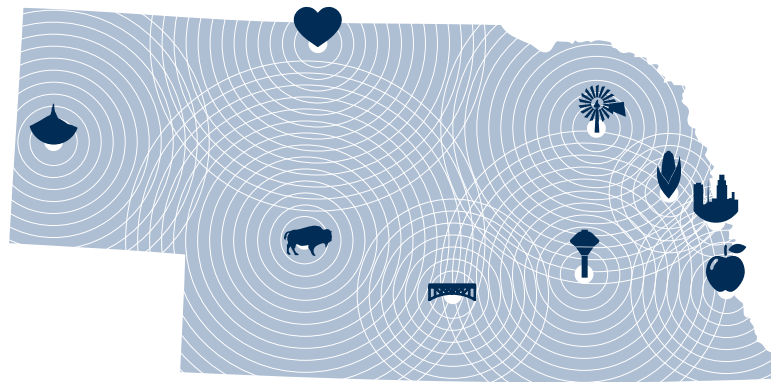
### Education

During normal operations and or during a state of emergency, academics will continue to be a focus for Chase County Schools. We have taken measures to provide a high quality curriculum and developed processes to monitor students' progress. We have plans in place to provide individual interventions to insure that students are getting a high quality free and appropriate public education. We also recognize the importance of social, emotional and mental health and there impact on education. The district has put the resources in place to address individual needs for both students and staff.

# 2021 AREA MEMBERSHIP MEETINGS

Training | Recognition | Networking | Together

Gering - North Platte - Valentine - Norfolk - Kearney - York - Fremont - La Vista - Nebraska City



## ON THE ROAD AGAIN



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#liveNASB

#weLIVEhere

# REGISTRATION

## REGISTER NOW FOR THE MEETING NEAREST YOU

TUESDAY, AUGUST 24	GERING	REGISTER BY AUGUST 18
WEDNESDAY, AUGUST 25	NORTH PLATTE	REGISTER BY AUGUST 18
TUESDAY, AUGUST 31	VALENTINE	REGISTER BY AUGUST 25
WEDNESDAY, SEPTEMBER 1	NORFOLK	REGISTER BY AUGUST 25
WEDNESDAY, SEPTEMBER 8	KEARNEY	REGISTER BY SEPTEMBER 1
WEDNESDAY, SEPTEMBER 15	YORK	REGISTER BY SEPTEMBER 8
WEDNESDAY, SEPTEMBER 29	FREMONT	REGISTER BY SEPTEMBER 22
TUESDAY, OCTOBER 5	LA VISTA	REGISTER BY SEPTEMBER 29
WEDNESDAY, OCTOBER 6	NEBRASKA CITY	REGISTER BY SEPTEMBER 29

### TO REGISTER

- Go to [www.NASBonline.org](http://www.NASBonline.org), and log in using your email and password
- If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.
- \$25 cancellation fee by the registration deadline. No refunds after the deadline.

Registration fees for each meeting and dinner are as follows:

NASB MEMBER	\$75
CANCELLATION FEE	\$25

# AGENDA

4:30 PM - REGISTRATION, NETWORKING & EXHIBITORS

5:00 PM - OPENING SESSION

5:45 PM - BREAK & EXHIBITORS

6:00 PM - TRAINING SESSIONS #1

6:35 PM - BREAK & EXHIBITORS

6:45 PM - TRAINING SESSIONS #2

7:25 PM - NETWORKING DINNER & AWARDS/RECOGNITION

15 AWARDS OF ACHIEVEMENT POINTS WILL BE EARNED FOR ATTENDING



# VISION & TRAINING SESSIONS

## 5:00 PM - A REINTRODUCTION TO NASB: WHAT IT DOES, WHAT IT CAN DO FOR YOU.

From the people to the programs, services and advocacy efforts at the Capitol, NASB offers all Nebraska school districts and ESUs the resources and expertise to strengthen public education for all Nebraskans, and empower you as locally elected school board members to be community leaders.

## 6:00 PM - TRAINING SESSIONS 1

### A REFRESHER ON THE OPEN MEETINGS LAW AND ISSUES THAT KEEP COMING UP

A look at the Open Meetings Act and other procedural issues. You will also learn about addressing common issue that can become landmines for boards, hot topics, and making sure your minutes and agenda are transparent and up to date.

*John Spatz, Executive Director*

### SCHOOL EMPLOYEE SHORTAGE

The shortage of qualified and quality school employees is a critical issue in education. NASB is committed to understanding national and statewide trends and attributing resources to address this challenge. We will identify obstacles, discuss partners and provide you the opportunity to learn from the success of your peers. Bring your innovative ideas to share.

*Shari Becker, Director of Leadership Search Service &*

*Colby Coash, Associate Executive Director/Director of Government Relations*

### STAKEHOLDER ENGAGEMENT + DISTRICT IDENTIFIED NEEDS = LONG-TERM GOALS

What does a successful graduate of your school district look like? We will provide a road map for how your board can engage all stakeholders, identify district needs, and develop long-term goals (strategic plan) to ensure the district achieves success.

*Marcia Herring, Director of Board Leadership*

## 6:45 PM - TRAINING SESSIONS 2

### THE GOOD & THE BAD OF THE 2021 LEGISLATIVE SESSION: WHAT PASSED, WHAT DIDN'T, WHAT'S TO COME

With 684 total bills introduced in 2021, 96 tracked by NASB, we supported 20, opposed 26, monitored another 50. Twenty of those were signed by the Governor/passed. Find out what actually happened, what didn't happen, what is still in play for next year, what new policies will you need to implement, where do we go from here, and so much more!

*Colby Coash, Associate Executive Director/Director of Government Relations &*

*Matt Belka, Director of Marketing, Communications & Advocacy*

### THE MOST IMPORTANT JOB - SUPERINTENDENT EVALUATION

Any chance your board could improve upon the current superintendent evaluation tool, process, or protocols for administering an effective evaluation? Join us to consider a new tool, process, and protocols for fulfilling the most important job you have!

*Marcia Herring, Director of Board Leadership*

### CRITICAL RISKS, DIGITAL BOUNDARIES

Districts face serious legal and financial risks when professional boundaries between staff and students are breached. What you should know before those situations occur can limit your liabilities and provide better tools for preventing and investigating events when important boundaries are crossed.

*Megan Boldt, Director of ALICAP/Insurance &*

*Jim Luebbe, Director of Policy Service*





1311 STOCKWELL STREET  
LINCOLN, NE 68502  
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RETURN SERVICE REQUESTED

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A pair of clear, wrap-around sunglasses is shown from a top-down perspective. The left lens reflects a rural scene with a wooden barn and a water tower under a cloudy sky. The right lens reflects a city skyline with a bridge and a tall tower. The background of the entire page is a blurred, golden-hued landscape with trees and a road.

## ON THE ROAD AGAIN

