

## **Cozad Community Schools**

### **Board of Education Regular Meeting**

**Monday, July 13, 2020 12:00 PM**

#### **Office of the Superintendent**

Mission: The mission of Cozad Community Schools is to prepare students to be lifelong learners and productive, responsible citizens by providing a quality education in cooperation with family and community.

Values - Guiding Principles

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

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

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

Innovation - Positive attitude, open to new ideas,

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

#### **1. BOARD OF EDUCATION REGULAR MEETING 12:00 P.M.**

##### **1. Call to Order, Roll Call**

##### **2. Nebraska Open Meeting Law, Publication of Meeting**

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

##### **3. Excused/Unexcused Board Member Absence**

#### **2. PUBLIC COMMENTS**

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

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

### **3. PARENTAL INVOLVEMENT POLICY PUBLIC HEARING**

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

### **4. STUDENT FEES POLICY PUBLIC HEARING**

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2019-2020 school year.

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

The changes presented to the policy for the 2020-2021 school year include the \$15 device take-home fee (raised from \$12) that was approved during the May board meeting. Other changes include Cheer and Dance maximum amount charged: \$1800 (raised from \$1500), FB Face guards are provided by the school district if needed and Spirit Club was added at \$10 fee. Removed from the list are FBLA, Haymaker Multicultural Leadership organization, C-Club and STAND.

### **5. PRINCIPAL/ADMINISTRATIVE REPORTS**

#### **1. Annual Census Report**

Respectfully submitted by Cecily Clark.

The Census report includes children, birth to 20 year olds that reside in the Cozad School District.

State apportionment is based on the number of students age 5-18. Per NDE, the anticipated per child factor for 2020-2021 is estimated at \$81 (ADA)/ \$80 (ADM).

2. **Patty Wolfe Report**
3. **William Beckenhauer Report**
4. **Jeremy Yilk Report**
5. **Brian Regelin Report**
6. **Dale Henderson Report**
7. **James Ford Report**
6. **SUPERINTENDENT REPORT**
7. **CONSENT AGENDA**
  1. **Approval of the Minutes of Previous Meeting(s)**

Minutes from the June 15, 2020 Board of Education Regular Meeting
  2. **Congratulations, Condolences, Correspondences**

Condolences to Dave Mead on the passing of his mother, Claire Mead.
  3. **Classified Resignations**

Tylyn Haynes, Afterzone Para
  4. **Classified Hires**

Kathy Scott, Elementary Custodian
  5. **Standing Reports**
    1. **Nutrition Services SNP Claim for Reimbursement Summary**

10,935 Lunches and 10,935 Breakfasts for June
    2. **Bus Route Averages**

**6. Salary Advancement Applications**

**7. Local Sub**

Local Sub for Anne Burkholder

**8. FINANCIAL REPORTS AND CLAIMS**

**1. District Treasurer's Report**

**2. District Financial Report**

**3. Check Journal General Fund**

**4. Check Journal Lunch Fund**

**5. Activities Financial Report**

**6. Activities Check Journal**

**7. BANK STATEMENTS**

**1. Bond Fund**

**2. Building Fund**

**3. General Fund**

**4. Depreciation Fund**

**5. Employee Benefit**

**6. Student Fees**

**7. Lunch Fund**

**8. Standing Financial Reports**

**1. Bond Fund Taxes Report**

**2. General Fund Taxes Report**

**3. Building Fund Taxes Report**

**4. Cash Flow**

**9. DISCUSS, CONSIDER AND TAKE ACTION ON EXTENDING THE SUPERINTENDENTS AUTHORITY DURING 2020-2021 SCHOOL YEAR**

**10. APPROVAL OF THE AMENDED BUDGET CHANGES WITH THE SCHOOL NUTRITION BUDGET FOR THE 2019-2020 SCHOOL YEAR**

**11. APPROVAL OF RATIFICATION AND AFFIRMATION OF PREVIOUS E-MEETINGS**

**12. HANDBOOKS FOR THE 2020-2021 SCHOOL YEAR**

CEEC Handbook

Elementary Handbook

MS/HS Handbook

Activities Handbook- Bryce Bivens was added as the Asst. 7th BB Coach

Classified Handbook

**13. APPROVAL OF RENEWAL OF NRCSA MEMBERSHIP**

\$850 Annual Fee

**14. APPROVAL OF RE-OPENING PLANS FOR COZAD COMMUNITY SCHOOLS**

**15. DISCUSS 5004 OPTION ENROLLMENT POLICY AND 4040 ACCRUAL OF SICK AND/OR VACATION LEAVE OF CLASSIFIED STAFF**

**16. POLICIES 4040, 5004, 5018, 5045**

**1. Policy 4040- Accrual of Sick and/or Vacation Leave for Classified Staff**

**2. Policy 5004- Option Enrollment**

Further define number of option students accepted per section

**3. Policy 5018- Parental Involvement Policy**

**4. Policy 5045- Student Fees Policy**

**17. EXECUTIVE SESSION**

**18. AGENDA SETTING AND FUTURE MEETINGS**

Monday, August 17, 2020- Regular Board of Education Meeting, 7 PM

Monday, August 24, 2020- Special Board of Education Meeting, 12 PM

Shari Becker will be scheduling a board meeting to discuss the Superintendent search in the beginning of August. She will be sending a survey to board members.

**19. ADJOURNMENT**

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

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

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

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: 8/14/2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school. Some courses that require additional fees are as follows:

- Industrial Technology Classes
  - H.S. Woods #1: \$60
  - H.S. Woods #2: \$50
  - Metals Shop: \$15
  
- Art Classes
  - H.S. Honors Art: \$20
  
- Family and Consumer Science Classes
  - 7<sup>th</sup> F.C.S. Sewing Project: \$10
  - 8<sup>th</sup> F.C.S. Sewing Project: \$10

- High School F.C.S.: \$30

## **5. Technological Devices**

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

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

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

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Activity Card: \$35
  - Covers admission to all extracurricular events
- Student Participation Fee: \$35

- Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- National Honor Society: \$30
- Cheerleading, Jazz Team: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$1800
- Football: \$ 300
  - Students must provide their own football shoes and undergarments
- Golf: \$500
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$300
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
  - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- Physicals: \$50
  - Students are required to have a physical taken for participation in athletics.
- High School Pep Club: \$35
- SKILLS USA: \$25
- Spirit Club: \$10
- Field Trips: \$40
  - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

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

## **9. Copies of Student Files or Records.**

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

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

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

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

## **11. Participation in Summer School or Night School.**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

## **12. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PK-5
  - Regular Price \$ 1.55
  - Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
  - Regular Price \$ 1.80
  - Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
  - Regular Price \$ 2.90
  - Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
  - Regular Price \$ 3.10
  - Reduced Price \$ 0.40

### **13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$90
  - Students must provide their own instruments and marching band shoes.
  - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
    - Concert Polo Shirt: \$25  
(waived if student participates in Fall Choir Fundraiser)
    - Robe Cleaning Fee: \$16
    - A Cappella Gown/Vest Cleaning Fee: \$16
      - If purchased: \$50-\$70
    - Middle School T-shirt: \$10  
(waived if student participates in Fall Choir Fundraiser)

### **14. Contributions High School Class Extracurricular Activities.**

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

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

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

### **D. Distribution of Policy.**

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

### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

### **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

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

Adopted on: 7/15/19

Revised on: 7/13/2020

Reviewed on: \_\_\_\_\_





**2020 CENSUS REPORT**  
 Respectfully Submitted by Cecily Clark  
 Dated: July 6, 2020

AGE	BOYS																				DIFF		
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018		2019	2020
Less than 1	15	16	25	19	9	22	17	14	21	6	16	22	19	23	20	13	15	12	14	14	7	11	4
1	17	19	21	29	26	14	21	25	21	18	22	24	29	18	35	19	16	19	15	15	18	11	(7)
2	14	20	23	26	30	28	19	31	25	22	30	24	28	37	19	32	23	17	25	20	22	22	0
3	24	17	27	27	34	31	31	23	37	31	28	32	31	34	37	27	39	26	27	29	27	18	(9)
4	20	29	26	29	29	34	36	38	27	43	38	30	41	35	38	36	32	47	35	30	36	26	(10)
5	19	27	40	29	34	35	35	46	43	32	62	45	39	56	42	47	45	41	46	37	41	39	(2)
6	35	25	25	35	31	37	29	36	46	42	46	60	45	42	60	47	52	51	36	50	40	35	(5)
7	30	34	22	31	35	32	42	30	32	51	47	41	62	54	47	53	49	53	44	36	51	40	(11)
8	37	32	36	23	30	36	30	40	38	42	45	51	40	61	42	49	56	40	49	36	36	53	17
9	33	37	33	38	26	29	39	35	38	44	40	50	50	42	59	44	45	57	48	55	43	30	(13)
10	28	32	40	35	43	28	31	44	34	32	45	36	49	49	42	57	41	39	56	46	58	42	(16)
11	31	28	37	36	36	42	29	36	47	45	41	46	35	47	48	45	53	39	45	45	48	56	8
12	31	33	33	38	40	39	38	27	40	42	40	42	47	42	48	48	42	60	45	45	48	46	(2)
13	41	31	39	34	48	40	30	43	33	37	43	36	42	52	43	50	49	49	65	46	39	55	16
14	43	45	40	42	42	56	43	26	48	40	42	55	37	45	53	46	51	57	51	66	43	40	(3)
15	40	41	49	43	44	48	43	43	30	39	38	47	49	37	49	50	46	54	58	54	65	50	(15)
16	47	41	44	46	45	45	36	48	47	45	41	36	43	49	38	48	53	49	56	57	56	67	11
17	48	45	40	45	48	47	35	38	48	47	34	52	32	37	51	38	49	54	51	58	58	53	(5)
18	56	49	47	43	47	49	36	39	37	50	51	36	50	31	39	47	39	54	53	47	61	57	(4)
19	41	54	50	47	47	47	35	32	38	48	48	54	34	47	31	39	42	36	50	53	45	58	13
20	43	40	38	48	45	46	31	34	33	38	35	48	51	34	48	30	41	34	44	48	41	47	6
TOTAL AGE 0 - 4	90	101	122	130	128	129	124	131	131	120	134	132	148	147	149	127	125	121	116	108	110	88	(22)
TOTAL AGE 5-18	519	500	525	518	549	563	496	531	561	588	615	633	620	644	661	669	670	697	703	678	687	663	(24)
TOTAL AGE 7-15	314	313	329	320	344	350	325	324	340	372	381	404	411	429	431	442	432	448	461	429	431	412	(19)
TOTAL AGE 5-20	603	594	613	613	641	656	562	597	632	674	698	735	705	725	740	738	753	767	797	779	773	768	(5)

AGE	GIRLS																				DIFF		
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018		2019	2020
Less than 1	19	19	26	16	21	20	21	17	14	8	26	19	16	21	17	15	17	16	15	12	9	17	8
1	11	20	20	33	21	24	22	25	18	16	21	33	24	19	26	20	18	16	25	18	13	10	(3)
2	29	19	25	23	33	26	23	27	31	16	22	30	38	27	20	31	27	32	26	28	24	14	(10)
3	22	34	18	29	26	39	30	24	30	21	33	29	29	39	28	22	37	22	31	34	31	23	(8)
4	32	25	37	24	30	28	32	29	32	36	42	39	32	39	48	44	37	35	30	37	33	35	2
5	36	49	30	46	33	29	30	38	30	39	47	49	48	47	42	58	43	44	38	36	52	45	(7)
6	36	37	55	34	43	37	30	34	48	37	35	51	53	58	45	47	61	41	40	46	39	46	7
7	29	33	41	53	34	43	28	31	34	36	43	49	45	54	53	54	41	50	40	40	46	39	(7)
8	26	24	34	39	53	34	34	32	33	40	60	37	45	46	45	55	41	46	53	40	44	44	0
9	28	27	31	35	40	56	28	34	34	27	42	58	36	43	33	48	50	37	45	46	50	39	(11)
10	36	31	29	33	36	41	36	35	37	36	42	48	59	40	45	38	50	46	42	44	52	43	(9)
11	33	37	33	26	37	35	38	42	38	53	40	44	50	59	39	43	40	44	52	38	41	54	13
12	35	37	37	33	27	33	34	37	53	50	37	41	43	51	58	38	46	42	54	49	42	43	1
13	38	35	41	40	37	28	37	38	33	40	55	35	40	44	53	59	44	44	39	48	46	41	(5)
14	42	39	40	46	43	41	36	38	39	44	52	51	39	45	49	58	64	45	48	48	44	44	(4)
15	42	42	41	44	48	45	32	41	39	40	40	55	50	41	46	53	60	62	46	43	49	42	(7)
16	44	43	41	39	46	49	43	32	42	34	51	40	46	48	44	44	55	62	66	49	43	48	5
17	45	43	45	43	43	45	31	45	33	38	45	48	36	45	45	43	47	52	61	67	43	42	(1)
18	42	46	45	44	45	44	38	30	42	40	44	43	44	36	46	47	44	49	57	63	64	44	(20)
19	49	42	45	46	46	43	38	35	30	37	36	41	43	43	37	43	51	46	46	51	57	62	5
20	43	49	26	46	47	45	20	38	34	33	45	38	41	43	43	30	56	32	49	49	44	61	17
TOTAL AGE 0 - 4	113	117	126	125	131	137	128	122	125	97	144	150	139	145	139	132	136	121	127	129	110	99	(11)
TOTAL AGE 5-18	512	523	543	555	565	560	475	507	535	554	633	649	634	657	643	685	686	664	681	657	659	614	(45)
TOTAL AGE 7-15	309	305	327	349	355	356	303	328	340	366	411	418	407	423	421	446	436	416	419	396	418	389	(29)
TOTAL AGE 5-20	604	614	614	647	658	648	533	580	599	624	714	728	718	743	723	758	793	742	776	757	760	737	(23)

AGE 5-18 SUMMARY	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	DIFF
BOYS	519	500	525	518	549	563	496	531	561	588	615	633	620	644	661	669	670	697	703	678	687	663	(24)
GIRLS	512	523	543	555	565	560	475	507	535	554	633	649	634	657	643	685	686	664	681	657	659	614	(45)
TOTAL	1031	1023	1068	1073	1114	1123	971	1038	1096	1142	1248	1282	1254	1301	1304	1354	1356	1361	1384	1335	1346	1277	(69)

# FOR YOUR RECORDS ONLY

## SCHOOL DISTRICT CENSUS REPORT 2020

NDE 02-023  
Revised 5/2020  
Date Due: July 20

County-District Number: 24-0011-000	District Name: COZAD COMMUNITY SCHOOLS	District City: COZAD	Class of District: 3
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This is the school district's official consolidated census report of children. Please refer to Section 79-528(1) of the Nebraska Revised Statutes for the state requirements in completing this form. The purpose of this form is to report the count of children age five through eighteen years by age, county and school district in which they reside on June 30. Please keep a copy for your files.

Age	COUNTY NAMES AND NUMBERS					
	DAWSON 24	CUSTER 21				
Age 5	84	0				
Age 6	81	0				
Age 7	79	0				
Age 8	97	0				
Age 9	69	0				
Age 10	85	0				
Age 11	110	0				
Age 12	89	0				
Age 13	96	0				
Age 14	84	0				
Age 15	92	0				
Age 16	115	0				
Age 17	95	0				
Age 18	101	0				

This document is for district files. Do not submit hard copy to NDE.

Main Menu

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### **Board report for 7/13/20**

1. HVAC project is nearing its completion as is the school lunch program, custodians will now be able to complete the cleaning and maintenance of the HS building.
2. NSAA guidelines have allowed for athletic programs to be involved with camps over the last several weeks. At this time it appears that all activities under the NSAA will proceed as scheduled this fall.
3. Planning on having the Class of 2020 graduation ceremony on August 1<sup>st</sup> at 11:00 am. in the gymnasium. We are anticipating on being in Phase IV of the DHMs, which would allow attendance to be 75% of capacity. An informational letter has been sent to graduate families with details of graduation, who plans to be in attendance, and an approximate number of guest planning on attending.
4. Administration have been working together on what the 2020-2021 school year will look like. Mr. Wymore will be sharing this information with you and the public.

## **MS Board Report 7/13/20- Brian Regelin**

Thursday August 13<sup>th</sup> will be new student/parent orientation at 7:00 PM in the Middle School. We might have 3 groups at different times.

Grounds, maintenance, projects and cleaning are on schedule to be completed before school starts. The majority of the MS building is ready.

The Administrative team is continuing our planning for the school year. I will be having a Zoom meeting with my staff soon and give them some things to think about and prepare for as we approach a new school year.

CEEC-Projects have been finished. We are now finishing the cleaning throughout the building to get it ready for the start of school. The teachers and paras have already started filtering in to get some of their prep work done for the beginning of the year.

SPED-The role over to the new school year has happened so now we are getting new case managers and students assigned. New teacher technology day happened with Patty, our two new resource teachers have their computers and have started getting prepared for the beginning of the school year and getting familiar with the students on their caseload.

MTSS Educlimber update-Patty and I have been doing some of the behind the scenes technology work to get Educlimber ready for the beginning of the school year. Patty has done a great job getting them the proper access so we can roll this out. We have a train the trainer days coming up at the end of July so we can have go-to people in the district for questions on this program.

**Board of Education Regular Meeting**

Monday, June 15, 2020 12:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

The meeting was called to order at 12:00 PM

Ann Burkholder: Present

Joel Carlson: Present

Judy Eggleston: Present

Kiley Goff: Absent

John Peden: Present

Michele Starman: Absent

**1. BOARD OF EDUCATION REGULAR MEETING 12:00 P.M.**

**1.1. Call to Order, Roll Call**

Vice-President Carlson called the meeting to order at 12:01pm.

**1.2. Nebraska Open Meeting Law, Publication of Meeting**

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

**1.3. Excused/Unexcused Board Member Absence**

Motion to excuse board member Michele Starman and Kiley Goff (arrived at 12:05)

Passed with a motion by Judy Eggleston and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea

Yea: 4, Nay: 0

**2. PUBLIC COMMENTS**

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

When you have been recognized, please stand and state your name and come forward to the front of the board table.

The board will generally allow a total of 20 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 4 individuals who wish to address the board, the 20 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

For additional instructions on public participation, brochures are provided for you to view. A copy of Policy 2009 Public Participation at Board Meetings is available upon request.

3 public members in attendance.

### **3. PRINCIPAL/ADMINISTRATIVE REPORTS**

Kiley Goff arrived during Patty Wolfes administrative report.

#### **3.1. Patty Wolfe Report**

##### **1. Device Take-Home and for Online Learning**

Over 90% of our devices have been returned. Christie is working on disinfecting, cleaning, and sorting. Devices that need repaired will be done this summer (in house). Some students have kept their device for credit recovery (summer school), college classes, and IEPs.

##### **2. ESU Recommending Server Updates for District**

Due to the age and issues with our servers, ESU does not recommend upgrading storage to use as a "recommended long term solution" rather, replace our servers with two new servers for the District. It will be very expensive to repurpose the existing servers because they have two different drives.

ESU visited with Dell and explained the situation our district is facing with the mixture of drive types. He was able to quote us two very powerful servers that will last us probably at least 5-8 years for under \$12k. Dell applied some specials which discounted the servers quite nicely. The two new servers ESU and Dell are recommending are:

1 Dell R540 xeon 4208 128GB RAM in the HS - running 1/2 the VMs and also replicating to the MS in case of failure/network outage

1 Dell R540 xeon 4208 128GB RAM in the MS - running 1/2 the VMs and also replicating to the HS in case of failure/network outage

Each server will have 4TB of usable storage, and will be using asynchronous replication for failover. This configuration will eliminate a lot of hardware and both Dell SANs.

##### **3. Filter Impact (January-May 2020) during online learning (see attached PDF)**

#### **3.2. William Beckenhauer Report**

1. Summer credit recovery program in progress through June 20. 24 students currently participating, using Odysseyware program for courses and everything is being done remotely.

2. Very limited Driver's Education program began June 1 with classroom time running through June 9. Rest of summer will be driving time, all current DHM's in place.

3. Weight room opened June 1 and following guidelines set forth by NSAA.

4. Progress on HVAC project; boilers are out, all hold air handlers have been replaced, the A/C in gymnasium is up and running, anticipated completion date is early July. Did have a transformer on back loading dock go bad and was replaced by the City of Cozad.

5. Custodians ahead of schedule on cleaning and maintenance items in the buildings.

ALL Auditorium curtains have been put up they all have new tracks.

#### **3.2.1. Teresa Osborn Retirement Recognition**

Recognizing Teresa Osborn for her years with Cozad Community Schools  
Teresa was recognized for her 29 years of service for Cozad Community Schools. Mr. Beckenhauer and Mr. Wymore spoke about how much she has done for the school district.

### **3.3. Jeremy Yilk Report**

#### **1. Summer Weights**

- a. Started June 1st - voluntary strength/conditioning sessions
- b. Coaches are doing a great job of following the requirements put out by the NSAA
- c. Great attendance by our student-athletes (6th-12th)
- d. Continuing to evaluate our situation / process

#### **2. Development of CHS Spirit Club**

- a. Purpose of the Spirit Club
    - i. Act as the Student Section and promote Haymaker Spirit throughout the year at various sporting events
    - ii. Demonstrate model student behavior through actions and leadership as we represent Cozad High School at athletic functions and pep rallies
    - iii. Encourage unity and school pride among the entire student body
    - iv. Collaborate with the cheerleaders, band, dance team, and Leadership to foster unity among the groups representing Cozad High School as a whole in a unified manner
    - v. Recruit members and maintain an active membership
  - b. Sponsor Requested to monitor CHS Spirit Club
  - c. Membership Dues
    - i. \$10 per year
    - ii. Dues go towards T-shirts, spirit supplies
  - d. Officers Elected
- #### **3. Summer Camps, Clinics, Leagues and Workouts**
- a. Beginning June 18th, NSAA member schools are permitted to participate in camps, clinics, and summer leagues in all NSAA sanctioned activities except basketball, football, soccer, and wrestling.
  - b. Effective immediately, NSAA member schools may hold open gyms for basketball, football, soccer, and wrestling with the following restrictions:
    - i. Individual skills and workouts only

- ii. No physical contact with others
- iii. No sharing of equipment
- iv. No grouping of students

c. Health and safety of the student's staff will remain a priority

#### **4. Other**

- a. New "Haymaker Stadium" sign/letters at the stadium
- b. Thank you John Smock for putting those up!

Coach Cargill is helping with weights and helping us follow requirements.

Dawn Beans explained that the Student Council put together the CHS Spirit Club. The student council put it together to be an organized committee.

Carlson asked about how they are following the requirements. Yilk explained that that they have limited number of students attend a session and there is time in between sessions to clean. Wymore commented he noticed how the students have taken more responsibility.

### **3.4. Brian Regelin Report**

#### **MS Board Report 6/15/20- Brian Regelin**

We have completed the middle school 2020-2021 scheduling process and we have students enrolled in all of their classes for next year.

Grounds & Maintenance: The custodial staff is very busy this summer. The grounds are looking good and maintenance projects have all been scheduled. The work will be starting this week. They are making very good progress.

The Administrative team has been working on new teacher orientation and mentoring, in-service days scheduling, professional development for next school year and working on strategies for progress on the strategic plan.

Planning for next year and was rules may be implemented.

### **3.5. Dale Henderson Report**

Mr. Henderson will be speaking with Mr. Ford about MTSS.

Mr. Henderson will be presenting with Mr. Ford on MTSS.

### **3.6. James Ford Report**

**CCS Strategic Framework: Strategies we are addressing through the MTSS process.**

**Strategy 1.1, Strategy 1.2, Strategy 2.1, Strategy 2.3, Strategy 3.2, Strategy 3.4, Strategy 3.5, and Strategy 4.2**

**MTSS stands for Muti-Tiered Systems of Support. Cozad Elementary has been working through this process starting in the 16-17 school year. Cozad Middle is starting this fall. MTSS is designed to be an ever-evolving process that is consistently evaluating and improving how we operate and teach our students.**

**MTSS advises you have four teams an integrated team, math team, reading team, and behavior team. Cozad Elementary has very effective MTSS teams with committed team members. Cozad Middle school is in the first year using MTSS and will be making their teams this fall.**

**Integrated team: Representatives or team leaders from math, reading, and behavior meet together with administration and potentially an outside coach to evaluate each team's progress and share data that has been gathered. One of the most important aspects of the integrated team is the prevention of teams becoming siloed. We want all teams to be defining problems, analyzing why they occur, implementation of our plans, and evaluation of the changes that have been made. If a student is receiving Tier 3 support for behavior there is a high probability they will need interventions in math and reading as well.**

**Math team:** Our math team is made up of teachers and specialists and we use a variety of methods to teach all students and measure all student's progress. Currently, we are doing universal screeners in math using MAP, NSCAS, and FAST. Using FAST has been very beneficial because it allows having one screener to measure students' growth in math, reading, and behavior. We use the curriculum Saxon which is a spiraled curriculum so students are consistently practicing skills until they reach mastery. All students get to go to WIN(What I Need) time during their week to get instruction at their level in math and this helps them practice skills they could be lacking in, or this can be a time we are challenging our high performing students.

**Reading team:** Our reading team works very closely with our reading coaches that are required for Reading Mastery. The reading team uses many of the same programs and times that math does for example WIN and FAST data. What is important to highlight with reading is that they have been tracking this data closely for many years and have been compiling all of the growth our students have been making. The reading team uses the data they gather effectively to determine what system of support our students should be in.

**Behavior team:** The behavior team has used a myriad of resources to try to improve our behavior supports across Cozad Elementary. We developed a plan that uses research-based practices from many sources. We are primarily using Love and Logic, PBIS, and the curriculum of Second Step. We have done many school-wide initiatives but one that I think everyone will recognize is our Caught with Character initiative. Our school counselor every month sends out the character trait we are looking to "catch" our students doing. The month of March's character trait was integrity. Teachers meet as teams and nominate students who they feel have demonstrated this trait. The students get their name announced and they receive the yard sign to have in their front yard for the month. Office referrals have been tracked and have decreased using the systems that are in place.

Using MTSS will benefit students in Cozad because it provides a framework for teachers, parents, and students on what level of support needs to be provided. High ability learners and students who need Tier 3 levels of support. Recently the district purchased a program called eduClimber. This tool will be beneficial in tracking student's progress and help our MTSS teams make decisions on how to support students using data. Educlimber pulls data from all of our programs, such as PowerSchool or MAP, to make an individualized report on each student. This tool will save our MTSS teams a tremendous amount of time and will make our individualized data reports uniform across the district.

On the pyramid attached the bottom is ALL Kids. After identifying a student's learning and behaviors it is discussed if they should move tiers. The Educlimber helps pull the data for teachers and admins from multiple platforms to make individualized plans for each student. Each team is formed of different teachers in different grade levels to help evaluate the information given by educlimber.

They have already begun to implement these in the Elementary with Cozad Kids Caught with Character, Positivity Chain (started at the front doors of the school and linked throughout school) and WIN (What I Need) time by having students go to specialized teachers to help them succeed.

The Middle School was supposed to implement MTSS in Spring 2020, but with Covid-19 it will be pushed back to Aug 2020. Regelin commented it will help find students who need help or have a learning disabilities who may have been overlooked.

#### **4. SUPERINTENDENT REPORT**

Mr. Wymore commented that on top of the Summer Projects they added the auditorium stage lights. They had found that the lights contained asbestos and they would need taken down and rewired.

The board asked if our school district had a plan in place for reopening schools. Mr. Wymore commented he has seen multiple plans from other districts but did not want to implement one until the state put out concrete requirements. Things are changing daily and once school begins many plans will need to be changed again.

Mr. Wymore advised the board that a they surveyed teachers on the eLearning to see what they would do differently.

#### **5. CONSENT AGENDA**

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

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

##### **5.1. Approval of the Minutes of Previous Meeting(s)**

Minutes from the May 18, 2020 Board of Education Regular Meeting

Minutes from the June 1, 2020 Board of Education Budget Meeting

Minutes from the June 1, 2020 Board of Education Special Meeting

##### **5.2. Congratulations, Condolences, Correspondences**

Condolences to Hans and Cheryl Kloepping on the loss of Cheryl's mother, Civilla.

##### **5.3. Classified Resignations**

Hans Kloepping, Elementary Custodian, effective 7/31/2020

##### **5.4. Standing Reports**

###### **5.4.1. Nutrition Services SNP Claim for Reimbursement Summary**

12,634 Breakfast

12,634 Lunches

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25,268 Meals for May 2020

###### **5.4.2. Bus Route Averages**

## **6. FINANCIAL REPORTS AND CLAIMS**

Motion to approve the financial report as presented, including monthly expenditures, which reflects the current financial standing of the District. Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

### **6.1. District Treasurer's Report**

### **6.2. District Financial Report**

### **6.3. Check Journal General Fund**

### **6.4. Check Journal Lunch Fund**

### **6.5. Activities Financial Report**

### **6.6. Activities Check Journal**

### **6.7. BANK STATEMENTS**

#### **6.7.1. Bond Fund**

#### **6.7.2. Building Fund**

#### **6.7.3. General Fund**

#### **6.7.4. Depreciation Fund**

#### **6.7.5. Employee Benefit**

#### **6.7.6. Student Fees**

#### **6.7.7. Lunch Fund**

### **6.8. Standing Financial Reports**

#### **6.8.1. Bond Fund Taxes Report**

#### **6.8.2. General Fund Taxes Report**

#### **6.8.3. Building Fund Taxes Report**

#### **6.8.4. Cash Flow**

## **7. COZAD COMMUNITY HEALTH SYSTEM- RANDOM DRUG TESTING PROPOSAL**

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

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

**8. CONTRACT FOR OCCUPATIONAL THERAPY SERVICES FOR THE 2020-2021 SCHOOL YEAR WITH DANETTE ANDERSON, OTD, OTR/L**

Motion to approve the contract for occupational therapy services for the 2020-2021 school year with Danette Anderson Occupational Therapy Services Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

**9. CONTRACT FOR PHYSICAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2020-2021 SCHOOL YEAR**

Motion to approve the contract for physical therapy services with Cozad Community Hospital for the 2020-2021 school year Passed with a motion by Judy Eggleston and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

**10. ANNUAL NOTICES OR POLICY REVIEWS REQUIRED OF NEBRASKA SCHOOL BOARDS**

Attached is a list of notices or policy reviews that are required annually for Nebraska school boards. This information has been provided by KSB

**11. POLICIES 2002, 3039, 3046, 3056, 4003, 4062, 5016, 5035, 5054, 6020, 6021 and 6033**

Motion to approve policies 2002, 3039, 3046, 3056, 4003, 4062, 5016, 5035, 5054, 6020, 6021 and 6033 Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

**11.1. Policy 2002 Organization of the Board, Board of Officers, Check Signing, and Committees**

Update from KSB- Current 3034 was added to the new 2002 policy under Item 3

Added section on signing checks, warrants, etc

**11.2. Policy 3039 Threat Assessment**

Update from KSB to align with NDE

**11.3. Policy 3046 Animals at Schools**

Update from KSB, added procedure for student on IEP or 504 Plan

**11.4. Policy 3056 Guest Speakers**

No current policy, adopting KSB's policy

**11.5. Policy 4003 Drug Policy Regarding Drivers**

Update from KSB is required- aligns with Federal Dept of Transportation

**11.6. Policy 4062 Locker Room Supervision**

No current policy, adopting KSB's policy

### **11.7. Policy 5016 Student Records**

Updated from KSB is required- defines school officials more broadly

### **11.8. Policy 5035 Student Discipline**

Update from KSB is required

### **11.9. Policy 5054 Student Bullying**

Update from KSB is not required but is highly recommended

### **11.10. Policy 6020 Multicultural Education**

Update from KSB is not required but is highly recommended to align with rule 10

### **11.11. Policy 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

No current policy, adopting KSB's policy.

### **11.12. Policy 6033 Restraint and Seclusion of Students**

Updated KSB policy that is required- added specific procedures and staff members give notice trained on its contents

Please note that the redline did not include all changes as most was changed.

## **12. EXECUTIVE SESSION**

Did not enter executive session.

## **13. AGENDA SETTING AND FUTURE MEETINGS**

Monday, July 13, 2020- Regular Board of Education Meeting, 12 PM

Monday, August 17, 2020- Regular Board of Education Meeting, 7 PM

Monday, August 24, 2020- Regular Board of Education Meeting, 12 PM

Retreat will be done this summer. Begin getting the Superintendent search ready to be sent out in Aug and a Superintendent would be chosen by December.

## **14. ADJOURNMENT**

Motion to adjourn the meeting at 1:18PM Passed with a motion by John Peden and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea

Yea: 5, Nay: 0

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

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

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

The meeting was adjourned at 1:21 PM.

Mr. Ron Wymore, Superintendent  
Cozad Community Schools District No. 11

## SFSP Claim For Reimbursement Summary

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

**Confirmation #:** BBGLWE

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2020	0	07/02/2020	07/02/2020		Original

### General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	6	30	366	0
AM Snack	0	0	0	0
Lunch	6	30	366	0
PM Snack	0	0	0	0
Supper	0	0	0	0

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

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	10,935	0	0	0	0	0	10,935
AM Snack	0	0	0	0	0	0	0
Lunch	10,935	0	0	0	0	0	10,935
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

### Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	10,935	2.1600	23,619.60
AM Snack	0	0.8700	0.00
Lunch	10,935	3.7600	41,115.60
PM Snack	0	0.8700	0.00
Supper	0	3.7600	0.00
<b>Total</b>			<b>64,735.20</b>

### Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	10,935	0.2150	2,351.03
AM Snack	0	0.1075	0.00
Lunch	10,935	0.3925	4,291.99
PM Snack	0	0.1075	0.00
Supper	0	0.3925	0.00
<b>Total</b>			<b>6,643.02</b>

### Claim Reimbursement Total

**71,378.22**

<b>Sponsor Claim Reimbursement Totals</b>	<b>Operating Reimbursement</b>	<b>Administrative Reimbursement</b>	<b>Reimbursement Totals</b>
Current Claim Earnings	64,735.20	6,643.02	71,378.22
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	64,735.20	6,643.02	71,378.22
<b>Net Claim Reimbursement Total</b>	<b>64,735.20</b>	<b>6,643.02</b>	<b>71,378.22</b>

Hide Site Meal Details

### Site Meal Totals

#### 0015 Bus Stop: Heritage Ln and Locust St

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	40	1,192	0	2.3750	2,831.00
Lunch	30	40	1,192	0	4.1525	4,949.78
<b>Site Total</b>						<b>7,780.78</b>

#### 0003 Cozad Early Education Center (CEEC)

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	52	1,553	0	2.3750	3,688.37
Lunch	30	52	1,553	0	4.1525	6,448.83
<b>Site Total</b>						<b>10,137.20</b>

#### 0002 Cozad Elementary

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	79	2,355	0	2.3750	5,593.12
Lunch	30	79	2,355	0	4.1525	9,779.13
<b>Site Total</b>						<b>15,372.25</b>

#### 0004 Cozad Middle School

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	110	3,286	0	2.3750	7,804.25
Lunch	30	110	3,286	0	4.1525	13,645.11
<b>Site Total</b>						<b>21,449.36</b>

#### 0013 Frenchy Park

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	72	2,159	0	2.3750	5,127.62
Lunch	30	72	2,159	0	4.1525	8,965.24
<b>Site Total</b>						<b>14,092.86</b>

#### 0014 Horizon Mobile Home Park

<b>Meal Type</b>	<b>Operating Days</b>	<b>ADA</b>	<b>Eligible Meals</b>	<b>Allowed 2<sup>nd</sup> Meals</b>	<b>Rate</b>	<b>Amount</b>
Breakfast	30	13	390	0	2.3750	926.25
Lunch	30	13	390	0	4.1525	1,619.47
<b>Site Total</b>						<b>2,545.72</b>

TOTAL MILES PER MONTH						
Vehicle Number	March	April	May	June	July	
118-Daycare	44	67	42	52		
120- Frenchy	33	62	37	38		
122- Building Drop off	-	26		8		
123- Horizon Mobile	37	70	39	27		
206- Building Drop off		88	85	89		
<b>TOTAL</b>	<b>114</b>	<b>313</b>	<b>203</b>	<b>214</b>	<b>0</b>	<b>844</b>

# SCHOOL DISTRICT NO. 11 COZAD CITY SCHOOLS

## Activities Account

Beginning June 1, 2020 \$238,077.57

Income: Receipts 7957.09  
Interest 10.33 \$ 7,967.42

Disbursements: \$ 11,514.96

Closing balance June 30, 2020 \$234,530.03

---

Homestead Bank #058 \$234,530.03

Respectfully submitted,

  
Susan Klopping  
District No. 11 Treasurer

**Check Reconciliation Report**

**Batch Description:** Activities Fund\_06.20  
**Checking Account:** 5

**ACTIVITY FUND**

**Processing Month:** 06/2020

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2020	234,530.03

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
41129	222 HARDWARE	06/24/2020	39.98
41130	KATIE ARNDT PHOTOGRAPHY	06/24/2020	299.00
41131	MEAD LUMBER CO	06/24/2020	351.73
41132	UNIVERSAL CHEERLEADERS ASSOCIATION	06/24/2020	2,307.00
41133	VARSITY SPIRIT FASHION	06/24/2020	132.40
41134	CARDMEMBER SERVICES	06/30/2020	417.51
41135	Mode Boutique	06/30/2020	251.10
Total:			3,798.72

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
234,530.03	(3,798.72)	230,731.31	230,731.31

Cleared Automatic Payment Total:  
 Cleared Checks Total: 11,514.96  
 Cleared Direct Deposit Total:  
 Cleared Void Total: 100.00  
 Cleared Deposit Total: 7,967.42  
 Cleared Manual Journal Entries Total:  
 Cleared Sales Journal Total:

HOMESTEAD BANK  
P O BOX 2000  
COZAD, NE 69130-2000  
Tel: (308)784-2000



COZAD COMMUNITY SCHOOLS  
ACTIVITY ACCOUNT  
PO BOX 309  
COZAD NE 69130

Statement Date: **06/30/2020** Enclosures: **( 35)**

Account No.: **100798058** Page: **1**

**NOW ACCOUNT SUMMARY**

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 05/29/20						238,077.57
Deposits	25					7,957.09+
Debits	10					10,006.68
Automatic Withdrawals	1					1,508.28
Interest Added This Statement						10.33+
Ending Balance On 06/30/20						234,530.03
Annual Percentage Yield Earned	0.05%					
Interest Paid This Year	106.07					
Interest Paid Last Year	442.36					
Average Balance (Collected)	235,688.38+					

**STATEMENT PERIOD ACTIVITY**

Date	Check/Description	Amount	Check/Description	Amount	Balance
06/03/20	41117	162.00			237,915.57
06/08/20	DEPOSIT	50.00+	DEPOSIT	550.00+	238,515.57
06/08/20	DEPOSIT	917.20+			239,432.77
06/15/20	DEPOSIT	500.00+			239,932.77
06/16/20	41120	2,000.00	41122	57.20	237,875.57
06/16/20	41123	3,661.98			234,213.59
06/17/20	DEPOSIT	253.15+	DEPOSIT	690.06+	235,156.80
06/17/20	CARDMEMBER SERV WEB PYMT			1,508.28	233,648.52
06/17/20	41119	60.00	41121	874.80	232,713.72
06/18/20	DEPOSIT	95.00+			232,808.72
06/19/20	DEPOSIT	150.00+	DEPOSIT	909.43+	233,868.15
06/19/20	41127	77.84	41128	22.86	233,767.45
06/22/20	DEPOSIT	100.00+	DEPOSIT	100.00+	233,967.45
06/22/20	DEPOSIT	100.00+	41124	1,980.00	232,087.45
06/22/20	41125	1,110.00			230,977.45
06/23/20	DEPOSIT	175.00+			231,152.45
06/24/20	DEPOSIT	100.00+	DEPOSIT	987.25+	232,239.70
06/25/20	DEPOSIT	100.00+	DEPOSIT	150.00+	232,489.70
06/25/20	DEPOSIT	300.00+			232,789.70
06/29/20	DEPOSIT	100.00+	DEPOSIT	100.00+	232,989.70
06/29/20	DEPOSIT	170.00+			233,159.70
06/30/20	DEPOSIT	160.00+	DEPOSIT	200.00+	233,519.70
06/30/20	DEPOSIT	300.00+	DEPOSIT	700.00+	234,519.70
06/30/20	INTEREST PAID			10.33+	234,530.03

**Batch Description:** BUILDING FUND JUNE 2020-0002  
**Checking Account:** 8 BUILDING FUND

**Processing Month:** 06/2020

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2020	591,386.79
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
591,386.79	0.00	591,386.79	591,386.79

Cleared Automatic Payment Total: 457,182.44  
Cleared Checks Total:  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Deposit Total: 11,642.32  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:



# SCHOOL DISTRICT NO. 11----CUSTODY RECEIPTS

## HOMESTEAD BANK

CUSIP#	ISSUE	MATURITY	AMOUNT
148024GJS	Cass Co NE SI#56	03/28/17	100,490.00
157285EB9	Chadron NE GO	12/15/2026	65,557.05
259345PPS	Douglas Co SD54 GO LTD	12/15/2024	207,293.05
357415NC8	Fremont NE Revenue	07/15/2026	100,253.00
442627EC5	Howard Co Ne GO LTD	09/01/2023	257,952.90
452705AY2	Imperial NE Revenue	12/15/2021	90,812.70
529437JJ5	Lexington NE GO UNLTD	12/15/2020	100,442.00
58404DEP2	Medallion Bank Utah COD	07/03/2024	245,000.00
59013J2U4	Merrick Bank COD	09/30/2022	245,000.00
68905WEC2	Otoe Co NE SD501	12/15/2024	151,704.00
698856A50	Papillion NE HA GO LTD	12/16/2024	143,430.00
793078NR3	Saint Paul NE GO UNLTD	12/15/2022	56,383.25
793078MN3	St Paul NE GO UNLTD	10/01/2022	136,352.70

TOTAL CUSTODY RECEIPTS.....\$1,900,470.65  
 FDIC.....\$250,000.00

\$2,150,470.65

ACCOUNTS:

100798058	234,530.03
100797902	330,837.60
100798017	745,013.00
006444	260,549.19

\$1,570,929.82

Amount of coverage under deposits.....(\$420,459.17)

Dated this 1<sup>st</sup> day of July, 2020.

  
 \_\_\_\_\_  
 Susan A. Kloepping, Treasurer

HOMESTEAD BANK  
P O BOX 2000  
COZAD, NE 69130-2000  
Tel: (308)784-2000



COZAD COMMUNITY SCHOOLS  
BUILDING ACCOUNT  
PO BOX 309  
COZAD NE 69130

Statement Date: **06/30/2020** Enclosures: ( 1) Account No.: **100797902** Page: 1

**NOW ACCOUNT SUMMARY**

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 05/29/20						776,803.89
Debits	1					457,182.44
Automatic Deposits	2					11,186.86+
Interest Added This Statement						29.29+
Ending Balance On 06/30/20						330,837.60
Annual Percentage Yield Earned					0.05%	
Interest Paid This Year					126.55	
Interest Paid Last Year					585.53	
Average Balance (Collected)					668,101.71+	

**STATEMENT PERIOD ACTIVITY**

Date	Check/Description	Amount	Check/Description	Amount	Balance
06/15/20	COUNTY OF CUSTER MONTHLY SC			386.95+	777,190.84
06/15/20	DAWSON COUNTY OPERATION			10,799.91+	787,990.75
06/23/20	1002	457,182.44			330,808.31
06/30/20	INTEREST PAID			29.29+	330,837.60

**CHECKS AND OTHER DEBITS**

\* indicates a gap in the check numbers

Date	Check #	Amount	Date	Check #	Amount	Date	Check #	Amount
06/23/20	1002	457,182.44						

**ELECTRONIC ACTIVITY**

Date	Description	Amount
06/15/20	COUNTY OF CUSTER MONTHLY SC	386.95 +
06/15/20	DAWSON COUNTY OPERATION	10,799.91 +

**OVERDRAFT FEE SUMMARY**

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

### BOND FUND TAXES BY FISCAL YEAR

<b>2019-2020</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 174,914.16	\$ 16,325.63	\$ 3,885.72	\$ 1,746.08	\$ 27,690.19	\$ 22,979.05	\$ 26,310.60	\$ 29,071.21	\$ 213,733.50	\$ 29,267.71	\$ 11,714.05		\$ 557,637.90
<b>2018-2019</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 168,283.68	\$ 12,278.69	\$ 5,121.84	\$ 2,348.41	\$ 30,314.58	\$ 23,781.93	\$ 26,593.40	\$ 28,894.40	\$ 217,331.23	\$ 32,770.29	\$ 8,835.99	\$ 11,146.32	\$ 567,700.76
<b>2017-2018</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 181,290.56	\$ 18,195.27	\$ 5,516.18	\$ 1,526.49	\$ 39,611.89	\$ 25,766.84	\$ 24,833.64	\$ 26,465.36	\$ 218,079.42	\$ 29,260.71	\$ 10,492.84	\$ 8,818.59	\$ 589,857.79
<b>2016-2017</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 182,043.35	\$ 16,021.09	\$ 4,326.91	\$ 1,088.34	\$ 32,747.46	\$ 21,737.18	\$ 27,237.60	\$ 26,398.83	\$ 229,805.40	\$ 37,489.46	\$ 9,382.42	\$ 14,155.28	\$ 602,433.32
<b>2015-2016</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 182,184.65	\$ 30,400.55	\$ 9,990.45	\$ 1,921.04	\$ 35,563.42	\$ 29,631.14	\$ 15,422.28	\$ 24,287.34	\$ 227,212.06	\$ 23,595.50	\$ 7,942.85	\$ 13,096.85	\$ 601,248.13
<b>2014-2015</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 180,488.37	\$ 25,942.34	\$ 3,472.63	\$ 2,005.79	\$ 34,462.47	\$ 21,299.76	\$ 22,147.05	\$ 28,445.43	\$ 209,472.68	\$ 35,946.55	\$ 3,903.11	\$ 34,421.46	\$ 602,007.64
<b>2013-2014</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 126,357.40	\$ 17,784.40	\$ 9,654.92	\$ 1,388.31	\$ 33,296.62	\$ 18,903.58	\$ 16,188.48	\$ 32,930.48	\$ 221,816.76	\$ 32,891.85	\$ 9,133.50	\$ 15,197.51	\$ 535,543.81

**BOND FUND TAXES BY CALENDAR YEAR**

**TAXES REQUESTED vs TAXES COLLECTED SUMMARY**

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 27,690.19	\$ 22,835.25	\$ 7,096.81	\$ 24,077.61	\$ 193,075.01	\$ 25,165.09	\$ 7,611.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 307,551.39	Requested in 2019-2020 budget: \$ 571,717.00
Dawson County State Tax Credit	\$ -	\$ -	\$ 13,248.00	\$ -	\$ 13,248.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,496.00	Received (Taxes, Credit, Homestead): \$ 354,560.49
Dawson County Homestead	\$ -	\$ -	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,513.10	Difference (still due us): \$ 217,156.51
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 2,471.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,471.94	
Dawson County Pro-Rate	\$ -	\$ 143.80	\$ -	\$ -	\$ 835.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 979.73	
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 890.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 890.98	
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 799.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.24	
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,063.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063.93	
<b>TOTALS</b>	<b>\$ 27,690.19</b>	<b>\$ 22,979.05</b>	<b>\$ 26,310.60</b>	<b>\$ 29,071.21</b>	<b>\$ 213,733.50</b>	<b>\$ 29,267.71</b>	<b>\$ 11,714.05</b>	<b>\$ -</b>	<b>\$ 360,766.31</b>					

**TAXES REQUESTED vs TAXES COLLECTED SUMMARY**

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 30,314.58	\$ 23,456.52	\$ 9,689.30	\$ 24,080.04	\$ 198,570.87	\$ 28,926.99	\$ 4,502.33	\$ 6,331.96	\$ 174,366.63	\$ 16,116.75	\$ 3,885.72	\$ 1,746.08	\$ 521,987.77	Requested in 2018-2019 budget: \$ 572,777.77
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,955.67	\$ -	\$ 10,955.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,911.34	Received (Taxes, Credit, Homestead): \$ 566,958.91
Dawson County Homestead	\$ -	\$ -	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ -	\$ -	\$ -	\$ -	\$ 23,059.80	Difference (still due us): \$ 5,818.86
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 3,408.49	\$ -	\$ -	\$ -	\$ 547.53	\$ -	\$ -	\$ -	\$ 3,956.02	
Dawson County Pro-Rate	\$ -	\$ 325.41	\$ -	\$ -	\$ 552.90	\$ -	\$ 490.36	\$ -	\$ -	\$ 208.88	\$ -	\$ -	\$ 1,577.55	
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ -	\$ 1,942.12	
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 870.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 870.44	
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,234.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,234.69	
<b>TOTALS</b>	<b>\$ 30,314.58</b>	<b>\$ 23,781.93</b>	<b>\$ 26,593.40</b>	<b>\$ 28,894.40</b>	<b>\$ 217,331.23</b>	<b>\$ 32,770.29</b>	<b>\$ 8,835.99</b>	<b>\$ 11,146.32</b>	<b>\$ 174,914.16</b>	<b>\$ 16,325.63</b>	<b>\$ 3,885.72</b>	<b>\$ 1,746.08</b>	<b>\$ 576,539.73</b>	

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 39,611.89	\$ 25,323.87	\$ 8,339.17	\$ 21,782.38	\$ 198,933.94	\$ 25,555.68	\$ 6,431.97	\$ 4,135.61	\$ 167,191.48	\$ 12,092.85	\$ 5,121.84	\$ 2,348.41	\$ 516,869.09	Requested in 2017-2018 budget: \$ 561,212.12
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,761.83	\$ -	\$ 10,761.83	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,933.72	Received (Taxes, Credit, Homestead): \$ 560,622.93
Dawson County Homestead	\$ -	\$ -	\$ 3,705.03	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ 14,820.12	Difference (still due us): \$ 589.19
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 4,084.33	\$ -	\$ -	\$ -	\$ 1,092.20	\$ -	\$ -	\$ -	\$ 5,176.53	
Dawson County Pro-Rate	\$ -	\$ 442.97	\$ -	\$ -	\$ 594.29	\$ -	\$ 355.84	\$ -	\$ -	\$ 185.84	\$ -	\$ -	\$ 1,578.94	
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ -	\$ 1,955.90	
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 897.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897.28	
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,130.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130.33	
<b>TOTALS</b>	<b>\$ 39,611.89</b>	<b>\$ 25,766.84</b>	<b>\$ 24,833.64</b>	<b>\$ 26,465.36</b>	<b>\$ 218,079.42</b>	<b>\$ 29,260.71</b>	<b>\$ 10,492.84</b>	<b>\$ 8,818.59</b>	<b>\$ 168,283.68</b>	<b>\$ 12,278.69</b>	<b>\$ 5,121.84</b>	<b>\$ 2,348.41</b>	<b>\$ 571,361.91</b>	

2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 32,545.07	\$ 21,737.18	\$ 9,634.61	\$ 21,091.21	\$ 213,544.55	\$ 30,298.90	\$ 4,802.71	\$ 8,880.43	\$ 181,290.56	\$ 15,484.03	\$ 5,516.18	\$ 1,526.49	\$ 546,351.92	Requested in 2016-2017 budget: \$ 600,505.04
Dawson County State Tax Credit	\$ -	\$ -	\$ 11,191.51	\$ -	\$ 11,191.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,383.02	Received (Taxes, Credit, Homestead): \$ 593,978.07
Dawson County Homestead	\$ -	\$ -	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,179.88	\$ -	\$ -	\$ -	\$ -	\$ 25,243.13	Difference (still due us): \$ 6,526.97
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,977.91	\$ -	\$ -	\$ -	\$ 2,520.90	\$ -	\$ -	\$ 5,498.81	
Dawson County Pro-Rate	\$ 202.39	\$ -	\$ -	\$ -	\$ 856.69	\$ -	\$ 367.06	\$ -	\$ -	\$ 190.34	\$ -	\$ -	\$ 1,616.48	
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ -	\$ 2,189.94	
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 1,040.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040.79	
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,158.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,158.04	
<b>TOTALS</b>	<b>\$ 32,747.46</b>	<b>\$ 21,737.18</b>	<b>\$ 27,237.60</b>	<b>\$ 26,398.83</b>	<b>\$ 229,805.40</b>	<b>\$ 37,489.46</b>	<b>\$ 9,382.42</b>	<b>\$ 14,155.28</b>	<b>\$ 181,290.56</b>	<b>\$ 18,195.27</b>	<b>\$ 5,516.18</b>	<b>\$ 1,526.49</b>	<b>\$ 605,482.13</b>	

2016	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 35,162.95	\$ 18,262.80	\$ 11,080.53	\$ 19,945.59	\$ 207,403.45	\$ 19,253.75	\$ 3,223.14	\$ 9,593.24	\$ 181,269.52	\$ 16,021.09	\$ 4,182.48	\$ 1,088.34	\$ 526,486.88	
Dawson County State Tax Credit	\$ -	\$ 11,368.34	\$ -	\$ -	\$ 11,368.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,736.68	
Dawson County Homestead	\$ -	\$ -	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 4,341.75	\$ 3,503.61	\$ -	\$ -	\$ -	\$ -	\$ 25,212.36	
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 3,433.74	\$ -	\$ -	\$ -	\$ 773.83	\$ -	\$ -	\$ -	\$ 4,207.57	
Dawson County Pro-Rate	\$ 400.47	\$ -	\$ -	\$ -	\$ 664.78	\$ -	\$ 377.96	\$ -	\$ -	\$ -	\$ 144.43	\$ -	\$ 1,587.64	
<b>TOTALS</b>	<b>\$ 35,563.42</b>	<b>\$ 29,631.14</b>	<b>\$ 15,422.28</b>	<b>\$ 24,287.34</b>	<b>\$ 227,212.06</b>	<b>\$ 23,595.50</b>	<b>\$ 7,942.85</b>	<b>\$ 13,096.85</b>	<b>\$ 182,043.35</b>	<b>\$ 16,021.09</b>	<b>\$ 4,326.91</b>	<b>\$ 1,088.34</b>	<b>\$ 580,231.13</b>	

2015	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS	
Dawson County Taxes	\$ 34,462.47	\$ 21,076.46	\$ 13,201.00	\$ 28,205.07	\$ 199,619.82	\$ 32,686.43	\$ 3,662.75	\$ 5,532.47	\$ 181,356.27	\$ 30,178.58	\$ 9,990.45	\$ 1,921.04	\$ 561,892.81	
Dawson County State Tax Credit	\$ -	\$ -	\$ 8,705.69	\$ -	\$ 8,705.69	\$ -	\$ -	\$ 28,470.17	\$ -	\$ -	\$ -	\$ -	\$ 45,881.55	
Dawson County Homestead	\$ -	\$ -	\$ 240.36	\$ 240.36	\$ 240.36	\$ 240.36	\$ 240.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,201.80	
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,019.76	\$ -	\$ -	\$ 828.38	\$ -	\$ -	\$ -	\$ 3,848.14	
Dawson County Pro-Rate	\$ -	\$ 223.30	\$ -	\$ -	\$ 906.81	\$ -	\$ -	\$ 418.82	\$ -	\$ 221.97	\$ -	\$ -	\$ 1,770.90	
<b>TOTALS</b>	<b>\$ 34,462.47</b>	<b>\$ 21,299.76</b>	<b>\$ 22,147.05</b>	<b>\$ 28,445.43</b>	<b>\$ 209,472.68</b>	<b>\$ 35,946.55</b>	<b>\$ 3,903.11</b>	<b>\$ 34,421.46</b>	<b>\$ 182,184.65</b>	<b>\$ 30,400.55</b>	<b>\$ 9,990.45</b>	<b>\$ 1,921.04</b>	<b>\$ 614,595.20</b>	

**GENERAL FUND TAXES BY FISCAL YEAR**

<b>2019-2020</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 2,148,913.53	\$ 445,625.20	\$ 138,839.53	\$ 85,730.22	\$ 1,194,187.36	\$ 468,798.05	\$ 491,903.69	\$ 352,356.55	\$ 2,875,204.95	\$ 486,359.12	\$ 188,256.63		\$ 8,876,174.83
Custer County	\$ 11,745.59			\$ 5,086.11	\$ 5,851.10	\$ 10,167.44	\$ 3,894.74	\$ 12,762.56	\$ 13,816.77	\$ 16,487.23	\$ 2,153.84		\$ 81,965.38
Lincoln County	\$ -							\$ 0.04					\$ 0.04
<b>TOTALS</b>	<b>\$ 2,160,659.12</b>	<b>\$ 445,625.20</b>	<b>\$ 138,839.53</b>	<b>\$ 90,816.33</b>	<b>\$ 1,200,038.46</b>	<b>\$ 478,965.49</b>	<b>\$ 495,798.43</b>	<b>\$ 365,119.15</b>	<b>\$ 2,889,021.72</b>	<b>\$ 502,846.35</b>	<b>\$ 190,410.47</b>	<b>\$ -</b>	<b>\$ 8,958,140.25</b>
<b>2018-2019</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 2,155,777.52	\$ 437,736.84	\$ 135,565.57	\$ 53,416.57	\$ 1,163,431.00	\$ 631,845.19	\$ 449,425.75	\$ 299,025.44	\$ 2,809,980.87	\$ 525,112.44	\$ 148,359.96	\$ 129,764.60	\$ 8,939,441.75
Custer County	\$ 10,207.98	\$ 10,933.72	\$ 235.31	\$ 5,011.34	\$ 16,930.31	\$ 5,206.22	\$ 3,735.40	\$ 101.97	\$ 8,656.40	\$ 14,096.16	\$ 5,781.94	\$ 102.39	\$ 80,999.14
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 2,165,985.50</b>	<b>\$ 448,670.56</b>	<b>\$ 135,800.88</b>	<b>\$ 58,427.91</b>	<b>\$ 1,180,361.31</b>	<b>\$ 637,051.41</b>	<b>\$ 453,161.15</b>	<b>\$ 299,127.41</b>	<b>\$ 2,818,637.27</b>	<b>\$ 539,208.64</b>	<b>\$ 154,141.90</b>	<b>\$ 129,866.99</b>	<b>\$ 9,020,440.93</b>
<b>2017-2018</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 2,256,207.30	\$ 361,283.24	\$ 127,940.42	\$ 56,386.48	\$ 1,216,976.46	\$ 682,079.37	\$ 367,692.82	\$ 287,668.43	\$ 2,940,472.62	\$ 471,972.99	\$ 100,248.19	\$ 136,420.58	\$ 9,005,348.90
Custer County	\$ 11,552.52	\$ 3,334.84	\$ 412.23	\$ 5,543.14	\$ 23,808.62	\$ 20,244.05	\$ 3,767.87	\$ 13,052.86	\$ 10,815.33	\$ 14,329.14	\$ -	\$ 3,086.45	\$ 109,947.05
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 2,267,759.82</b>	<b>\$ 364,618.08</b>	<b>\$ 128,352.65</b>	<b>\$ 61,929.62</b>	<b>\$ 1,240,785.08</b>	<b>\$ 702,323.42</b>	<b>\$ 371,460.73</b>	<b>\$ 300,721.29</b>	<b>\$ 2,951,287.95</b>	<b>\$ 486,302.13</b>	<b>\$ 100,248.19</b>	<b>\$ 139,507.03</b>	<b>\$ 9,115,295.99</b>
<b>2016-2017</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 2,004,753.54	\$ 377,665.48	\$ 120,468.36	\$ 50,036.23	\$ 1,192,546.73	\$ 630,706.61	\$ 342,451.92	\$ 340,147.25	\$ 2,654,310.93	\$ 639,315.88	\$ 95,243.62	\$ 144,905.87	\$ 8,592,552.42
Custer County	\$ -	\$ 22,506.45	\$ -	\$ 4,937.08	\$ 7,662.18	\$ 29,784.65	\$ 4,711.02	\$ 6,285.04	\$ 6,607.25	\$ 4,411.46	\$ 5,534.62	\$ 3,014.95	\$ 95,454.70
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 2,004,753.54</b>	<b>\$ 400,171.93</b>	<b>\$ 120,468.36</b>	<b>\$ 54,973.31</b>	<b>\$ 1,200,208.91</b>	<b>\$ 660,491.26</b>	<b>\$ 347,162.94</b>	<b>\$ 346,432.33</b>	<b>\$ 2,660,918.18</b>	<b>\$ 643,727.34</b>	<b>\$ 100,778.24</b>	<b>\$ 147,920.82</b>	<b>\$ 8,688,007.16</b>
<b>2015-2016</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 1,660,464.77	\$ 516,137.16	\$ 143,267.72	\$ 34,437.89	\$ 981,167.12	\$ 858,949.00	\$ 132,461.14	\$ 278,668.18	\$ 2,577,931.88	\$ 564,504.57	\$ 81,996.08	\$ 130,134.85	\$ 7,960,120.36
Custer County	\$ 8,349.56	\$ 2,354.21	\$ 1,267.39	\$ 9,820.17	\$ 33.51	\$ 26,056.29	\$ 2,913.12	\$ 10,529.66	\$ 7,514.86	\$ 14,267.79	\$ -	\$ 2,604.05	\$ 85,710.61
<b>TOTALS</b>	<b>\$ 1,668,814.33</b>	<b>\$ 518,491.37</b>	<b>\$ 144,535.11</b>	<b>\$ 44,258.06</b>	<b>\$ 981,200.63</b>	<b>\$ 885,005.29</b>	<b>\$ 135,374.26</b>	<b>\$ 289,197.84</b>	<b>\$ 2,585,446.74</b>	<b>\$ 578,772.36</b>	<b>\$ 81,996.08</b>	<b>\$ 132,738.90</b>	<b>\$ 8,045,830.97</b>
<b>2014-2015</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 1,404,616.58	\$ 412,484.07	\$ 113,802.15	\$ 50,728.82	\$ 946,148.17	\$ 376,144.55	\$ 258,802.72	\$ 281,325.09	\$ 2,160,797.35	\$ 652,728.48	\$ 65,957.85	\$ 131,238.84	\$ 6,854,774.67
Custer County	\$ 1,530.54	\$ 5,755.76	\$ 7,302.45	\$ 5,830.04	\$ 10,544.31	\$ 9,164.39	\$ 1,600.80	\$ 25.78	\$ 6,572.84	\$ 4,395.01	\$ 5,609.20	\$ 36.27	\$ 58,367.39
<b>TOTALS</b>	<b>\$ 1,406,147.12</b>	<b>\$ 418,239.83</b>	<b>\$ 121,104.60</b>	<b>\$ 56,558.86</b>	<b>\$ 956,692.48</b>	<b>\$ 385,308.94</b>	<b>\$ 260,403.52</b>	<b>\$ 281,350.87</b>	<b>\$ 2,167,370.19</b>	<b>\$ 657,123.49</b>	<b>\$ 71,567.05</b>	<b>\$ 131,275.11</b>	<b>\$ 6,913,142.06</b>
<b>2013-2014</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 1,234,534.91	\$ 399,513.01	\$ 127,839.50	\$ 35,052.48	\$ 783,632.17	\$ 415,533.45	\$ 112,226.98	\$ 226,865.94	\$ 1,852,636.61	\$ 472,988.75	\$ 80,274.52	\$ 125,449.89	\$ 5,866,548.21
Custer County	\$ 3,752.48	\$ 11,220.21	\$ 4,646.15	\$ -	\$ 2,054.04	\$ 6,939.66	\$ 1,006.27	\$ 4,333.45	\$ 8,618.25	\$ 6,682.60	\$ 37.26	\$ -	\$ 49,290.37
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 1,238,287.39</b>	<b>\$ 410,733.22</b>	<b>\$ 132,485.65</b>	<b>\$ 35,052.48</b>	<b>\$ 785,686.21</b>	<b>\$ 422,473.11</b>	<b>\$ 113,233.25</b>	<b>\$ 231,199.39</b>	<b>\$ 1,861,254.90</b>	<b>\$ 479,671.35</b>	<b>\$ 80,311.78</b>	<b>\$ 125,449.89</b>	<b>\$ 5,915,838.62</b>
<b>2012-2013</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 1,169,409.41	\$ 451,256.86	\$ 101,245.28	\$ 43,570.23	\$ 624,753.27	\$ 253,369.23	\$ 168,102.68	\$ 195,608.99	\$ 1,475,609.95	\$ 589,578.27	\$ 79,299.96	\$ 112,627.40	\$ 5,264,431.53
Custer County	\$ 4,780.03	\$ 7,692.65	\$ 592.23	\$ 6,372.58	\$ -	\$ 3,804.78	\$ 1,660.62	\$ 96.08	\$ 4,617.62	\$ 5,106.60	\$ 4,701.88	\$ -	\$ 39,425.07
<b>TOTALS</b>	<b>\$ 1,174,189.44</b>	<b>\$ 458,949.51</b>	<b>\$ 101,837.51</b>	<b>\$ 49,942.81</b>	<b>\$ 624,753.27</b>	<b>\$ 257,174.01</b>	<b>\$ 169,763.30</b>	<b>\$ 195,705.07</b>	<b>\$ 1,480,227.57</b>	<b>\$ 594,684.87</b>	<b>\$ 84,001.84</b>	<b>\$ 112,627.40</b>	<b>\$ 5,303,856.60</b>
<b>2011-2012</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 1,255,096.10	\$ 346,492.46	\$ 93,035.43	\$ 34,770.21	\$ 558,666.51	\$ 185,662.42	\$ 101,328.15	\$ 211,049.43	\$ 1,377,624.55	\$ 715,797.48	\$ 82,616.01	\$ 108,814.19	\$ 5,070,952.94
Custer County	\$ 6,734.75	\$ 6,443.98	\$ 8.91	\$ 6,552.08	\$ -	\$ 143.51	\$ 878.45	\$ 129.40	\$ 5,154.13	\$ 7,275.61	\$ 6,286.85	\$ -	\$ 39,607.67
<b>TOTALS</b>	<b>\$ 1,261,830.85</b>	<b>\$ 352,936.44</b>	<b>\$ 93,044.34</b>	<b>\$ 41,322.29</b>	<b>\$ 558,666.51</b>	<b>\$ 185,805.93</b>	<b>\$ 102,206.60</b>	<b>\$ 211,178.83</b>	<b>\$ 1,382,778.68</b>	<b>\$ 723,073.09</b>	<b>\$ 88,902.86</b>	<b>\$ 108,814.19</b>	<b>\$ 5,110,560.61</b>

GENERAL FUND TAXES BY CALENDAR YEAR

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2019-2020 budget: \$ 8,608,081.00  
 Received (Taxes, Credit, Homestead): \$ 5,738,142.79  
 Difference (still due us): \$ 2,869,938.21

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2018-2019 budget: \$ 8,539,749.41  
 Received (Taxes, Credit, Homestead): \$ 8,416,444.94  
 Difference (still due us): \$ 123,304.47

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2017-2018 budget: \$ 8,479,095.00  
 Received (Taxes, Credit, Homestead): \$ 8,479,855.00  
 Difference (still due us): \$ (760.00)

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Motor Vehicle	\$ 34,552.22	\$ 89,004.63	\$ 29,911.47	\$ 31,566.03	\$ 25,411.23	\$ 18,323.68	\$ 51,767.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,536.85
Dawson County Taxes	\$ 1,153,483.58	\$ 371,128.66	\$ 138,674.02	\$ 280,515.51	\$ 2,507,741.77	\$ 437,321.05	\$ 109,178.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,998,042.94
Dawson County State Tax Credit	\$ -	\$ -	\$ 280,423.39	\$ -	\$ 280,423.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,846.78
Dawson County Homestead	\$ -	\$ -	\$ 22,925.55	\$ 22,925.55	\$ 22,925.55	\$ 22,925.55	\$ 22,925.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,627.75
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 17,280.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,280.99
Dawson County Pro-Rate	\$ -	\$ 2,118.91	\$ -	\$ -	\$ 12,444.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,563.87
Dawson County In Lieu	\$ -	\$ -	\$ -	\$ 192.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192.58
Dawson County Municipal Fines	\$ 10.00	\$ 150.00	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260.00
Dawson County Fines and Licenses	\$ 6,141.56	\$ 6,395.85	\$ 6,766.73	\$ 5,484.97	\$ 8,927.06	\$ 7,788.84	\$ 4,385.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,890.15
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 11,621.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,621.91
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 5,764.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,764.70
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 7,437.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,437.83
Custer County Motor Vehicle	\$ -	\$ 218.98	\$ -	\$ -	\$ 51.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270.14
Custer County Taxes	\$ 5,851.10	\$ 9,948.46	\$ 3,893.12	\$ 12,563.61	\$ 9,872.49	\$ 16,487.23	\$ 2,116.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,732.20
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 3,893.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,893.12
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 101.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.52
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 1.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.62
Custer County Pro-Rate	\$ -	\$ -	\$ -	\$ 97.43	\$ -	\$ -	\$ 37.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.08
Lincoln County In Lieu	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 1,200,038.46</b>	<b>\$ 478,965.49</b>	<b>\$ 495,798.43</b>	<b>\$ 365,119.15</b>	<b>\$ 2,889,021.72</b>	<b>\$ 502,846.35</b>	<b>\$ 190,410.47</b>	<b>\$ -</b>	<b>\$ 6,122,200.07</b>				

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Motor Vehicle	\$ 26,426.95	\$ 87,330.13	\$ 27,151.04	\$ 34,794.06	\$ 34,424.27	\$ 28,048.32	\$ 32,791.66	\$ 35,374.46	\$ 29,945.87	\$ 24,343.76	\$ 26,177.86	\$ 22,594.61	\$ 409,402.99
Dawson County Taxes	\$ 1,137,004.05	\$ 513,322.01	\$ 148,438.51	\$ 221,462.85	\$ 2,487,047.66	\$ 468,443.87	\$ 79,764.31	\$ 54,182.19	\$ 2,106,669.12	\$ 412,774.18	\$ 104,315.61	\$ 27,714.94	\$ 7,761,139.30
Dawson County State Tax Credit	\$ -	\$ -	\$ 229,833.94	\$ -	\$ 229,833.94	\$ -	\$ -	\$ -	\$ 20,825.67	\$ -	\$ -	\$ -	\$ 480,493.55
Dawson County Homestead	\$ -	\$ -	\$ 20,825.67	\$ 20,825.67	\$ 20,825.67	\$ 20,825.67	\$ 20,825.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,128.35
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 23,664.88	\$ -	\$ -	\$ -	\$ 3,801.45	\$ -	\$ -	\$ -	\$ 27,466.33
Dawson County Pro-Rate	\$ -	\$ 4,904.97	\$ -	\$ -	\$ 8,146.75	\$ -	\$ 7,225.31	\$ -	\$ -	\$ 3,077.71	\$ -	\$ -	\$ 23,354.74
Dawson County In Lieu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dawson County Municipal Fines	\$ -	\$ 12.00	\$ 185.00	\$ 13.00	\$ 5.00	\$ 30.00	\$ 60.00	\$ 38.00	\$ 17.00	\$ 7.00	\$ 33.00	\$ 75.00	\$ 475.00
Dawson County Fines and Licenses	\$ -	\$ 26,276.08	\$ 7,994.65	\$ 9,750.62	\$ 6,032.70	\$ 7,764.58	\$ 7,693.01	\$ 7,165.04	\$ 8,480.09	\$ 5,422.55	\$ 8,313.06	\$ 35,345.67	\$ 130,238.05
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 12,179.24	\$ -	\$ -	\$ -	\$ 12,179.24	\$ -	\$ -	\$ -	\$ -	\$ 24,358.48
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 6,424.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,424.56
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 8,572.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,572.38
Custer County Motor Vehicle	\$ -	\$ 290.64	\$ -	\$ -	\$ 81.84	\$ -	\$ -	\$ 0.42	\$ -	\$ -	\$ -	\$ -	\$ 372.90
Custer County Taxes	\$ 16,886.53	\$ 4,915.58	\$ -	\$ -	\$ 4,768.83	\$ 14,096.16	\$ 5,717.90	\$ -	\$ 11,745.59	\$ -	\$ 5,086.11	\$ -	\$ 63,216.70
Custer County State Tax Credit	\$ -	\$ -	\$ 3,733.52	\$ -	\$ 3,733.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,467.04
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 101.97	\$ -	\$ -	\$ -	\$ 101.97	\$ -	\$ -	\$ -	\$ -	\$ 203.94
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 1.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.88
Custer County Pro-Rate	\$ 43.78	\$ -	\$ -	\$ -	\$ 72.21	\$ -	\$ 64.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180.03
Lincoln County In Lieu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
<b>TOTALS</b>	<b>\$ 1,180,361.31</b>	<b>\$ 637,051.41</b>	<b>\$ 453,161.15</b>	<b>\$ 299,127.41</b>	<b>\$ 2,818,637.27</b>	<b>\$ 539,208.64</b>	<b>\$ 154,141.90</b>	<b>\$ 129,866.99</b>	<b>\$ 2,160,659.12</b>	<b>\$ 445,625.20</b>	<b>\$ 138,839.53</b>	<b>\$ 90,816.33</b>	<b>\$ 9,047,496.26</b>

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Motor Vehicle	\$ 34,315.86	\$ 90,749.40	\$ 26,520.51	\$ 35,192.05	\$ 30,429.49	\$ 29,631.59	\$ 31,160.56	\$ 34,177.08	\$ 24,802.26	\$ 20,141.28	\$ 24,203.09	\$ 26,514.36	\$ 407,837.53
Dawson County Taxes	\$ 1,182,660.60	\$ 557,211.72	\$ 72,909.93	\$ 220,258.54	\$ 2,591,790.78	\$ 422,418.60	\$ 43,801.27	\$ 38,676.02	\$ 2,123,312.20	\$ 414,551.72	\$ 83,586.69	\$ 26,902.21	\$ 7,778,080.28
Dawson County State Tax Credit	\$ -	\$ -	\$ 233,745.12	\$ -	\$ 233,745.12	\$ -	\$ -	\$ 19,922.80	\$ -	\$ -	\$ -	\$ -	\$ 487,413.04
Dawson County Homestead	\$ -	\$ -	\$ 19,922.80	\$ 19,922.80	\$ 19,922.80	\$ 19,922.80	\$ -	\$ 19,922.80	\$ -	\$ -	\$ -	\$ -	\$ 99,614.00
Dawson County Carline	\$ -	\$ 4,168.99	\$ -	\$ -	\$ 8,957.88	\$ -	\$ 5,363.56	\$ -	\$ -	\$ 7,463.06	\$ -	\$ -	\$ 35,371.46
Dawson County Pro-Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,801.26	\$ -	\$ -	\$ 21,291.69
Dawson County In Lieu	\$ -	\$ 125.00	\$ 50.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 50.00	\$ 25.00	\$ -	\$ 550.00
Dawson County Municipal Fines	\$ -	\$ 29,824.26	\$ -	\$ -	\$ 27,718.15	\$ -	\$ -	\$ 31,449.64	\$ -	\$ -	\$ 27,750.79	\$ -	\$ 116,742.84
Dawson County Fines and Licenses	\$ -	\$ -	\$ -	\$ 12,195.04	\$ -	\$ -	\$ -	\$ 12,195.04	\$ -	\$ -	\$ -	\$ -	\$ 24,390.08
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ 6,820.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,820.88
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 7,723.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,723.58
Dawson County Pers Prop - Railroads	\$ -	\$ 331.52	\$ -	\$ -	\$ 112.54	\$ -	\$ -	\$ 0.42	\$ -	\$ -	\$ -	\$ -	\$ 444.48
Custer County Motor Vehicle	\$ 23,764.49	\$ 19,912.53	\$ 3,765.74	\$ 13,002.69	\$ 6,856.02	\$ 14,329.14	\$ -	\$ 2,987.98	\$ 10,207.98	\$ 10,908.72	\$ 235.31	\$ 5,011.34	\$ 110,981.94
Custer County Taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,765.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,765.74
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ 50.17	\$ -	\$ -	\$ -	\$ 50.17	\$ -	\$ -	\$ -	\$ -	\$ 100.34
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ 2.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.13
Custer County Pers Prop - Public Svc	\$ 44.13	\$ -	\$ -	\$ -	\$ 81.03	\$ -	\$ -	\$ 47.88	\$ -	\$ 25.00	\$ -	\$ -	\$ 198.04
Custer County Pro-Rate	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Lincoln County In Lieu	\$ 1,240,785.08	\$ 702,323.42	\$ 371,460.73	\$ 300,721.29	\$ 2,951,287.95	\$ 486,302.13	\$ 100,248.19	\$ 139,507.03	\$ 2,165,985.50	\$ 448,670.56	\$ 135,800.88	\$ 58,427.91	\$ 9,101,520.67

## BUILDING FUND TAXES BY FISCAL YEAR

<b>2019-2020</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 40,980.34	\$ 8,075.08	\$ 2,025.58	\$ 538.14	\$ 26,762.55	\$ 8,604.55	\$ 10,560.74	\$ 7,242.56	\$ 66,666.95	\$ 10,799.91	\$ 3,098.79		\$ 185,355.19
Custer County	\$ 228.08			\$ 98.75	\$ 113.58	\$ 220.85	\$ 91.40	\$ 251.27	\$ 323.06	\$ 386.95	\$ 50.55		\$ 1,764.49
<b>TOTALS</b>	<b>\$ 41,208.42</b>	<b>\$ 8,075.08</b>	<b>\$ 2,025.58</b>	<b>\$ 636.89</b>	<b>\$ 26,876.13</b>	<b>\$ 8,825.40</b>	<b>\$ 10,652.14</b>	<b>\$ 7,493.83</b>	<b>\$ 66,990.01</b>	<b>\$ 11,186.86</b>	<b>\$ 3,149.34</b>	<b>\$ -</b>	<b>\$ 187,119.68</b>
<b>2018-2019</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 42,039.65	\$ 8,234.31	\$ 1,649.28	\$ 530.73	\$ 22,093.39	\$ 10,083.26	\$ 8,048.55	\$ 4,952.16	\$ 53,777.31	\$ 9,500.43	\$ 2,096.35	\$ 1,693.15	\$ 164,698.57
Custer County	\$ 201.41	\$ 215.72	\$ 4.64	\$ 98.86	\$ 331.49	\$ 95.45	\$ 72.54	\$ 1.98	\$ 166.50	\$ 273.73	\$ 112.30	\$ 1.98	\$ 1,576.60
<b>TOTALS</b>	<b>\$ 42,241.06</b>	<b>\$ 8,450.03</b>	<b>\$ 1,653.92</b>	<b>\$ 629.59</b>	<b>\$ 22,424.88</b>	<b>\$ 10,178.71</b>	<b>\$ 8,121.09</b>	<b>\$ 4,954.14</b>	<b>\$ 53,943.81</b>	<b>\$ 9,774.16</b>	<b>\$ 2,208.65</b>	<b>\$ 1,695.13</b>	<b>\$ 166,275.17</b>
<b>2017-2018</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 44,598.08	\$ 6,768.04	\$ 1,501.29	\$ 628.18	\$ 23,346.06	\$ 11,050.00	\$ 6,735.42	\$ 4,996.33	\$ 56,867.39	\$ 8,726.68	\$ 1,363.04	\$ 1,396.76	\$ 167,977.27
Custer County	\$ 231.06	\$ 66.11	\$ 8.24	\$ 110.88	\$ 471.85	\$ 392.87	\$ 74.33	\$ 261.06	\$ 211.16	\$ 282.73	\$ -	\$ 60.89	\$ 2,171.18
<b>TOTALS</b>	<b>\$ 44,829.14</b>	<b>\$ 6,834.15</b>	<b>\$ 1,509.53</b>	<b>\$ 739.06</b>	<b>\$ 23,817.91</b>	<b>\$ 11,442.87</b>	<b>\$ 6,809.75</b>	<b>\$ 5,257.39</b>	<b>\$ 57,078.55</b>	<b>\$ 9,009.41</b>	<b>\$ 1,363.04</b>	<b>\$ 1,457.65</b>	<b>\$ 170,148.45</b>
<b>2016-2017</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 40,312.59	\$ 7,255.22	\$ 1,419.98	\$ 573.40	\$ 23,305.80	\$ 10,198.31	\$ 6,355.49	\$ 6,169.11	\$ 51,941.20	\$ 12,239.87	\$ 1,217.48	\$ 1,791.53	\$ 162,779.98
Custer County	\$ -	\$ 458.31	\$ -	\$ 100.56	\$ 156.04	\$ 589.60	\$ 94.22	\$ 125.70	\$ 129.29	\$ 88.14	\$ 110.73	\$ 60.28	\$ 1,912.87
<b>TOTALS</b>	<b>\$ 40,312.59</b>	<b>\$ 7,713.53</b>	<b>\$ 1,419.98</b>	<b>\$ 673.96</b>	<b>\$ 23,461.84</b>	<b>\$ 10,787.91</b>	<b>\$ 6,449.71</b>	<b>\$ 6,294.81</b>	<b>\$ 52,070.49</b>	<b>\$ 12,328.01</b>	<b>\$ 1,328.21</b>	<b>\$ 1,851.81</b>	<b>\$ 164,692.85</b>
<b>2015-2016</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 17,120.83	\$ 5,150.96	\$ 967.58	\$ 153.62	\$ 18,927.13	\$ 14,809.21	\$ 1,908.74	\$ 4,503.77	\$ 51,247.93	\$ 10,879.08	\$ 1,090.66	\$ 1,435.98	\$ 128,195.49
Custer County	\$ 87.32	\$ 23.12	\$ 13.25	\$ 102.67	\$ 0.35	\$ 523.35	\$ 59.32	\$ 126.97	\$ 149.45	\$ 290.53	\$ -	\$ 53.00	\$ 1,429.33
<b>TOTALS</b>	<b>\$ 17,208.15</b>	<b>\$ 5,174.08</b>	<b>\$ 980.83</b>	<b>\$ 256.29</b>	<b>\$ 18,927.48</b>	<b>\$ 15,332.56</b>	<b>\$ 1,968.06</b>	<b>\$ 4,630.74</b>	<b>\$ 51,397.38</b>	<b>\$ 11,169.61</b>	<b>\$ 1,090.66</b>	<b>\$ 1,488.98</b>	<b>\$ 129,624.82</b>
<b>2014-2015</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 14,401.96	\$ 4,082.78	\$ 663.02	\$ 310.62	\$ 9,615.07	\$ 2,790.20	\$ 2,395.52	\$ 2,591.70	\$ 22,057.37	\$ 6,551.33	\$ 412.83	\$ 641.72	\$ 66,514.12
Custer County	\$ 16.00	\$ 60.17	\$ 76.33	\$ 60.95	\$ 110.27	\$ 95.26	\$ 16.74	\$ -	\$ 66.58	\$ 45.96	\$ 58.65	\$ 0.36	\$ 607.27
<b>TOTALS</b>	<b>\$ 14,417.96</b>	<b>\$ 4,142.95</b>	<b>\$ 739.35</b>	<b>\$ 371.57</b>	<b>\$ 9,725.34</b>	<b>\$ 2,885.46</b>	<b>\$ 2,412.26</b>	<b>\$ 2,591.70</b>	<b>\$ 22,123.95</b>	<b>\$ 6,597.29</b>	<b>\$ 471.48</b>	<b>\$ 642.08</b>	<b>\$ 67,121.39</b>
<b>2013-2014</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>TOTAL</b>
Dawson County	\$ 12,633.63	\$ 3,964.78	\$ 903.41	\$ 117.75	\$ 7,895.50	\$ 3,198.64	\$ 954.96	\$ 2,034.19	\$ 18,847.53	\$ 4,690.14	\$ 513.15	\$ 794.67	\$ 56,548.35
Custer County	\$ 39.23	\$ 117.29	\$ 48.62	\$ -	\$ 21.48	\$ 71.86	\$ 10.52	\$ 44.76	\$ 87.57	\$ 69.87	\$ 0.39	\$ -	\$ 511.59
<b>TOTALS</b>	<b>\$ 12,672.86</b>	<b>\$ 4,082.07</b>	<b>\$ 952.03</b>	<b>\$ 117.75</b>	<b>\$ 7,916.98</b>	<b>\$ 3,270.50</b>	<b>\$ 965.48</b>	<b>\$ 2,078.95</b>	<b>\$ 18,935.10</b>	<b>\$ 4,760.01</b>	<b>\$ 513.54</b>	<b>\$ 794.67</b>	<b>\$ 57,059.94</b>

**BUILDING FUND TAXES BY CALENDAR YEAR**

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 26,762.55	\$ 8,563.41	\$ 3,131.60	\$ 6,431.80	\$ 58,850.02	\$ 10,261.87	\$ 2,560.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,562.00
Dawson County State Tax Credit	\$ -	\$ -	\$ 6,581.25	\$ -	\$ 6,581.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,162.50
Dawson County Homestead	\$ -	\$ -	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,690.20
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 405.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 405.57
Dawson County Pro-Rate	\$ -	\$ 41.14	\$ -	\$ -	\$ 292.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333.21
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 272.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272.72
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 135.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.29
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 174.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.56
Custer County Taxes	\$ 113.58	\$ 220.85	\$ 91.36	\$ 246.59	\$ 231.70	\$ 386.95	\$ 49.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340.70
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 91.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91.36
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 2.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.39
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ -	\$ -	\$ -	\$ 2.29	\$ -	\$ -	\$ 0.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.17
<b>TOTALS</b>	<b>\$ 26,876.13</b>	<b>\$ 8,825.40</b>	<b>\$ 10,652.14</b>	<b>\$ 7,493.83</b>	<b>\$ 66,990.01</b>	<b>\$ 11,186.86</b>	<b>\$ 3,149.34</b>	<b>\$ -</b>	<b>\$ 135,173.71</b>				

**REQUESTED vs COLLECTED SUMMARY**

Requested in 2019-2020 budget:	\$ 202,020.00
Received (Taxes, Credit, Homestead):	\$ 133,846.76
Difference (still due us):	\$ 68,173.24

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 22,093.39	\$ 9,986.49	\$ 2,890.17	\$ 4,311.28	\$ 48,292.43	\$ 9,096.04	\$ 1,551.66	\$ 1,052.27	\$ 40,906.53	\$ 8,015.32	\$ 2,025.58	\$ 538.14	\$ 150,759.30
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,462.79	\$ -	\$ 4,462.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,925.58
Dawson County Homestead	\$ -	\$ -	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ -	\$ -	\$ -	\$ -	\$ 2,426.34
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 459.51	\$ -	\$ -	\$ -	\$ 73.81	\$ -	\$ -	\$ -	\$ 533.32
Dawson County Pro-Rate	\$ -	\$ 96.77	\$ -	\$ -	\$ 158.19	\$ -	\$ 140.30	\$ -	\$ -	\$ 59.76	\$ -	\$ -	\$ 455.02
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ -	\$ 472.98
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 124.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.75
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 166.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.45
Custer County Taxes	\$ 330.63	\$ 95.45	\$ -	\$ -	\$ 92.60	\$ 273.73	\$ 111.06	\$ -	\$ 228.08	\$ -	\$ -	\$ 98.75	\$ 1,230.30
Custer County State Tax Credit	\$ -	\$ -	\$ 72.50	\$ -	\$ 72.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.00
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ -	\$ 3.96
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ 0.86	\$ -	\$ -	\$ -	\$ 1.40	\$ -	\$ 1.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.50
<b>TOTALS</b>	<b>\$ 22,424.88</b>	<b>\$ 10,178.71</b>	<b>\$ 8,121.09</b>	<b>\$ 4,954.14</b>	<b>\$ 53,943.81</b>	<b>\$ 9,774.16</b>	<b>\$ 2,208.65</b>	<b>\$ 1,695.13</b>	<b>\$ 41,208.42</b>	<b>\$ 8,075.08</b>	<b>\$ 2,025.58</b>	<b>\$ 636.89</b>	<b>\$ 165,246.54</b>

**REQUESTED vs COLLECTED SUMMARY**

Requested in 2018-2019 budget:	\$ 165,820.20
Received (Taxes, Credit, Homestead):	\$ 163,486.52
Difference (still due us):	\$ 2,333.68

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 23,346.06	\$ 11,006.42	\$ 1,443.67	\$ 4,362.65	\$ 51,135.23	\$ 8,333.61	\$ 864.15	\$ 763.08	\$ 41,892.41	\$ 8,179.04	\$ 1,649.28	\$ 530.73	\$ 153,506.33
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,611.73	\$ -	\$ 4,611.73	\$ -	\$ 393.07	\$ 393.07	\$ -	\$ -	\$ -	\$ -	\$ 10,009.60
Dawson County Homestead	\$ -	\$ -	\$ 393.07	\$ 393.07	\$ 393.07	\$ 393.07	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ 1,812.89
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 550.62	\$ -	\$ -	\$ -	\$ 147.24	\$ -	\$ -	\$ -	\$ 697.86
Dawson County Pro-Rate	\$ -	\$ 43.58	\$ -	\$ -	\$ 176.74	\$ -	\$ 105.82	\$ -	\$ -	\$ 55.27	\$ -	\$ -	\$ 381.41
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.61
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 134.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.57
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 152.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.38
Custer County Taxes	\$ 470.97	\$ 392.87	\$ 74.29	\$ 260.07	\$ 135.27	\$ 282.73	\$ -	\$ 58.95	\$ 201.41	\$ 215.23	\$ 4.64	\$ 98.86	\$ 2,195.29
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 74.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74.29
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ 0.88	\$ -	\$ -	\$ -	\$ 1.60	\$ -	\$ -	\$ 0.95	\$ -	\$ 0.49	\$ -	\$ -	\$ 3.92
<b>TOTALS</b>	<b>\$ 23,817.91</b>	<b>\$ 11,442.87</b>	<b>\$ 6,809.75</b>	<b>\$ 5,257.39</b>	<b>\$ 57,078.55</b>	<b>\$ 9,009.41</b>	<b>\$ 1,363.04</b>	<b>\$ 1,457.65</b>	<b>\$ 42,241.06</b>	<b>\$ 8,450.03</b>	<b>\$ 1,653.92</b>	<b>\$ 629.59</b>	<b>\$ 169,211.17</b>

**REQUESTED vs COLLECTED SUMMARY**

Requested in 2017-2018 budget:	\$ 168,979.80
Received (Taxes, Credit, Homestead):	\$ 167,598.40
Difference (still due us):	\$ 1,381.40

CASH FLOW REPORT JUNE 2020								
FUND #	FUND	BUDGETED	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH		% Spent
1	GENERAL	\$ 14,217,000.00	\$ 4,800,371.33	\$ 1,004,880.50	-\$ 840,781.68	\$ 4,964,470.15		6%
2	DEPRECIATION	\$ 1,052,000.00	\$ 604,084.21	\$ 33.39	-\$ 24,089.60	\$ 580,028.00		2%
3	EMPLOYEE BENEFIT	\$ 19,000.00	\$ 3,268.64	\$ 0.90	-\$ 163.20	\$ 3,106.34		1%
5	ACTIVITY	\$ 805,500.00	\$ 238,077.57	\$ 7,967.42	-\$ 11,514.96	\$ 234,530.03		1%
6	NUTRITION	\$ 638,200.00	\$ 195,882.04	\$ 82,540.08	-\$ 60,315.69	\$ 218,106.43		9%
7	BOND	\$ 756,000.00	\$ 640,434.33	\$ 29,412.96	-\$ 452,623.67	\$ 217,223.62		60%
8	BUILDING	\$ 764,100.00	\$ 1,036,926.91	\$ 11,216.15	-\$ 457,182.44	\$ 590,960.62		60%
12	STUDENT FEE	\$ 35,160.00	\$ 10,960.17	\$ 99.29		\$ 11,059.46		0%
						\$ -		
	TOTAL	\$ 18,286,960.00	\$ 7,530,005.20	\$ 1,136,150.69	-\$ 1,846,671.24	\$ 6,819,484.65		10%

CASH FLOW REPORT 2019-2020								
FUND #	FUND	BUDGETED	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH	Left in Budget	% Spent
1	GENERAL	\$ 14,217,000.00	\$ 1,149,067.89	\$ 13,420,802.77	-\$ 9,605,400.51	\$ 4,964,470.15	\$ 4,611,599.49	68%
2	DEPRECIATION	\$ 1,052,000.00	\$ 1,072,500.24	\$ 30,766.05	-\$ 523,238.29	\$ 580,028.00	\$ 528,761.71	50%
3	EMPLOYEE BENEFIT	\$ 19,000.00	\$ 2,074.13	\$ 15,504.91	-\$ 14,472.70	\$ 3,106.34	\$ 4,527.30	76%
5	ACTIVITY	\$ 805,500.00	\$ 225,830.23	\$ 336,334.42	-\$ 327,634.62	\$ 234,530.03	\$ 477,865.38	41%
6	NUTRITION	\$ 638,200.00	\$ 178,208.97	\$ 606,360.53	-\$ 566,463.07	\$ 218,106.43	\$ 71,736.93	89% need to watch
7	BOND	\$ 3,156,000.00	\$ 385,792.90	\$ 547,906.89	-\$ 716,476.17	\$ 217,223.62		
8	BUILDING	\$ 1,764,100.00	\$ 520,443.87	\$ 1,186,778.06	-\$ 1,116,261.31	\$ 590,960.62	\$ 647,838.69	63%
12	STUDENT FEE	\$ 35,160.00	\$ 1,494.18	\$ 12,841.53	-\$ 3,276.25	\$ 11,059.46	\$ 31,883.75	9%
						\$ -		
	TOTAL	\$ 21,686,960.00	\$ 3,535,412.41	\$ 16,157,295.16	-\$ 12,873,222.92	\$ 6,819,484.65		59%

## NOTICE OF AMENDED BUDGET HEARING AND BUDGET SUMMARY

Cozad Community School (24-0011) in Dawson County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on 1st day of June at 12:00 P.M. at the District Office for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following amended budget. The budget detail is available at the District Office during regular business hours.

In the Bond Fund - Budgeted Disbursements & Transfer changes from \$756,000 to \$3,156,000 (due to refinancing of bonds), Necessary Cash Reserve changes from \$350,000 to \$185,000 and Total Available Resources changes from \$540,000 to \$2,775,000.

In the Special Building Fund - Budgeted Disbursements & Transfers changes from \$764,100 to \$1,764,100 and Total Available Resources changes from \$564,100 to \$1,564,100 (due to \$1,000,000 Lease-Purchase of High School HVAC).

Total Disbursements & Transfers change from \$18,286,960 to \$21,686,960, Necessary Cash Reserve changes from \$350,000 to \$185,000, Total Available Resources changes from \$9,348,960 to \$12,583,960. There is no change in tax asking.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2017-2018 (1)	2018-2019 (2)	2019-2020 (3)			
General	\$ 11,612,912.00	\$ 13,478,500.00	\$ 14,217,000.00	\$ -	\$ 5,695,000.00	\$ 8,608,081.00
Depreciation	\$ 15,820.00	\$ 279,200.00	\$ 1,052,000.00	\$ -	\$ 1,052,000.00	
Employee Benefit	\$ 21,383.00	\$ 17,785.00	\$ 19,000.00	\$ -	\$ 19,000.00	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	
Activities	\$ 456,885.00	\$ 481,252.00	\$ 805,500.00	\$ -	\$ 805,500.00	
School Nutrition	\$ 511,626.00	\$ 444,000.00	\$ 638,200.00	\$ -	\$ 638,200.00	
Bond	\$ 521,910.00	\$ 525,400.00	\$ 3,156,000.00	\$ 185,000.00	\$ 2,775,000.00	\$ 571,717.00
Special Building	\$ 321,218.00	\$ 195,000.00	\$ 1,764,100.00	\$ -	\$ 1,564,100.00	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 21,711.00	\$ 18,000.00	\$ 35,160.00	\$ -	\$ 35,160.00	
0	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 13,483,465.00</b>	<b>\$ 15,439,137.00</b>	<b>\$ 21,686,960.00</b>	<b>\$ 185,000.00</b>	<b>\$ 12,583,960.00</b>	<b>\$ 9,381,818.00</b>

Breakdown of Property Tax	Bond Purposes	Non-Bond Purposes	Total
	\$ 571,717.00	\$ 8,810,101.00	\$ 9,381,818.00

## NOTICE OF AMENDED #2 BUDGET HEARING AND BUDGET SUMMARY

Cozad Community School (24-0011) in Dawson County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 13th day of July at 11:55 am at the district office for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following amended budget. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

In the School Nutrition Fund - Budgeted Disbursements & Transfer changes from \$638,200 to \$738,200 (due to COVID-19 extra expenses). Total Available Resources Before Property Taxes changes from \$638,200 to \$738,200.

Total Disbursements & Transfers changes from \$21,686,960 to \$21,786,960 and Total Available Resources Before Property Taxes changes from \$12,583,960 to \$12,683,960.

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2017-2018 (1)	2018-2019 (2)	2019-2020 (3)			
General	\$ 11,612,912.00	\$ 13,478,500.00	\$ 14,217,000.00	\$ -	\$ 5,695,000.00	\$ 8,608,081.00
Depreciation	\$ 15,820.00	\$ 279,200.00	\$ 1,052,000.00		\$ 1,052,000.00	
Employee Benefit	\$ 21,383.00	\$ 17,785.00	\$ 19,000.00	\$ -	\$ 19,000.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 456,885.00	\$ 481,252.00	\$ 805,500.00	\$ -	\$ 805,500.00	
School Nutrition	\$ 511,626.00	\$ 444,000.00	\$ 738,200.00	\$ -	\$ 738,200.00	
Bond	\$ 521,910.00	\$ 525,400.00	\$ 3,156,000.00	\$ 185,000.00	\$ 2,775,000.00	\$ 571,717.00
Special Building	\$ 321,218.00	\$ 195,000.00	\$ 1,764,100.00		\$ 1,564,100.00	\$ 202,020.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ 21,711.00	\$ 18,000.00	\$ 35,160.00	\$ -	\$ 35,160.00	
0	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 13,483,465.00</b>	<b>\$ 15,439,137.00</b>	<b>\$ 21,786,960.00</b>	<b>\$ 185,000.00</b>	<b>\$ 12,683,960.00</b>	<b>\$ 9,381,818.00</b>

Breakdown of Property Tax	Bond Purposes	Non-Bond Purposes	Total
	\$ 571,717.00	\$ 8,810,101.00	\$ 9,381,818.00

# **Cozad Early Education Center**

**Pre-Kindergarten  
Handbook**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it. The ultimate purpose of education is to help students become effective citizens in their community.

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. The administration reserves the right to make decisions and rule revisions at any time to assure the well being of all students.

The Family Education Rights and Privacy Act allows parents to examine all gathered student records upon request.

## **Table of Contents**

CEEC Staff	2
Calendar/Attendance	3
Family Involvement	4
Preschool Tuition	5
Procedures	5
• Drop Off and Pick Up	5
• Lunchroom	6
Other CEEC Information	9
Health Services	12
Assessment	17
Non-Discrimination Claims	18

2020-21  
**CEEC Staff**

James Ford	Special Education Director/Building Administrator
Karsyn Bell	Special Education Teacher
Jacque Yocom	Pre-Kindergarten Teacher
Kylee Kuecker	Early Childhood Coordinator/Pre-Kindergarten Teacher
Tricia Regelin	Pre-Kindergarten Teacher
Peg Butler	School Nurse
Bethany Hyatt	School Psychologist
Chris Suchsland	Speech Pathologist
Stephanie Flint	Guidance Counselor
Jessica Botts	Physical Therapist
Danette Anderson	Occupational Therapist
Mari Hermosillo	Para-professional
Brianda Prado	Para-professional
Megan Wetovick	Para-professional
Alyssa Leahy	Para-professional
Amy Mohler	Secretary
David Mead	Custodian

# Calendar/Attendance

The pre-kindergarten program will be in operation during all regular school hours with the exception of some Fridays, which staff will need to be afforded some extra time to complete and meet requirements of the rules and regulations for early childhood programs set out from the Nebraska Department of Education. These days will be listed in the calendar given to families. Parent notes will be used to inform you of any other schedule changes. In the event of early dismissals or cancellations, the pre-kindergarten will also dismiss unless otherwise indicated. Please listen to KRVN, watch NTV News, look at the school webpage <http://cozadschools.net>, or look at the Cozad Community Schools Facebook and Twitter pages for school cancellations. Please refer to the school calendar for information about scheduled school dismissals.

## Hours of Operation

7:45\* – 8:00 Breakfast

8:00 – 8:10 Arrival

11:30 – 12:00 Lunch

3:10 Dismissal

**\*\*Doors do not open until 7:40 a.m. Staff will not be on duty until breakfast begins at 7:45.\*\***

## Attendance

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office by calling 784-3381.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal.

# Family Involvement

We believe that continuity between the home and the early childhood environment is essential for your child's optimal development

Frequently written and verbal communication between the staff and families allows parents and staff to form strong partnerships. Please read newsletters and calendars to stay informed about what is happening at school. We encourage families to participate in monthly events designed to include you in your child's education. We try to schedule these at different times to accommodate the various work schedules of our families.

Home visits will be scheduled twice a year to help us get to know your child and family. Home visits are a great opportunity to discuss your child's strengths and learn the family's individual needs, concerns, and interests.

Parent-Teacher conferences are also scheduled twice a year. This is an opportunity for you to learn more about what your child is learning at school.

Parents are encouraged to participate in the early childhood program. You are welcome to visit the school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. You may also wish to occasionally join your child for lunch. If you plan to visit school, please contact your child's teacher.

The Early Childhood Advisory Board guides the CEEC; if you wish to participate on this board, please let your child's teacher know so that you can receive additional information.

CEEC website <http://cozadceec.weebly.com/> is where you can view photos of your child throughout the year interacting in class.

# Preschool Tuition

For the 2020-2021 school year, there will be tuition on a sliding scale. The full price will be \$250 per month. If you qualify for reduced meals, the price will be \$125 per month and if you have free meal status, there will be no fee charged. If your child currently receives special education services, you will not be charged. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year and can be filled out at any time during the school year to update meal status. Failure to pay tuition may result in removal from the program unless alternative arrangements have been made with the district.

We ask that payment is made by check, money order, or cash by the 1st of each month. Checks or money orders should be made out to- **Cozad Community Schools**.

# Procedures

## Drop-Off and Pick-Up Procedures

### Parking

Parking around the Cozad Early Education Center is limited. There is a small parking lot just East of the school off of the alley and additional parking spaces on the street at the West end of the building. Please park in designated areas and avoid parking in areas reserved for the handicapped, school bus loading, and emergency vehicles. The blue curb area directly in front of the school is only for parents dropping off children with a physical handicap, which prohibits them from walking easily. The red area directly in front of the building is for bus loading and emergency vehicles. Parking in these areas could result in law enforcement fines.

### Sign-In

Upon arrival, students must be signed in. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in

students arriving on the bus. We understand that this is a new experience for many children and they may be reluctant to have their parent leave. However, we have found that when parents give their child a reassuring hug and leave promptly, it can be less traumatic for the child.

### Sign-Out

At the time of dismissal, parents must sign children out. The staff will sign out students leaving on the bus. This helps us assure safety. If someone other than the parent will be picking up the child, the staff must have the authorization to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

# Lunchroom

### **BREAKFAST/LUNCH/FOOD ISSUES NATIONAL SCHOOL MEALS PROGRAM**

Cozad Community Schools has an agreement to participate in the National School Meal Program and accepts responsibility for providing free and reduced-price meals to eligible children in the district under its jurisdiction. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year. Free and reduced-price meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring a sack lunch from home, water will be available or milk may be purchased for \$.40. Parents of a student with a negative balance will be contacted to bring a deposit for their meal.

Breakfast is provided every morning from 7:45 until 8:00. Staff is on duty in the cafeteria during the breakfast and lunch periods. Students are expected to be self-disciplined and each person is responsible for his/her own behavior. Those not exhibiting such behavior may be excluded from the cafeteria.

Students may have guests for lunch if they call school no later than 8:30 a.m. and bring the exact amount of money needed to eat.

### **COMPUTERIZED MEAL PROGRAM**

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.55 breakfast; \$2.90 lunch. Adult meal prices are \$2.35 breakfast; \$3.75 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if the student qualifies. Milk may be purchased individually for \$.40. Families will be notified by email or text when the account reaches a low balance or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies

### **Lunch Time Guidelines:**

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches are eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies

## 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.

# Other CEEC Information:

## Birthdays and Holidays

Healthy treats for birthdays can be brought to school with prior approval from pre-kindergarten staff. Birthday invitations may not be distributed at school unless ALL children in the class receive one. Please inform the staff if you will be bringing special treats on holidays or other special days.

## Clothing and Supplies

Students are expected to be clean in dress and appearance. The dress should be suitable for the classroom, school activities, and weather.

Students will not be permitted to wear clothing that is inappropriate for school (midriffs, spaghetti straps, sagging pants, unacceptable jeans, shorts, or cut-offs).

All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their lockers. Extra clothes are needed even after they conquer potty training, as you never know when spills or accidents will occur.

We plan to go outside as much as possible during the school year. Please send appropriate clothing for your child to play outside.

## Lost and Found

Lost articles are kept near the office. If you think your child has lost an article at school, please contact your child's teacher or look in the lost and found tub. Please do not bring valuables (money, jewelry, toys) to school.

## Birth Certificate

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065 or [www.dhhs.ne.gov](http://www.dhhs.ne.gov). 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 birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing the date of birth, 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.

## Change of Address/Enrollment Policy

The school should be notified of any change of address or phone number. Emergency situations do arise, and this information is vital to the school. Also please notify us in writing of any change or plans for moving, so there is sufficient time for accumulating student records. Parental permission is needed before student records can be sent. The CEEC Pre-Kindergarten Program is exclusively for those students residing in the Cozad Community Schools District. However, students who have been in the program for at least the first quarter, and whose family plans to option them into the district as a kindergartener, will be allowed to complete the year in the pre-kindergarten program.

## Behavior Support Plan

We believe that children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum, and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they are making. Adults support learning appropriate behavior practices through social stories, visuals, and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self, or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom

behavior. For any child who engages in repeated patterns of challenging behavior that clearly interferes with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this model, all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support.

Children are never subjected to physical or emotional harm. They are treated with respect and dignity. Our goal is to help each child develop internal self-control and problem-solving skills to manage better as they grow and become adults.

## Periodical Drills

The Cozad Public School system is required to do periodic drills for Evacuations, Tornado, Lockdowns, Fire, and Bus. Fire drills will happen monthly, while others are quarterly or seasonal. In the event of a real event, the Superintendent would contact families through the school notification system with further information.

# Health Services

## Student Illness

Cozad Community Schools' goal is to keep students in the school where they will benefit from their attendance while not putting other students at risk. School 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:

- The temperature of or greater than 100° F
- Vomiting or diarrhea
- Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted.

Please inform the school nurse of health-related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:

- The temperature of 100°F or more in the past 24 hours without the use of fever-reducing medicine
- Vomiting or diarrhea in the past 24 hours
- The child is too ill to accomplish normal school activities

## Communicable Diseases

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law (updated July 2010). The entire list is available through the school nurse.

- Hand, Foot & Mouth until fever-free for 24 hours without fever-reducing medication
- Pinkeye until the eye is normal in appearance or with doctor's note
- Impetigo until treatment is begun

- Influenza for the duration of the illness
- MRSA exclusion unnecessary unless directed by a physician, keep lesions covered at school.
- Ringworm if affected areas cannot be covered, exclude until treatment started
- Strep until fever-free without the use of fever-reducing medication and under treatment for 24 hours (includes strep throat, scarlatina, and scarlet fever)

### Guidelines for Head lice

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however, only persons with active head lice infestation require treatment.

Avoid head to head contact, sharing of personal items, and sleepovers. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone.

Contact the school nurse or refer to [cozadschools.net](http://cozadschools.net) for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

### Emergency Health Situations

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s). Examples could include:

- Unconscious
- Severe bleeding
- Seizure without a history of seizures or a prolonged seizure
- Respiratory distress or not breathing
- Neck or spinal injury

## Health Services (cont.)

### Emergency response to life-threatening asthma or systemic allergic reactions (anaphylaxis)

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an EpiPen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS, and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Live Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact Peg Butler RN, our school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

## Health Services (cont.)

### Immunizations

Immunizations against the following diseases are required for every child:

- 4 doses of DTP, DTaP, 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
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella or MMRV vaccine given on or after 12 months of age or written documentation (including year) of chickenpox disease
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students must show proof of immunization upon enrollment in Cozad Community Schools. **Any student who does not comply with the immunization requirements will not be permitted to attend school.** Students with medical conditions or sincerely held religious beliefs which do not allow immunization may complete a waiver statement that is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### Medication Guidelines

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, date, route of administration, and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the

The exception of diabetic medications, epi-pens, or asthma inhalers with the correct documentation completed by the health care provider, parent, and student.

## Health Services (cont.)

### School Health Screening

Pre-Kindergarten through 4th grade, 7th grade, and 10th-grade students are screened for vision, hearing, and dental defects, height & weight according to standards set forth by the State of Nebraska. 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 are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends 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 1st of that school year.

### Physical Examination

Evidence of a physical examination by a physician, physician's assistant, or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office.

### Vision Examination

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. An optometrist, physician, and physician assistant or advanced practice registered nurse must sign a certificate or form stating the results of the evaluation. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

# Assessment:

## Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children from birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community. Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children from birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates on your child's progress in November and May. The dates may not correspond with other report card dates.

## Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation.

Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website.

Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

## Non-Discrimination in Education Programs and Activities

It is the policy of the Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of the district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries and questions may be directed to the High School Principal, 1710 Meridian, Phone: 308-784-2744.

## Multicultural

Multicultural education is the identification, selection, and infusion of specific knowledge, skills, and attitudes for the purpose of:

- Affirming the culture, history, and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within CEEC, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the

racial and cultural diversity and interdependence of members of our society. Refer to Policy 6020 Multicultural Education for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies

## Non-Discrimination Statement

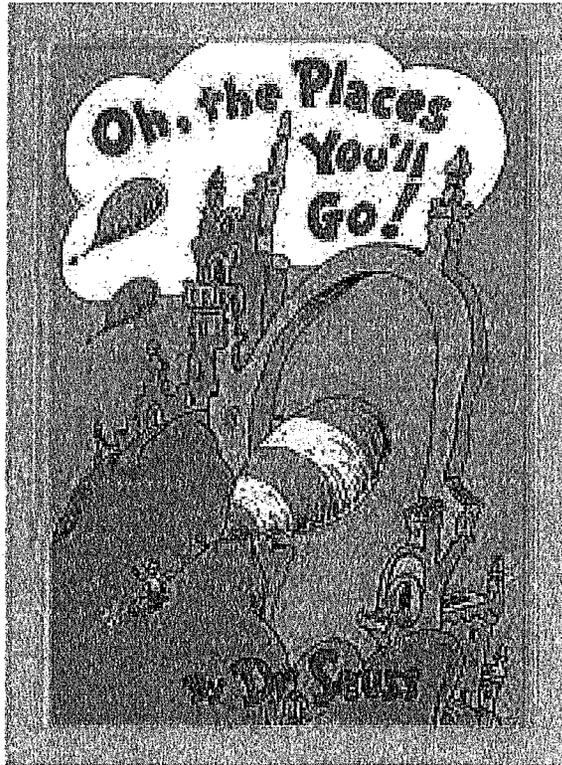
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national 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.

**Student/Parent  
Handbook  
2020-2021**



**Cozad Creates Success**

# Cozad Elementary

## Student/Parent Handbook 2020-2021

### INTRODUCTION

The policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in their community. Developing and accepting the responsibilities and obligations of good citizenship will help them participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our schools which will prepare you to live a better life and finally take your place in this complex society. Remember that success is directly proportional to your efforts.

**The Family Educational Rights and Privacy Act allow parents to examine all gathered student records upon request.**

### **School Mission Statement:**

**Welcome to Cozad Elementary School. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.** This handbook is to be used by students, parents and staff as a guideline to the rules, regulations, and general information about Cozad Elementary School. 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 rule revisions at any time to implement the educational program and to assure the well-being of all students. 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.

### GOALS AND OBJECTIVES

The goals and objectives of the Cozad Elementary.

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives.
9. Facilities necessary for the above objectives.

### MUTUAL RESPECT

The Cozad Elementary School 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 the student will not be tolerated.

### NON DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of Cozad City Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Bill Bechenhauer, H.S. Principal, 1710 Meridian, Phone: 308-784-2744.

### CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

\*Personal electronic devices (cell phone, ipad, Mp3) are not to be used during school hours, or in the school building including lunch, recess and after school.

Please wait until you have exited the school building before using any device.

\*Devices brought to school are to be kept in the student's assigned locker.

\*Loss, theft or damage to the device is the student's responsibility. Please consider this policy carefully, when allowing students to bring valuable items to school.

\*Violation of device guidelines will result in confiscation. Return of the device to the student or parent will occur at the discretion of the building principal

### TELEPHONE

**Arrangements for the day should be made by the student and parents before the child comes to school.**

If for some reason a parent must talk to their child or child's teacher, please do so after school (3:20) or leave a message with the office. The call may be returned at a time when there is no conflict with lesson presentation. If the nature of the call is an emergency, please identify it as such and immediate action will be taken.

### CHANGE OF ADDRESS

The school should be notified of any change of address or home phone number. Emergency situations often arise and this information is vital to the school. Also, please notify us in writing of any change or plans for moving so there is sufficient time for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools.

### ATTENDANCE

A student is considered tardy when they arrive in the classroom after 8:05. Regular school attendance is not only a NEBRASKA STATE LAW, but more significantly important to every child's education.

If a student is ill or going to be absent from school, we request that a parent or guardian notify the office. A child arriving at school after 10:00 AM or leaving before 2:00 PM will be counted ½ day absent. Absences due to medical reasons are excused if accompanied by a signed and dated note from the doctor. Medical and dental appointments should be made outside of school hours if at all possible.

### EXCESSIVE ABSENCES:

Attendance in school is vital to student learning, success and eventual graduation from high school. Attendance habits are set early for students, even prior to kindergarten.

Cozad Elementary will send written communication to parents/guardians when students are absent after 10 days, 15 days and 20 days. The school year calendar is set at 175 student days, students that reach the 15 days absence threshold have already missed approximately 8% of academic class time. At this time the school will contact the family to schedule an attendance meeting. When students reach 20 absences, the school will provide this information to the county attorney which will

include information regarding the willingness of families to meet with school personnel to solve attendance problems. The school will send a letter to parents/guardians prior to contacting the county attorney.

**ATTENDANCE MEETINGS:**

Meetings between parents/guardians and school personnel will address barriers to school attendance families are experiencing. These barriers will be identified and addressed with all participants providing input and solutions to the problem. A collaborative plan will be constructed that will help solve the attendance concern.

**MAKE UP WORK**

Parents wishing to get texts and assignments for a child who is ill should contact the school early in the day so the teacher has ample time to prepare the material. Make up work will be available after 2:00 PM. Upon returning to school makeup work needs to be started immediately, by attending study halls (lunch and recess). Work must be completed in 2 days. If the student is absent only part of a day homework should be completed and ready for the next school day, or as assigned by the teacher.

**HOMEWORK**

Time will be given to students to complete assignments in school. Every child is different and therefore some may have homework, while others have none. Rest assured that any homework that your child has, is for their benefit. Parent assistance in checking assignment sheets is appreciated.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice a year (refer to the school calendar). Special conferences may be arranged by contacting your child’s teacher. If you have concerns, please feel free to contact the teacher any time during the school year. Accessing your student’s POWERSCHOOL information (grades, attendance, etc...) may be arranged by contacting the District Office @ 784-2745.

**REPORT CARDS**

Report cards are sent home following the close of each nine-week period. The report card is designed to aid the parent in determining the progress of the child. This is a good time to sit down and talk with your child about expectations.

**PROGRESS REPORTS** for 3rd, 4<sup>th</sup> & 5<sup>th</sup> grades will be sent out according to the schedule in the school calendar.

A variety of grade cards are used at different levels of the elementary schools to report quarterly achievement.

The scales used on these report cards are:

<b>1<sup>st</sup>, 2<sup>nd</sup> grade Art, Music, PE</b>	<b>3rd, 4th &amp; 5th Grade</b>
E 94.5 - 100	A+ 99 – 100
E- 92.5 - 94	A 95-98
G+ 90.5 - 92	A- 93 - 94
G 86.5 - 90	B+ 91 - 92
G- 84.5 - 86	B 87 - 90
S+ 82.5 - 84	B- 85 - 86
S 79.5 - 82	C+ 83 -84
S- 76.5 - 79	C 80 -82
N 70 - 76	C- 77 -79
U 0 - 69	D+ 74 -76
	D 72-73
	D- 70 -71
	F 69 and low

**TIME SCHEDULE - ELEMENTARY SCHOOLS**

**E1 and E19 doors will open at 7:30**

7:30 – 8:00 A.M	Breakfast
8:00 A.M.	Arrival Time
8:00 A.M.	First Bell
8:05 A.M.	Tardy Bell
11:00 – 11:25	First Lunch Period
11:15 – 11:40	Second Lunch Period
11:30 – 11:55	Third Lunch Period
11:50 – 12:15	Fourth Lunch Period
12:05-12:30	Fifth Lunch Period
12:20 – 12:45	Sixth Lunch Period
3:20 P.M.	Dismissal (All Grades)

**FIRE & TORNADO DRILLS**

Fire & tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire. Your teacher will also go over the procedure with you.
2. Walk! No talking. Move quickly and in an orderly manner to designated areas.
3. Always follow the instructions of your teacher, without question!

**LOCK DOWN & EVACUATION DRILLS**

Lock Down and Evacuation drills are held throughout the school year. Remember these basic rules:

1. Follow the directions of the teacher, without question.
2. Move quickly and quietly in an orderly manner to the designated area without talking.

**HEALTH SERVICES**

**Student Illness**

Cozad Community School’s goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School 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 of or greater than 100° F
- Vomiting or diarrhea
- Unexplained rash
- On the determination that the child’s condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted.



pharmacological doses, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

#### School Health Screening

Pre School through 4<sup>th</sup> grade, 7<sup>th</sup> grade and 10<sup>th</sup> grade students are screened for vision, hearing and dental defects, height & weight according to standards set forth by the State of Nebraska. 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 are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends 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<sup>st</sup> of that school year.

#### Physical Examination

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office.

#### Vision Examination

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant or advanced practice registered nurse. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

#### Birth Certificate

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065 or [www.dhhs.ne.gov](http://www.dhhs.ne.gov) 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 birth on it and is signed by the director of vital statistics. If a certified 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, 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.

#### **ADMINISTRATIVE GUIDELINES FOR POLICY #5018 PARENT INVOLVEMENT**

Cozad Elementary 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. \*\*An interpreter will be provided to assist meaningful, understandable conversations during twice yearly parent-teacher conferences, as well as during other scheduled meetings throughout the school year.
- 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. \*\*During the annual AfterZone Family Night, parents are informed as to the role of our Title 1 program, primary instructor, as well as goals of implementation.
- 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. \*\*Parents are invited to help develop our policy, through their participation, suggestions, and concerns.
- 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 will be strongly encouraged to communicate with their child(ren) teachers with any concerns or other information pertinent to helping them succeed.
- 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. During parent-teacher conferences, information is given regarding academic progress as well as methods of assessment used to make educational decisions.
- 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. \*\*Support personnel are encouraged to communicate with parents of the students they are serving, as well as invited to attend any meetings with which parents will be present.
- 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.

#### **GENERAL RULES AND REGULATIONS**

\*Students should not arrive on the school grounds before 8:00 A.M. (Exceptions are bus and breakfast students).The doors will be locked until we are ready to serve breakfast at 7:30 A.M. When students arrive at school they are to report to designated areas. Loitering in the hallway is prohibited. Breakfast is served from 7:30 A.M. until 8:00 A.M.

\*Your child is dismissed at 3:20. Please make arrangements to have them picked up at that time. An alternative plan needs to be developed if a responsible party can't be here to pick them up by 3:45. The school will make every effort to contact a ride for your child. If no one can be found by 3:45, Law Enforcement will be called to pick up your child.

\*It is Elementary policy to take students outside when the temperature is 20 degrees and above. This would include all recesses, and after school. Wind chill will be taken into consideration when making the daily decision.

\*No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher's permission.)

\*Out of respect for other students, we discourage deliveries of flowers, balloons, candy bouquets etc. NO deliveries accepted on Valentine's Day, Feb 14th

\*No hard balls, skateboards, roller skates or scooters on the playground.

\*Bikes may be ridden to school but must be walked on and off the playground for safety reasons.

\*At all times, students are expected to act appropriately and show respect to all school personnel and property.

\*Inappropriate language on the school campus is forbidden.

\*No swinging or throwing of backpacks.

**\*Valuable Items (trading cards, personal sporting equipment, toys etc...) need to be left at home. They are not allowed at school. The school will not be responsible for damage or theft of these items.**

***For the safety of the students and staff on the school grounds there will be:***

\*No kicking of snow or throwing snowballs.

\*No throwing of rocks or similar objects.

Detention will be given as a consequence for breaking this rule. Continuous abuse of this rule is subject to in or out of school suspension.

#### **RULES FOR AFTER SCHOOL**

- Bus students must stand in the bus line, all others are to be against the building or in the designated areas.
- No running and/or chasing after school.
- **No playing after school. Students are to go directly home or to a place specified by the parents, unless given teacher permission to re-enter the building. All students must leave the school grounds after school unless attending AfterZone.**
- **Students will only cross the street at safety patrol locations.**
- After the bus leaves, all remaining students will be brought inside to the hallway beside the office. Parents will have to come into the building to pick up their children.
- Law Enforcement will be called for children remaining at school after 3:45 P.M.

#### **PLAY GROUND RULES**

- Any staff member or teacher on duty is in charge.
- Students must leave the playground after school and go home.
- During the day, students must ask permission to leave the playground for any reason.
- Candy and gum are not allowed unless given special permission from the teacher.
- Swings are to be used in an appropriate manner.
- Slides are to be used in an appropriate manner.
- No riding or using bikes, skates, scooters, etc. on the playground.
- No throwing rocks or sticks.
- Water repellent snow boots are required for snow play, snow pants at your discretion
- Jump ropes are to be used for jumping rope only.
- No jumping off any of the playground equipment.

#### **BREAKFAST/LUNCH FOOD ISSUES NATIONAL SCHOOL MEALS PROGRAM**

Cozad Community Schools has an arrangement to participate in the National School Meal Program and accepts responsibility for providing free and reduced price meals to eligible children in the district under its jurisdiction. Free and reduced price meal applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

#### **COMPUTERIZED MEAL PROGRAM**

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.55 breakfast, \$2.90 lunch. Adult meal prices are \$2.35 breakfast, \$3.75 lunch. Reduced priced meals are \$.30 breakfast, \$.40 lunch, if a student qualifies. Milk may be purchased individually for \$.40. NO a la carte or extra item charges are allowed on an account with a zero or negative balance. Families will be notified by email or text when the account reaches a low balance, or may contact the District Office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal changes for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies.

#### **Lunch Time Guidelines:**

The National School Meal Program Competitive Food Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies.

#### **LUNCHROOM RULES AS POSTED IN THE CAFETERIA:**

Quiet voices, visit with your neighbors only.

Pick up fork, spoon, napkin, straw & milk while in serving line.

Good table manners ALWAYS!

If you drop something, pick it up.

Be patient and respectful to all staff and students at all times.

#### **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, political beliefs, 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.

### OPEN ENROLLMENT OPTION

Cozad Community Schools consider option enrollments requests. A completed application shall be presented to the Superintendent of Schools.

### SCHOOL INSURANCE

The School District does not provide any type of health or accident insurance for injuries incurred by your child at school.

### LOST AND FOUND

Lost articles are kept in or near the office in each school building. If you think your child has lost an article at school, please contact your child's teacher or the secretary at the building concerned. Please clearly mark all of your child's personal items. Those who ride the bus may need to check with both schools.

### LIBRARY

Students are scheduled to go to the school library on a weekly basis, but are allowed other visits as permitted by their teachers.

### BOOKS LOST OR DAMAGED

Students that damage or deface textbooks and/or library books will be charged the replacement cost of the text.

### STUDENT APPEARANCE

Students are expected to be clean in dress and appearance. All students should take pride in their personal grooming and refrain from dress or grooming that would set them apart from other students. Dress should be suitable for classroom, school activities and weather (coats, boots, gloves, hats). Students will not be permitted to wear clothing that shows an inappropriate amount of bare skin or underwear (Midriffs, spaghetti straps, sagging pants). Apparel with offensive writing or drawing will not be allowed. Authority to deal with improper dress will rest with the administration. (More information under ADDITIONAL STUDENT CONDUCT RULES)

### STUDENTS AFTER SCHOOL

The school tries to dismiss students punctually, however, there are times when it is necessary to keep them after regular school hours for completion of daily work, for behavior, conferences or for other important matters. If a child is kept after school past 4:00, (s)he will be required to call home and notify parents of his/her whereabouts. Detention for reasons of discipline will be made up the day following the offense for which the detention was assigned. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate parents or emergency contacts.

### MULTICULTURAL

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis. To promote and support multicultural education within Cozad Elementary/CEEC, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### PHYSICAL EDUCATION

Students are required to take part in all physical education activities unless the student has a physician's excuse or a note from the parent stating that religious beliefs make participation in certain activity impossible.

### MUSIC

Students are required to participate in at least one vocal music program per year. An exception will be made for religious beliefs.

### PETS

Refer to Board Policy #3046

Animals and other pets are not permitted at school except for show and tell in the classroom. Safety precautions and allergies of some children make this rule necessary.

### LOCKERS

Cozad Elementary School retains ownership of all student and school lockers. These lockers can be searched at any time when there is "reasonable suspicion" that the lockers might contain some form of contraband.

### WEATHER

Generally, even in severe weather, Cozad Community Schools will try to remain open. In the event schools are to be closed notification will be provided by Channel 13, radio station KRVN, Bloomz, Apptegy phone messaging, and school district social media sites. The decision to keep the schools closed will be made as early as possible. If the students are to be dismissed early, notification will be given on the radio station.

It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not suspended.

It is Elementary policy to take students outside when the temperature is 20 degrees and above. This would include before school, all recesses, and after school.

Wind chill will be taken into consideration when making the daily decision.

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. Every effort will be made to provide accurate and timely information through the media

### VISITATION

We encourage patrons to visit school at any time. Please contact your child's teacher prior to the visit. Do not bring other children with you during the visit. **The first and last months of the school year are not good months to visit.** Please adjust your schedule accordingly.

#### Visitation Guidelines:

- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors including those whose visits are pre-arranged will be asked to sign a visitor's log and will be issued a visitor's badge. Visitors are required to wear the badge at all times while in the school building.
- All visitors are required to sign out in the visitor's log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrators and teachers, who will indicate the best time for such activities and required training.
- Parents/Guardians are welcome to visit their child's classroom to view a lesson. However in order to ensure that the educational process is not interrupted, the district requires that parents/guardians make arrangement at least 72 hours in advance by notice to the principal.
- Visitors should not interact with students or participate in the lesson unless invited to do so by the teacher.
- Do not attempt to engage the teacher in conversation during the lesson.
- Arrive and leave on time.

- The visitor may provide oral or written feedback to the teacher when convenient to all parties.
- Limitation of Visits:  
Administrators are authorized to limit the visiting of school/classes when in their judgment the visit by an individual is disruptive/inappropriate to classroom learning.

**SCHOOL PSYCHOLOGIST**

Our school psychologist provides many services such as consultation with parents and teachers, formal and informal assessment, direct intervention with students and/or families and educational program to help parents, school personnel and others to be more effective in their roles.

**TESTING**

Cozad Elementary students in grades 2, 3, 4, 5 will receive the MAPS (Measures of Academic Progress) test to evaluate basic academic skills .Grades K – 5 will receive a FAST assessment for placement throughout the school year. All students will be progress monitored during the school year to measure academic progress and guide classroom instructions.

**INVITATIONS**

If children choose to bring invitations to private parties to school, they must bring one for every child in their classroom, or not bring them to school at all. They are to be handed out after school, not during class.

**ACTIVITY TICKETS**

A student activity ticket is available at the beginning of school. It entitles the buyer to free admission to all home athletic events at the Middle School and Senior High School. The ticket is not good for any of the tournaments that are held at the High School. The cost of the ticket is \$35.00. Please purchase your elementary student’s ticket in the office at Cozad Elementary School

**Members of the Board of Education:**

Name	Contact Information
Ann Burkholder	784-2056
Joel Carlson	784-2589
Michelle Starman	784-3445
Judy Eggleston	308-529-2500
John Peden	784-2483
Kiley Goff	308-672-5148

**Section 1 Administrative Staff:**

Name	Position
Ron Wymore	Superintendent
Bill Beckenhauer , Brian Regelin, Jeremy Yilk	Secondary Principals
Dale Henderson	Elementary Principal
James Ford	SPED Director/Building Administrator

**Guidelines Are Subject To Change**

Procedures and regulations set forth may be altered or revised as dictated by necessity.

**STUDENT CONDUCT AND DISCIPLINE POLICIES**

The common goal of students, parents, faculty and administration of Cozad Elementary/CEEC is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Cozad Elementary/CEEC will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE COZAD ELEMENTARY RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

**DISCIPLINE**

Each student will be handled in a fair and appropriate manner.

General Rules:

- 1st Offense ----- Verbal warning or loss of recess
- 2nd Offense----- Detention
- 3rd Offense----- In-school-suspension
- 4th Offense ----- Out-of-school suspension

All Cozad Elementary students are expected to comply with the various rules and regulations set forth in the school handbook as approved by the Cozad Board of Education. Students need to accept responsibility for their actions and the resulting consequences.

STUDENTS WILL:

- a. Follow school rules as stated in the student /parent handbook.
- b. Follow classroom rules for appropriate behavior.
- c. Comply with directives and instructions given by those in authority.

SEQUENTIAL CONSEQUENCES FOR NOT FOLLOWING RULES:

- a. Loss of recess time (at the discretion of the staff member).
- b. Detention after school. The student will call the parent(s) to notify.
- c. In-school suspension (for 1-3 days) either in another classroom or in the Principal's office. The student will be placed on a specific behavioral plan after conference with parents.
- d. Short term suspension from school and school functions for as many as five (5) days, depending on circumstances. The student and parents will meet with the principal and staff prior to reinstatement.
- e. Long term suspension from school and school functions for six (6) to nineteen (19) school days. The student and parents will meet with the principal and staff prior to reinstatement.

#### **COMPLAINT PROCEDURES:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff, school programs or activities are set forth below. Other procedures exist to address discrimination, harassment, and bullying of students.

#### **Complaint procedure:**

- Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved.
- Step 4. Appeal to the Board of Education if the matter is still unresolved. Written appeal should be made within five (5) days of the Superintendent's decision.

#### **Conditions Applicable to All Levels of Complaint Procedure:**

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

#### **PART I: FORMS OF SCHOOL DISCIPLINE**

##### **Short-Term Suspension:**

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Cozad Elementary/CEEC 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 connection between such conduct and school.

##### **The following process will apply to short-term suspensions:**

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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. 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.

##### **Long-Term Suspension:**

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

##### **Expulsion:**

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned

the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the 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.

#### Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need 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 during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Cozad Elementary, all students are expected to refrain from the following conduct:

#### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. 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, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
13. Willfully violating the behavioral expectations for those students riding Cozad Elementary buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following 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 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;
- 17.

- 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. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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 events.

Student Appearance Policy:

Students at Cozad Elementary are expected to dress in a way that is appropriate for a 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:

- Clothing or jewelry that is gang related;
- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel)
- Clothing or jewelry that exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particular 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 disciplinary actions under the Student Code of Conduct. 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 discipline, up to expulsion.

Harassment and Bullying Program—Levels:

It is the policy of Cozad Elementary that "bullying" type behavior is not permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all student.

**DRUG FREE SCHOOLS**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated 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.

**Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention.

By this handbook, 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 age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction

shall be designed by affected classroom teachers and or guidance staff. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that 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 short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

**Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use 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 on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

The Cozad Community Schools 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 climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the ESSA 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 School 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.

**Harassment and Bullying Board Policy: #5054**

It is the policy of Cozad Community Schools that "bullying" type behavior is not to be permitted.

**Harassment and Bullying Program--Levels:**

Purpose: All students have the right to attend Cozad Elementary free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. **Level I:** The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 3:30 pm. This will allow all other students to leave the school grounds in safety.
2. **Level II:** The guidelines for this level are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:00 a.m. the morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 3:30 pm.
  - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. **Level III:** This is a long term assignment. The guidelines are listed below.
  - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
  - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

**BOARD POLICY #5030 Dating Violence:**

Date Violence: Cozad Community Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

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

Dating violence training, as defined by Section 79-2,141(4), shall be provided to staff deemed appropriate by the administration. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

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

Legal Reference: Section 79-2, 140, 79-2, 141(4)

**BOARD POLICY # 5026 Sexual Harassment**

Sexual harassment of any employee, certificated or non-certificated, or student by any individual under the Jurisdiction of the Cozad Community Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth in Board Policy #5026.

**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 Cozad Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Cozad Community Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Cozad Community Schools 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.

**Procedure for accepting and filing complaints of discrimination in Nebraska school meal programs.**

**Right to file a Complaint:**

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

**Acceptance:**

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Program at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

**Verbal Complaints:**

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- Name, address, phone number, or other means of contacting the complainant
- The specific location and name of the entity delivering the program service or benefit.
- The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability)
- The names, titles, and addresses of persons who may have knowledge of the discriminatory action(s).
- The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

### **GUIDANCE SERVICES**

The Cozad Community Schools employ guidance counselor(s) for the purpose of assisting with the District's testing program and 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.

### **SMOKE-FREE ENVIRONMENT**

Cozad Community Schools declares all of our school buildings and grounds to be smoke-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 remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

### **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.

### **BICYCLES**

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

### **RULES FOR STUDENT RIDERS**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school house, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated. Smoking is not permitted.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
5. No window or doors will be opened or closed except by permission of the bus driver.
6. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the bus driver.
7. The child should be waiting at his boarding station when the bus arrives.
8. There will be NO exchanging of trading cards etc... on the bus at anytime.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. Those students guilty of flagrant, repeated, or gross disobedience of misconduct on the bus are subject to suspension within the guidelines of the district's student suspension policy. Buses run on authorized routes only and may not depart from this route.

We will provide buses to activities that are school sponsored. There shall be at least 2 sponsors on each large bus trip. It will be their duty to control the students and maintain discipline.

### ***A copy of all the following articles may be found in the Elementary office:***

Managing Student Conduct  
Network, e-mail, Internet, Other Computer Use Rules  
Section 1 Notice of Non-discrimination  
Use of Building and Grounds  
Homeless Student Policy  
Notification of Rights under FERPA  
Recruiting Information  
Notice Concerning Staff Qualifications  
Privacy Protection Policy  
Parental Involvement Policies  
Anti-discrimination & Harassment Policy  
Copyright and Fair Use Policy

Special Education Identification & Placement  
Due Process Procedure  
Article 10 – State and Federal Programs  
Parents Rights Afforded by Section 504  
Title 1 School Wide Policy



**COZAD  
MIDDLE/HIGH SCHOOL  
2020-2021  
PARENT/STUDENT HANDBOOK**

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

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

**Cozad Middle School  
1810 Meridian Avenue  
Cozad, NE 69130  
Telephone: 308-784-2746  
Fax: 308-217-4506**

**COZAD COMMUNITY SCHOOLS WEBSITE [www.cozadschools.net](http://www.cozadschools.net)**

**High School Principal: Bill Beckenhauer  
Middle School Principal: Brian Regelin  
Activities Director/Assistant Principal: Jeremy Yilk  
Special Education Director: James Ford  
High School Guidance Counselor: Jose Monrroy & Jordan Haarberg  
Middle School Guidance Counselor: Bill Shaffer**

# 2020-2021

## TABLE OF CONTENTS

Foreword

Page

Section 1	Intent of Handbook	5
Section 2	Members of the Board of Education	5
Section 3	Administrative Staff	5
Section 4	Middle School Teaching and Support Staff	5
Section 5	High School Teaching and Support Staff	7
Section 6	Student Council	8
Section 7	District Calendar	9

### Article 1 - Mission and Goals

Section 1	School Mission Statement	10
Section 2	Essential Learning	10
Section 3	Mutual Respect	10
Section 4	Multicultural Policy	10
Section 5	Nondiscrimination Statement	10
Section 6	Complaint Procedures	10

### Article 2- School Day

Section 1	Daily Schedule	11
Section 2	Shortened Schedule	11
Section 3	Late Start	11
Section 4	Severe Weather and School Cancellations	11
Section 5	Closed Campus	12

### Article 3 - Use of Building and Grounds

Section 1	Entering and Leaving the Building	12
Section 2	Visitors	12
Section 3	Smoke-Free Environment	12

Section 4	Care of School Property	12
Section 5	Lockers	13
Section 6	Searches of Lockers and Other Types of Searches	13
Section 7	Video Surveillance	13
Section 8	Use of Telephone	14
Section 9	Bicycles	14
Section 10	Student Valuables	14
Section 11	Lost and Found	14
Section 12	Accidents	14
Section 13	Laboratory Safety Glasses	14
Section 14	Insurance	14
Section 15	Bulletins and Announcements	14
Section 16	Copyright and Fair Use Policy	14
Section 17	Activity/Participation Fee	15
Section 18	Activity Fee	15
Section 19	Dances	15
Section 20	School Emblem and Song	15
Section 21	Staying After School	15
Section 22	Truancy/Skipping	15
Section 23	Withdrawing From School	15
Section 24	Cheating	16
Section 25	High School Royalty	16
Section 26	Activities	16
Section 27	Activities Eligibility	16

**Article 4 - Attendance**

Section 1	Attendance Policy	17
Section 2	Attendance and Absences	17
Section 4	Leaving School	17
Section 5	Attendance is Required to Participate	18

**Article 5 - Scholastic Achievement**

Section 1	Grading System	18
Section 2	High School Course Requirements	18
Section 3	Graduation Speakers	19
Section 4	Graduation Ceremony	19
Section 5	Promotion/Retention	19
Section 6	Schedule Changes	19
Section 7	Interim Reports	20
Section 8	Report Cards	20
Section 9	Parent Teacher Conferences	20
Section 10	Middle School Homework Center	20
Section 11	Honor Roll	20
Section 12	National Honor Society	21
Section 13	Standardized Tests	21

**Article 6 - Support Services**

Section 1	Special Education Identification and Placement Procedures	21
Section 2	Health Services	23

**Article 7 - Drugs, Alcohol, and Tobacco**

Section 1	Drug-Free Schools	25
-----------	-------------------	----

**Article 8 - Student Rights, Conduct, Rules and Regulations**

Section 1	Part 1 Forms of School Discipline	Short-Term Suspensions Long-Term Suspensions Expulsions Other Forms of Student Discipline Grounds for Short-Term Suspension Long-Term Suspension, Expulsion or Mandatory Reassignment	27
	Part 2 Student Conduct	Electronic Communication Devices Student Driving and Parking Firearms and Other Dangerous Weapons Student Appearance Policy Harassment and Bullying Policy Network, E-mail, Internet and Other Computer Use Rules	34
	Part 3 Reporting Student Law Violations	Reports of rule violations to law enforcement	39
	Part 4 Threat Assessment and Response	Reporting Threatening Behavior	39
	Part 5 Due Process Procedures	Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment	39

**Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

<b>Section 2</b>	<b>Student Fees Policy</b>	<b>41</b>
------------------	----------------------------	-----------

**Article 10 - State and Federal Programs**

<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>46</b>
<b>Section 2</b>	<b>Designation of Coordinator(s)</b>	<b>46</b>
<b>Section 3</b>	<b>Nondiscrimination in Education</b>	<b>46</b>
<b>Section 4</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>46</b>
<b>Section 5</b>	<b>Notification of Rights Under FERPA</b>	<b>47</b>
<b>Section 6</b>	<b>Notice Concerning Disclosure of Student Information to Military Recruiters</b>	<b>47</b>
<b>Section 7</b>	<b>Notice Concerning Staff Qualifications</b>	<b>48</b>
<b>Section 8</b>	<b>Student Privacy Protection Policy</b>	<b>48</b>
<b>Section 9</b>	<b>Parental Involvement Policies</b>	<b>49</b>
<b>Section 10</b>	<b>Homeless Students Policy</b>	<b>50</b>
<b>Section 11</b>	<b>Lunch Program</b>	<b>51</b>

# *Cozad Community Schools Parent/Student Handbook 2020-2021*

## *Section 1 Intent of Handbook*

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Cozad Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. 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*

<b>Name</b>
<b>Michele Starman</b>
<b>Joel Carlson</b>
<b>Ann Burkholder</b>
<b>Judy Eggleston</b>
<b>Kiley Goff</b>
<b>John Peden</b>

## *Section 3 Administrative Staff*

<b>Name</b>	<b>Position</b>
<b>Bill Beckenhauer</b>	<b>High School Principal</b>
<b>Brian Regelin</b>	<b>Middle School Principal</b>
<b>Jeremy Yilk</b>	<b>Activities Director/Assistant Principal</b>
<b>James Ford</b>	<b>Special Education Director</b>

## *Section 4 Teaching Staff ~ Middle School*

<b>Name</b>	<b>Department</b>
<b>Stacie Blackmore</b>	<b>Vocal Music</b>
<b>Nick Broz</b>	<b>Physical Education</b>
<b>Kylie Corkern</b>	<b>Art</b>
<b>Dave Evertson</b>	<b>Science</b>
<b>Alisa Favinger</b>	<b>Math</b>

Ashley Ford	Science
Brent Frauen	Social Studies
Stacy Hickenbottom	Special Education
Kaleen Hodge	Special Ed/TLC
Marcie Kostrunek	Spanish/ESL
Marcy Lucas	Life Skills
Patty Margritz	English
Mark Messner	Band/Instrumental Music
Barry Mraz	Social Studies
Carly Rexing	Math
Arika Russell	Special Education
Heather Schultz	English
Kelli Teahon	Computers
Jennifer Walls	Library/Reading

*Support Staff ~ Middle School*

<i>Name</i>	<i>Building</i>	<i>Position</i>
Amy Buss	Middle School	Para-Professional
Peg Butler/Bev Krushenisky	All Schools	School Nurse
Marge Finnell	Middle School	Para-Professional
Bethany Hyatt	All Schools	School Psychologist
Christie Irish	All Schools	LAN Technology Support
Deb Klein	Middle School	Para-Professional
Bill Shaffer	Middle School	Guidance Counselor
Lisa Smith	Middle School	Middle School Secretary
Jennifer Walls	MS/HS	Media Specialist
Jenny Wichelt	Middle School	Para-Professional
Patty Wolfe	All Schools	Technology Director
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU

*Section 5 Teaching Staff ~ High School*

<i>Name</i>	<i>Department</i>
Nick Auwerda	Science/Physics
Dawn Beans	Business/Accounting/Vision Specialist
Stacie Blackmore	Vocal Music
Woody Blackmore	English
Trey Botts	Art
Jacob Brummer	Science/Chemistry
Ron Bubak	Math
Brian Cargill	Physical Education/Weight Training
McKenzie Crowe	Agricultural Education/FFA
Jessica De La Torre	Family Consumer Science
Derek Hammerlun	Social Studies
Melissa Hartman	Spanish
Laura Johnson	Science/Biology
Karen Klein	Special Education
Jann Kloeping	English
Mark Messner	Band/Instrumental Music
Bill Pinkelman	Trades & Technical Education (Woods)
Emmily Reppert	Special Education
Amanda Rossell	Social Studies
Chris Tvrdy	Math
Kyle Vincent	Social Studies
Tuyet Sansone	English/Journalism
Ben Vetrovsky	Information Technology/Business
Kristen Wilkins	Math/Health

### ***Support Staff ~ High School***

<i>Name</i>	<i>Building</i>	<i>Position</i>
Peg Butler/Bev Krushenisky	All Schools	Nurse
Lori Fletcher	High School	Para-Professional
Shelli Gill	High School	Library Aide
Bethany Hyatt	All Schools	School Psychologist
Christie Irish	All Schools	LAN Technology Support
Roxanne Reyes	High School	Activities Director Secretary
Kristy Strohmeyer	High School	High School Secretary
Patty Wolfe	All Schools	Technology Director
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU
Cheri Ziebel	High School	Para-Professional

### ***Section 6 ~ Student Council Members and Class Officers***

**Student Body President:** Joey Orellana

#### ***Seniors***

**President:** Gracie Schneider

**Class Reps:** Gunnar Armagost, Tayler Chytka, Landry Geiger, Jaiden Nelsen

**Sponsors:** Jann Kloopping & Dawn Beans

#### ***Juniors***

**President:** Shaudra Wiederholt

**Class Reps:** Paul Cole, Alyssa Kolbo, Nolan Wetovick, Brayden Wilkinson

**Sponsors:** Melissa Hartman & Laura Johnson

#### ***Sophomores***

**President:** Mallory Applegte

**Class Reps:** Karyn Burkholder, Megan Dyer, Sydney Howerter, Elle Pollat, Kelsey Shotkoski, Maddie Spaulding, Alex Svajgr

**Sponsors:** Jacob Brummer & Derek Hammerlun

#### ***Freshman***

**President:** Wyatt Hosick

**Class Reps:** Makaia Baker, Monty Brooks, Hayden Russman

**Sponsors:** Karen Klein & Nick Auwerda

# COZAD COMMUNITY SCHOOLS

**2020 - 2021**  
School Year Calendar

- 0 No School, New Staff Orientation
- 0 No School, Holiday
- 0 No School, Teacher Flex Day

- 0 No School, Teacher In-Service
- 0 No School, PTC, 8 am to 8 pm

- 0 First/Last Day, Quarter/Semester Ends
- 0 2:00 pm Early Dismissal, PK-12
- 0 1:00 pm Early Dismissal, PK-12

- 11.....New Staff Orientation
- 12.....Teacher Flex Day
- 13-14, 17-18.....Teacher Inservice
- 19.....First Day of School

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1.....No School - Holiday Break
- 4.....Classes Resume
- 22.....No School, Teacher In-Service

- 7.....No School - Labor Day
- 28.....No School, Teacher Inservice

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 18.....PT Conferences 8 am--8 pm
- 19.....No School

- 14.....End of 1st Qtr (39 days)
- 22.....PT Conference 8 am--8 pm
- 23.....No School

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5.....No School
- 12.....End of 3rd Qtr (46 days)

- 25-27.....No School - Thanksgiving

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2.....No School
- 5.....No School

- 18.....End of 2nd Qtr/1st Sem (42/81 days)
- 19-31.....No School - Holiday Break
- 21.....No School, Teacher Flex Day

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 15.....Commencement
- 20.....Last Day of School Students  
Early Dismissal TBA  
End of 4th Qtr/2nd Sem (47/93 days)
- 20.....Last Day of School Teachers
- 21.....Teacher Flex Day
- 31.....Memorial Day

**Certified Staff Days by Month**

Aug	15	Jan	20
Sept	21	Feb	19.5
Oct	21.5	Mar	22
Nov	18	Apr	20
Dec	14	May	14
<b>TOTAL STAFF DAYS: 185</b>			

**Student Days by Month**

Aug	9	Jan	19
Sept	20	Feb	18
Oct	20	Mar	22
Nov	18	Apr	20
Dec	14	May	14
<b>TOTAL STUDENT DAYS: 174</b>			

## Article 1 – Mission and Goals

### ***Section 1 School Mission Statement***

Cozad Creates Success

### ***Section 2 Essential Learnings***

The graduate of Cozad Community Schools will be able to perform and demonstrate:

1. Proficient levels of knowledge and skills of math, science, social science, language arts, study and learning skills, technology, and the arts sufficient to enter the world of work and/or to continue formal education.
2. Proficiency in expressive and receptive language in both oral and written communication.
3. An awareness of civic privileges and personal responsibilities.
4. The ability to use creative, higher-level thinking skills individually and cooperatively to solve problems in everyday personal and work life.
5. An awareness of skills necessary for emotional and physical wellness sufficient to live a quality and productive life.
6. The ability to adapt to a rapidly changing and complex world.
7. A respect for the dignity and worth of all people and strive to maintain equity and unity in a diverse society.

***Section 3 Mutual Respect*** The Cozad Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

***Section 4 Multicultural Policy*** Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;

- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

***Section 5 Nondiscrimination Statement*** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 750-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

***Section 6 Complaint Procedures*** The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

#### **1. Complaint Procedure:**

- Step 1 Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2 Appeal to the principal if the matter is not resolved at Step 1.
- Step 3 Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4 Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent’s decision.

#### **2. Conditions Applicable to All Levels of Complaint Procedure:**

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

## Article 2 – School Day

### *Section 1*

#### **DAILY SCHEDULE**

Office Opens	7:45
Library Opens	7:45
Teachers available	7:45
Period 1	8:10-8:58
Period 2	9:01-9:49
Period 3	9:52-10:40
Period 4	10:43-11:31
Period 5A	11:34-12:22
1st Lunch	11:31-12:01
Period 5B	12:04-12:52
2nd Lunch	12:22-12:52
Period 6	12:55-1:43
Period 7	1:46-2:34
Period 8	2:37-3:25

### *Section 2*

#### **SHORT SCHEDULE**

Period 1	8:10-8:48
Period 2	8:51-9:29
Period 3	9:32-10:10
Period 4	10:13-11:50
Period 5A	10:53-11:30
1st Lunch	10:50-11:20
Period 5B	11:23-12:00
2nd Lunch	11:30-12:00
Period 6	12:03-12:40
Period 7	12:43-1:20
Period 8	1:23-2:00

### *Section 3*

#### **LATE START**

Period 1	10:00-10:39
Period 2	10:42-11:21
Period 5A	11:24-12:03
1st Lunch	11:21-11:51
Period 5B	11:54-12:33
2nd Lunch	12:03-12:33
Period 3	12:36-1:15
Period 4	1:18-1:57
Period 6	2:00-2:39
Period 7	2:43-3:25

### ***Section 4 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. Notification will be posted on Cozad Community Schools website: [www.cozadschools.net](http://www.cozadschools.net) and also on the Apptegy App.

**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).

**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 and 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 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.

**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. Every effort will be made to provide accurate and timely information through the media.

**Emergency Conditions:** Cozad Community 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 an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

**Section 5 Closed Campus (Board Policy 5032)**

**MIDDLE SCHOOL:** All students are required to remain on campus during the school day. Parents are welcome to have lunch with their student at school, but the student is not to leave the middle school grounds. The only exception to this is if the parents come to the middle school office on the day that they would like to take their child out to lunch and sign a release form for that day. In this release form the parent is agreeing that they would have their child back in school by the end of the lunch period.

**HIGH SCHOOL:** Driving is prohibited during the school day. High school students are required to park on the student parking lot located on the east side of the building, and the car is to remain there until the end of the school day. The school is a closed campus. If you go home for lunch, only your parent(s) may pick you up, but you are not to drive or walk off of campus. You are not to be in a vehicle with anyone with the exception of your parent(s). You must obtain permission from the office to go to your car or to be in the parking lot at any other time. Students who request to drive during the school day must have permission from their parents. Students who are required to drive for work study/aids purposes are to have written permission to do so from their parents/guardians.

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

**Section 1 Entering and Leaving the Building**

**Beginning of School:** The first bell will ring at 8:05 a.m. allowing students to proceed to their lockers and classrooms.

**During the School Day:** Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

**End of School:** Our regular school day ends at 3:25 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities may begin immediately following the school day. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

**Section 2 Visitors**

**All visitors must report to the office, to sign in, in order to receive a visitor's pass.** Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Student visitors may not attend class, but are welcome to visit at lunch with permission from the building administrator.

**Section 3 Use of Tobacco Products (Board Policy 3016)**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

**Section 4 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	Replacement Cost
Loose Cover	\$1.00
Missing Page	50 cents per page (up to replacement cost)
Torn Page	20 cents per page (up to replacement cost)
Marks that cannot be erased	20 cents per mark (up to replacement cost)

3. Students are responsible for the proper care and use of school technology and devices, including but not limited to: Computers, Chromebooks, iPads, cameras, and accessories. The 2020-2021 Responsible Use Agreement (RUA) can be found on the school website under the Student Menu, iPad Central, High School. School issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### ***Section 5 Lockers***

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students 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 6 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, including student vehicles parked on 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.

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

b. Sniffer (Drug) Dogs (Board Policy 3045) The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following: Lockers may be sniffed by sniffer dogs at any time. Vehicles parked on school property may be sniffed by sniffer dogs at any time. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

**Right to Search: Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search private-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.**

***Administrators and authorized school employees may confiscate and examine any student personal electronic devices on school grounds if there is reasonable suspicion of disruption in the educational process. As a student, by signing this document, you agree to unlock or provide access to personal devices in your possession while on school grounds upon request from an authorized school administrator or employee if reasonable suspicion of disruption of the educational process exists.***

**The following rules shall apply to searches of students and of a student's personal property, including electronic communication devices, 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, including but not limited to threats, harassment, bullying, or the transmission of pornography. The search must 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 shall 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 7 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 8 Use of Telephone***

There is a courtesy phone available for student use.

#### ***Section 9 Bicycles***

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. 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 and safekeeping. 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 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***

Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on 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 Board Policy 3020, 4020***

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.

### ***Section 17 Activity/Participation Fee***

All students participating in one or more activities or sports must pay an **Activity Fee**. The fee is \$35 and should be paid on the first day of school. This fee entitles the student to receive their activity ticket for entrance to all home athletic events, except tournaments, and playoffs. If you should happen to lose your activity ticket, there is a two week waiting period from the time it is reported to the office before you may buy a duplicate. There is a \$5.00 replacement charge for all duplicate activity tickets.

### ***Section 18 Activity Ticket***

Any student **not** participating in an activity or sport can purchase an **Activity Ticket**. The ticket is \$35 and will entitle the student entrance to all home athletic events, except tournaments, and playoffs. If you should happen to lose your activity ticket, there is a two week waiting period from the time it is reported to the office before you may buy a duplicate. There is a \$5.00 replacement charge for all duplicate activity tickets.

### ***Section 19 Dances***

All dances must be approved by the Activities Director, and/or the Principal. When an organization wants to have a dance, the sponsor should see the Activities Director or Principal two weeks in advance of the date they desire the dance. General dance rules:

1. Students must check in when they come to the dance, and if they leave they must check out. After checking out of the dance, they are not to be admitted again.
2. Any student attending any school dance that has been or appears to be using alcohol or other illegal substances will be detained. Appropriate law enforcement officers will be called. Parents/Guardians will also be called to take the student home.
3. Students are to remain fully attired throughout the dance (i.e. shirts always on).

### **HIGHSCHOOL ADDITIONS**

4. Dances should be planned to include the entire student body except the Junior – Senior Prom. (Dates of Juniors and Seniors are not to be more than 20 years of age, nor younger than 9<sup>th</sup> graders.)
5. Students bringing a date to a school dance that is not a student at Cozad High School, must fill out a dance request form. When the guest checks into the dance, they will need to present a photo I.D. to verify they are not more than 20 years old.

### ***Section 20 School Emblem and Song***

The emblem of our school is the Haymaker. Many cheers and songs are centered around this emblem. It is symbolic of the Cozad Hay Mills with the Haymaker standing tall and holding a pitchfork in his hands. Our publications and various organizations throughout the school use this symbol.

**School Song:** Now cheer for dear ol' Cozad ~ Forward in line ~ Classmates and comrades ~ Boosting all the time ~ Rah! Rah! ~ And when the band is playing ~ Sing joyfully ~ Join in our Haymaker victory!

### ***Section 21 Staying After School***

Teachers may occasionally keep students after school to give them special help, to complete assignments, and/or for disciplinary reasons. The staff will attempt to have the student notify his/her parent/guardian of having to stay after school. It is the student's ultimate responsibility for contacting the parent/guardian about staying after school. Students are not to "hang-out" in the halls after school.

### ***Section 22 Truancy/Skipping***

Truancy is willful and determined absence from school. (For clarity, it will be considered "Truant" if you miss school all day, and it is "Skipping" if you miss school any time less than all day.) Either is usually a symptom of a more serious problem which the home and school cannot ignore. Work missed must be made up and the student must make up the time missed. A habitual truant/skipping student will be reported to the County Attorney.

### ***Section 23 Withdrawing From School***

Students who are moving from Cozad must withdraw officially from school. The student should report to the office at least one day before the student's last day in school and secure a "Student Transfer" form. This form must be signed by all of the student's teachers and the Librarian. All books must be returned before the teachers can sign the transfer form. Money that is owed, library fines or other fees, must be paid before the student can be cleared and his/her records sent on to his/her new school.

### ***Section 24 Cheating***

Cheating will not be tolerated. A cheating infraction can result in loss of grades or detention.

**Section 25 High School Royalty**

All Royalty must be a senior. A student can be a King or Queen ( or its equivalent) one time only. (Exception: Harvest of Harmony Queen. Not: A person chosen to be Harvest of Harmony Queen candidate and a Homecoming Queen candidate must decide which she is going to pursue when these events are on the same weekend.)

- **Homecoming** - Any boy lettering in a sport and any girl lettering in a sport or a letter winner in good (voted on by student body).
- **Mid-Winter** - Each organization will choose one king and one queen candidate (voted on by the Student body).
- **Prom** - All senior boys and all senior girls are eligible (pending eligibility guidelines) and voted on for king/queen by Juniors and seniors.

*All junior boys and junior girls are eligible (pending eligibility guidelines) for “Attendants” and voted on by juniors and seniors.*

**Section 26 Activities**

A comprehensive activity program is available to the students at Cozad. Participation is voluntary, but all students are encouraged to become active in a least one activity at the school in addition to their daily classes. The various groups include, but are not limited to student government, student publications, interscholastic sports, music, class plays, and student clubs. Students are restricted in the number of offices they may hold as well as an academic requirement. Students may hold only one of the following offices in High School and must have a cumulative grade point average of a 2.0 (beginning with the second semester grades of the Freshman year).

- \*Class President
- \*FCCLA President
- \*Student Council President
- \*Speech and Drama Club President

A student may not participate in an activity unless he/she is in school prior to 10:00 a.m. on the day of the activity. Exceptions may be made by the Activities Director and or Principal if arrangements are made in advance.

**Section 27 Activities Eligibility:**

Any student who is failing in two or more classes will be placed on a warning list for one week. During this week he/she is still available to participate. The following, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.

**Activities Available Include:**

<u>Activities</u>	<u>Sponsor/Coach Grade</u>	<u>Grade</u>
Academic Decathlon/Quiz Bowl	Nick Auwerda & Woody Blackmore	9-12
	Jennifer Walls	7-8
Annual/Yearbook	Tuyet Wilcox-Sansone	9-12
	Marcie Kostrunek	6-8
Band/Instrumental Music	Mark Messner	6-12
Basketball	Nick Broz (Boys)	9-12
	Zach Stauffer (Girls)	9-12
	Taylor Jenner & Brent Frauen (Girls)	7-8
	Brent Frauen & Darrell Francescato (Boys)	7-8
C-Club	Jeremy Yilk	9-12
Cheerleading	Karen Klein & Karyson Bell	9-12
Class Officer	See Class Officer List	9-12
Cross Country	Jacob Brummer	7-12
	Alisa Favinger	7-8
Dance Team	McKenzie Crowe	9-12
Digital Journalism	Tuyet Sansone-Wilcox	9-12
Drama	Kyle Vincent	9-12

Football	Brian Cargill	9-12
	Derek Hammerlun & Terry Warner	7-8
FCCLA	Jessica De Latorre	9-12
FFA	McKenzie Crowe	9-12
Golf	Ben Vetrovsky (Boys)	9-12
Golf	Kaylei Becker (Girls)	9-12
National Honor Society	Woody Blackmore & Amanda Rossell	11-12
One Act	Kyle Vincent	9-12
Pep Band	Mark Messner	9-12
Scholastic Club	(CCSA is a community wide organization)	9-12
Skills USA	Dawn Beans	9-12
Speech	Tuyet Sansone-Wilcox	9-12
Softball	Ashley Ford	9-12
Student Congress	Bill Shafer	7-8
Student Council	Dawn Beans	9-12
TeamMates	Marcie Kostrunek & Tim Hansen	9-12
Tri-M/Acapella Choir	Stacie Blackmore	9-12
Track	Jacob Brummer (Boys)	9-12
	Trey Botts (Girls)	9-12
	Jim Terry (MS Boys & Girls)	7-8
Volleyball	Darrel Francescato	9-12
	Carly Rexing & Teresa Savick	7-8
Wrestling	Derek Hammerlun	9-12
	Barry Mraz	7-8

## Article 4 – Attendance

### ***Section 1 Attendance Policy No. 5012.1, 5117***

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 students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

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

School Board Policy states that a student must be in attendance at least 90% of the time in order to receive credits for course work successfully completed. An exception to this policy would be when a student is suffering from a major illness or accident and is under a doctor's care. Absences because of death to a friend/relative may not count against the 90% attendance policy. Students have the right to appeal to the board if their credits have been removed because of excessive absences.

### **If a student has been or will be absent from school, a parent or guardian must contact the school by phone, note, or personal contact, and give the reason for the absence.**

Students are responsible for contacting their teachers in completing work missed. Students who know they will be absent should make every effort to make prior arrangements with the staff. If prior arrangements are not made, on return, the student is still responsible for work missed. Students will be allowed the number of days missed plus one day to make up work missed during an absence. If the school is not contacted or not excused by parents/guardians, the time missed will be made-up, and the grading of the make-up work will be left to the discretion of the class room teacher. Absence due to a school activity is considered an exception to the policy. In order for a student to have perfect attendance, the student must have no absences or tardiness. **For High School students**, College visits are considered a school activity. A Junior is given one excused per year and a Senior is given two excused per year. Exceptions are to be cleared through the Principal.

### ***Section 3 Leaving School***

Students who must 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 sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

### ***Section 4 Attendance is Required to Participate in Activities***

All Cozad Middle School and High School students must be in attendance by 10:00 a.m. the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional

circumstances prevail.

## Article 5 - Scholastic Achievement

### *Section 1 Grading System*

**Cozad MIDDLE SCHOOL will use the letter grading system as follows:**

A 93 - 100 Excellent  
B 85 - 92 Good  
C 77 - 84 Satisfactory  
D 70 - 76 Needs Improvement  
N/C Below 70 No Credit

**Cozad HIGH SCHOOL will use the letter grading system as follows:**

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 72-75  
D- 70-71  
F 69 or below

**Students with an Individual Education Plan may be graded on a modified grade scale if determined appropriate by the IEP team and documented in the student's IEP.**

A 90-100%  
B 80-89%  
C 70-79%  
D 60-69%  
F Below 59%

**Each teacher should define for students the grading procedures to be used in their classes.**

### *Section 2 High School Yearly Course Requirements*

The total number of credit hours required for graduation will be 240 semester hours. Successful completion of one course for one semester is worth five credits unless otherwise specified. A student receiving a diploma from Cozad Community Schools must have passing grades in classes totaling 240\* credit hours in grades 9 through 12. Included in the 240 credit hours, a student must have completed and passed the following specified areas:

#### ***Graduation Requirements 240 total credits (Board Policy 5128)***

40 Language/Arts  
35 Social Studies  
30 Math 30 Science

\*Also includes 1 semester of PE & 1 semester of health

Students must have earned at least 170 credits to be considered a senior/100 credits to be considered a junior/45 credits to be considered a sophomore.

Students must be in attendance eight semesters in grades 9 through 12, and receive credit in all classes taken their final semester in

attendance in order to participate in Commencement (Board Policy 5128.1) All credits earned outside the Cozad Community Schools must be granted by secondary and/or post-secondary schools which are fully accredited and/or approved by the Board of Education. Any other variations from the above requirements must be recommended by the principal and approved by the Board of Education. All cases of repeating a class will be considered on an individual basis. The final decision will be that of the Principal.

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

The student's grade status at the beginning of the fall semester will be considered their grade status for the entire school year. Although electives are counted in computing total credit hours, students would not be required to repeat an elective class, which was failed. However, if a student failed Art 1, Chorus 8, Family Consumer Science 7 or 8, he/she could be prevented from taking the next sequential course, i.e. Art II, Chorus 9, Industrial Arts 9 and Family Consumer Science-9. It is recommended that students repeat topical courses rather than sequential courses. Students may be required to repeat one or both semesters of a class if they fail. Students will eliminate electives to repeat required classes. If a seventh grade student fails two classes and then has only one elective choice in the eighth grade, a conference with the teacher, counselor, and principal would be required to determine which class the student would benefit from most by repeating. This would also apply to similar situations in the eighth grade.

Cozad High School provides students the opportunity to recover credits in Summer School. A fee may be charged per class taken. Courses offered are for one semester credit recovery in only the core classes offered by CHS. If a student fails both semesters of a core class, the class will need to be retaken during the course of the regular school year. Students may earn up to ten credits during summer school by taking one semester of two different classes.

Cozad Community Schools recognizes and accepts credit from the University of Nebraska-Lincoln Division of Continuing Studies. These courses and credit may be used to meet graduation requirements either to replace deficiencies or to supplement courses not offered here. All course credit must be completed by April 15<sup>th</sup>. Juniors and Seniors may take college level courses for college credit, but those courses will not substitute for a high school course.

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numerical basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled.

### ***Section 3 Graduation Speakers***

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.

### ***Section 4 Graduation Ceremony***

High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools and are eligible for May graduation are permitted to participate in the graduation ceremony. These students are required to attend all practices and must be present at the ceremony. Mid-term graduates and Alternative Education graduates may not participate in the ceremony.

### ***Section 5 Promotion, Retention, Grade Status***

All cases of repeating a class will be considered on an individual basis so that the student will benefit rather than be punished by repeating a class. A conference with the student, parent/guardian, Counselor, or Principal would be required before any decision is made to require a student to repeat a course. Student grade status is considered to be the cohort year they enter high school.

### ***Section 6 Schedule Changes***

Students are not encouraged to change classes once they have made class choices. Changes will be allowed after following these steps: 1. The student must visit with the class instructor and the Guidance Counselor. 2. The student's parents must visit with the instructor and the Guidance Counselor regarding the proposed change. 3. A change of class is contingent upon space available, permission from the new instructor, parental/guardian approval and the approval of the Guidance Counselor or Principal. 4. Changes will be made only during the first week of each semester. Appropriate documentation (signatures of student, parent/guardian, instructor, Guidance Counselor, or Principal) must accompany these changes. Students are encouraged to complete this process before a new semester begins.

### ***Section 7 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. 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 8 Report Cards***

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the quarter to make up incomplete work. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### ***Section 9 Parent-Teacher Conferences***

Parent-teacher conferences will be held this year at the end of the first quarter and the end of third quarter. 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 one or more teachers as needed.

### ***Section 10 Homework Center***

#### **MIDDLE SCHOOL HOMEWORK CENTER:**

If your son/daughter did not complete an assignment for class your child may receive a Homework Center:

- (1) A student is assigned a Homework Center (after school) and will receive a slip to take home to their parents;
- (a). Because the assignment was turned in late, they will receive a 15% reduction in their grade (b) Students will be allowed to leave the Homework Center as soon as the assignment is completed and turned into the supervising instructor.
- (2) **If the student fails to attend Homework Center after school he/she will have one day of in school suspension the following day and receive a 0% for the incomplete assignment.**
- (3) Students who attend Homework Center, but did not finish their assignment have until 8:05 a.m. the following morning to hand in their assignment to the Middle School Office and will receive a 25% reduction in their grade.
- (4) If a student fails to complete the assignment by 8:05 they will receive a 0% Once a student reaches 5 Homework Centers in a given academic quarter, that student will be deemed "mandatory" for the remainder of the quarter. In this context, mandatory means that the student has proven that they are unreliable in getting their assignments turned in on time and therefore they will be required to attend Homework Center after school each day they receive a Homework Center. In addition, they will be required to stay until 4:00 (2:30 on Wednesday) each Homework Center they receive for the remainder of the quarter.

### ***Section 11 Honor Roll***

**MIDDLE SCHOOL HONOR ROLL:** The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as first and second semester. Students will be recognized accordingly: Honor Roll will be awarded quarterly (all our exploratory classes are quarter classes in grades 6-7-8. Students in grades 6-7-8 will be named to honor roll if they have a 3.25 combined GPA. Students who fail a class are not eligible for the honor roll, regardless of their overall GPA.

**Principal's Recognition Dinner:** Teachers will nominate students who exemplify the type of behavior we value at the Cozad Middle School and these students will be recognized.

**HIGH SCHOOL HONOR ROLL:** High school students who achieve all "A s" (4.0) on their report card each nine week period will be so recognized; "High Honors": refers to students who maintain an average of 3.7 to 3.99; "Honors" refers to students with an average of 3.4 to 3.69. The numerical value given letter grades are as follows:

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

#### **Classes to have an added value to the GPA starting the 2020-2021 School year:**

English: Honors English 11, Honors English 12

Science: Chemistry II, Honors Physics, Physics II, Anatomy/Physiology

Social Science: Honors American History

Math: Trigonometry, Calculus

Classes that are weighted, 1 point will be added. For example, an A is normally worth 4 points in GPA calculation. In the weighted classes, that A will now be worth 5 points in the GPA calculation. Weighted GPA calculations only apply to 11th and 12th graders.

A = 5 points      B = 4 points      C = 3 points      D = 2 points

### ***Section 12 National Honor Society***

The National Honor Society chapter of Cozad Community Schools is a duly chartered and affiliated chapter of this prestigious national organization.

#### **Admission to the National Honor Society**

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 10th, 11th, or 12th grades are eligible for membership\*. [\*NOTE: Eligibility can be altered according to your local guidelines, thus limiting the year or years of eligibility – see the national handbook for clarification.] For the scholarship criterion, a student must have a cumulative grade point average of 3.4 or better on a 4.0 scale\* [see NOTE above] Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. [Note: These evaluations from faculty are not required and are options for chapters at the local level.] These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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 held during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisers, Woody Blackmore.

#### **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 contained in this handbook; 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 at 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 13 Standardized Tests***

Every year the CCSA provides us with expense and prize money for the NWEA/MAPS. This ensures that all of our students are given the opportunity to take this test. The test provides our school with evidence to show where we are strong and where more emphasis should be placed for improvement. It is expected that each student would do their very best during this assessment.

### **Article 6 - Support Services**

#### ***Section 1 Special Education Identification And Placement Procedures***

**What Does Special Education Mean?** Special education means specifically designed instruction, at no cost to the parent, to meet the unique needs of a child with a verified disability, including instruction conducted in the classroom, in physical education, in the home instruction, in hospitals, and in institutions. Special Education includes speech-language pathology, or any other related service, including occupational therapy, physical therapy, travel/mobility training, and/or vocational education services.

**How are Students with Disabilities Identified?** All children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, shall be identified, located, and evaluated. A systematic method shall be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. For a school age student, a general education student assistance team (SAT) shall be used prior to referral for a

multidisciplinary team for evaluation. The SAT shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed.

**Independent Educational Evaluation** A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the school district. Each school district shall provide to parents, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and the school district's criteria applicable for independent educational evaluation.

**Re-evaluation** A reevaluation of each child with a previously verified disability shall be conducted at least every three years or more frequently if conditions warrant or if the child's parents(s) or teacher requests a reevaluation. The results of any reevaluations must be addressed by the child's IEP team in reviewing and, as appropriate, revising the child's IEP.

### **Individual Education Program (IEP)**

The Individual Education Program (IEP) is a written plan for a child with a verified disability, which specifies the special education and related services necessary to assure that child a free, appropriate public education. An IEP shall be developed and implemented for each resident school child who receives special education and related services. The IEP team shall review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. The IEP Team participants shall include at least the following:

1. One or both parents
2. At least one regular education teacher if the child is, or may be participating in the regular education environment
3. At least one special education teacher
4. A representative of the school district
5. An individual who can interpret the instructional implications of evaluation results
6. Other individuals, at the discretion of the parent or school district
7. The child (when appropriate)
8. A representative of a service agency if the child is receiving services from an approved service agency. It is permissible for parents to bring other persons to the IEP meeting, although it is not required, it is common courtesy to inform the school prior to the rescheduling. The school district will provide parents with a copy of the IEP.

**Placement of Children with Disabilities** The Cozad Community Schools shall establish policies and procedures to assure that, to the maximum extent appropriate, children with disabilities are educated with children who are not disabled, and that 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.

Before any action is taken with respect to the initial placement of a child with disabilities, the Cozad City Schools shall be responsible for the provision of a comprehensive individual multidisciplinary evaluation of the child's development and educational needs. The Cozad Community Schools shall assure an array of special education placement options are available. Those options shall include: instruction in regular classes; supplemental services such as resource room; itinerant instruction or consultative services to be provided in conjunction with regular class placement; special classes; special schools; home instruction and instruction in hospitals and institutions.

**Transportation of Students Receiving Special Education** The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

### **Access to Student Records**

Parents have the right to inspect and review any education records relating to their child, which are collected, maintained or used by the school district in providing educational services.

**Parental Review of Programs** Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

**Plans and Budget** With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Cozad Community Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Cozad Community Schools District Office.

## ***Section 2 Health Services***

### **Student Illness**

Cozad Community School's goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School 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 of or greater than 100° F
- Vomiting or diarrhea
- Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted Please inform the school nurse of health related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:
  - Temperature of 100°F or more in the past 24 hours without the use of fever reducing medicine
  - Vomiting or diarrhea in the past 24 hours
  - The child is too ill to accomplish normal school activities

### **Communicable Diseases**

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law. (Updated July 2010) Entire list is available at [www.cozadschools.net](http://www.cozadschools.net).

<b>Hand, Foot &amp; Mouth</b>	until fever free for 24 hours without fever reducing medication
<b>Pinkeye</b>	until eye is normal in appearance or with doctor's note
<b>Impetigo</b>	until treatment is begun
<b>Influenza</b>	for the duration of the illness
<b>MRSA</b>	exclusion unnecessary unless directed by a physician. Keep lesions covered at school.
<b>Ringworm</b>	if affected areas cannot be covered, exclude until treatment started
<b>Strep</b>	until fever free without the use of fever reducing medication and under treatment for 24 hours (includes strep throat, scarlatina, aka; scarlet fever)

### **Guidelines for Head Lice**

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

### **Emergency Health Situations**

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s).

Examples could include:

- unconscious
- respiratory distress or not breathing
- severe bleeding
- neck or spinal injury
- seizure without history of seizures or prolonged seizure

### **Emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis)**

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an Epi-Pen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. Epi-Pens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building. If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact Peg Butler RN, our school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file

your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

**BOARD POLICY 5048:**

The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systemic allergic reactions ("anaphylaxis"). To this end the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol ("Emergency Protocol") as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

**Immunizations**

Immunizations against the following diseases are required for every child:

3 doses of DTP, DtaP, DT or Td vaccine, one given on or after the 4<sup>th</sup> birthday

3 doses of Polio vaccine

2 doses of MMR vaccine given on or after 12 months of age and separated by one month

3 doses of Hepatitis B vaccine

2 doses of Varicella vaccine given on or after 12 months of age; or written documentation (including year) of chickenpox disease.

Every student entering 7<sup>th</sup> through 12<sup>th</sup> grade must have a booster immunization containing diphtheria and tetanus toxoids and acellular pertussis vaccine (Tdap) after their 10<sup>th</sup> birthday. Students must show proof of immunization upon enrollment in Cozad Community Schools. Any student who does not comply with the immunization requirements will not be permitted to attend school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

**Physical Examination**

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office. One of these documents is required prior to school entry.

**Medication Guidelines**

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, route of administration, date and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the exception of diabetic medications, epi-pens or asthma inhalers with the correct documentation completed by the health care provider, parent and student.

**School Health Screening**

7<sup>th</sup> grade students are screened for vision, hearing and dental defects, height, and weight according to standards set forth by the State of Nebraska. 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 are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends 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<sup>st</sup> of that school year.

**Vision Exam**

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. A certificate or form stating the results of the evaluation must be signed by an optometrist, physician, or physician assistant or advanced practice registered nurse. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

**Birth Certificate**

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065, or [www.dhhs.ne.gov](http://www.dhhs.ne.gov). 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 birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing the 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.

## **Article 7 - Drugs, Alcohol and Tobacco**

### **BOARD POLICY 5104: DRUG AND SUBSTANCE USE PREVENTION**

#### ***Section 1 Drug-Free Schools***

The District shall implement regulations and practices which will ensure compliance with the 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 the principles of effectiveness as required by law to respond to such harmful effects.

#### ***Section 2 Education and Prevention***

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

#### ***Section 3 Standards of Conduct; Notice to Students and Parents***

Students are to be 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. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language: "RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING COZAD COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

#### ***Section 4 Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs***

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

#### ***Section 5 Safe and Drug-Free Schools—Parental Notice of Right to Withdraw***

Parents will be notified that, 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 School 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 6 Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Tobacco.**

These standards are in addition to the 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, alcohol or tobacco 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.

**Section 7 Disciplinary Sanctions**

**Use of Drugs and Alcohol:**

**1. First Offense:** Parents and law enforcement will be contacted immediately upon verification of the violation.

a. Consequence: The student will incur a 10 day out-of-school suspension. Any and all days missed will be counted toward the school's attendance policy. The student will be ineligible for participation in, or attendance at all extra-curricular activities for a period of 40 school days, commencing the first day of the out -of-school suspension. Students will be reinstated for activities at 8:15 a.m. on the 41st school day.

b. Intervention Option: The student and family participate in a drug and alcohol assessment at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy. The student and parents agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that an assessment has been made. In addition to the assessment the student will incur a 5 day out-of-school suspension and will be ineligible for participation in, or attendance at all extra-curricular activities for a period of 20 school days, commencing the first day of the suspension or treatment program.

c. Students will be reinstated for activities at 8:15 a.m. on the 21st school day.

d. The following agencies could be utilized: i. Center for Psychological Services – Kearney ii. Richard Young Hospital - Kearney iii. Lutheran Family Services - North Platte iv. South Central Behavioral Services - Kearney

e. Students will be expected to complete school work in which the teachers feel is appropriate during suspension and expulsion periods.

**2. Second Offense:** Parents and law enforcement will be contacted immediately upon verification of the violation.

a. Consequence: Expulsion.

b. Intervention option: The Board of Education will give the student or parents an option to expulsion which would be a mandatory alcohol/drug rehabilitation program acceptable by the school administrators. This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The school requires written confirmation that rehabilitation is in progress and a program will be initiated for the student.

c. The intervention option would include a 10 day out of school suspension and will require 40 days of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.

**3. Third offense: Expulsion**

a. Intervention option: None

All state statutes regarding student expulsion and suspension will be enforced. The Board of Education's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it established within their respective buildings. Each alcohol or drug violation incurred by a student K-8 shall be counted as an offense and will be kept on record through the student's grade school and middle school history. Another and separate record will commence when the student enters the 9th grade, and each violation incurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th year school history.

**Use of Tobacco:**

Students shall not have or use tobacco or tobacco substitutes (cigars, cigarettes, chew, snuff, etc.) while on the school grounds or on

school property or under direct supervision of the school.

1. First offense: Violation of this policy would result in an in-school suspension for two days.
2. Second offense: In-school suspension for 5 days.
3. Third offense: The student shall serve 3 days out of school suspension.

**Section 8 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. Adopted June, 1998 Review 3/15/10 Revised 9/14/16

## **Article 8 – Student Rights, Conduct, Rules and Regulations**

### **Section 1 Student Conduct and Discipline Policies**

#### **PART 1 FORMS OF SCHOOL DISCIPLINE:**

##### **BOARD POLICY 5035 STUDENT DISCIPLINE**

###### **Development of Uniform Discipline System**

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

###### **Student Code of Conduct**

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner. Any student placed In School Suspension (ISS), Short Term Out of School Suspension (STOSS), Long Term Out of School Suspension (LTOSS), or any student who is expelled, will not be able to attend or participate in any school activities during the time of his/her suspension or expulsion. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned. Students should expect that parents/guardians would always be notified by letter and/or telephone when disciplinary action is being taken.

###### **High School Progressive Discipline Plan**

The student code of conduct plan is progressive in nature. Students who are referred to the principal's office will be disciplined according to the items listed below. Each time a student is disciplined by either the administration or teaching staff, they 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 combination of categories, throughout the school year, will result in recommendation to the Board of Education for expulsion.

##### **DEFINITIONS OF DISCIPLINE PLAN TERMS**

The following Definition of Terms is provided in order to help clarify.

**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 a 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:

Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.

Is separated from school attendance for the balance of the then current semester or current year; or

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**-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.

**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.

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

**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 education 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 teacher. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus driver, 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. Cozad Community Schools 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 authorized or required by law, or removed from athletic activities, on-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.

**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 show disrespect.

**Vulgarity**-Offensive, lewd, obscene

#### **PROGRESSIVE DISCIPLINE LEVELS**

- 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

\*Administration has the authority to determine disciplinary consequences beyond the recommended rubric, up to and including expulsion.

\*\*Parents will be notified of all disciplinary actions.

<b>Offense</b>	<b>Category</b>	<b>Points</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Public Display of Affection	I	0	A	B	B	B	C
2. Dress Code Violation	I	0	A	B	B	B	C
3. Tardy to class	I	0	A	B	B	B	C
4. Inappropriate electronic devices in classroom	I	0	A	B	B	B	C
5. Sleeping in class	II	5	A	B	B	C	D
6. Disruption to class/school/assembly	II	5	A	B	B	C	D
7. Cheating	II	5	A	B	B	C	D
8. Inappropriate behavior/gestures	II	5	A	B	B	C	D
9. Profanity/Vulgarity	II	5	A	B	B	C	D
10. Failure to serve detention	II	5	B	B	B	C	D
11. Repeated violations Category I	II	5	A	B	B	C	D
12. Other	II	5	A	B	B	C	D
13. Skipping Class	III	10	B	B	C	C	E
14. Defiance/Insubordination	III	10	B	B	C	C	E
15. Threats to safety or other or self	III	10	B	B	C	C	E
16. Leaving school grounds without permission	III	10	B	B	C	C	E
17. Misuse school equipment/Grounds	III	10	B	B	C	C	E
18. Trespassing	III	10	B	B	C	C	E
19. Inappropriate racial comments	III	10	B	B	C	C	E
20. Other	III	10	B	B	C	C	E
21. Verbal assault/threat toward school personnel	IV	15	C	C	D	F	F
22. Theft 1	IV	15	E/I	E/I	F/I	F/I	G/H/I
23. Vandalism 1	IV	15	E/I	E/I	F/I	F/I	G/H/I
24. Other	IV	15	C	D	E	G	H

25. Fighting/causing injury to student	IV	20	C/I	D/I	E/I	G/I	H/I
26. Physical assault on student	IV	20	C/I	D/I	E/I	G/I	H/I
27. Use/Possession of Tobacco/Tobacco-like products a. Board Policy 5104	IV	20	C	D	E	G	
28. Harassment/Intimidation/Bullying a. Board Policy 5026 b. Board Policy 5054	IV	20	C	D	E	G	H
29. Other	IV	20	C	D	G/I	G	H/I
30. Theft 2	V	25	F/I	F/I	G/I	G/I	H/I
31. Vandalism 2	V	25	F/I	F/I	G	G/I	H/I
32. Persistent Defiance of Authority	V	25	F	G	G/I	H	H
33. Acts forbidden by law	V	25	F/I	G/I	G/I	H/I	H/I
34. Other	V	25	G	H	H	H	H
35. Extortion	VI	50	G/I	G/I			
36. False fire alarm	VI	50	G/I	G/I			
37. Terroristic Threats	VI	50	G/I	G/I			
38. Possession/Use of Alcohol/Drugs a. Board Policy 5104	VI	50	G/I	H/I			
39. Other	VI	50	G/I	G/I			
40. Arson	VII	100	H/I				
41. Possession/Use of Weapons/Dangerous Instruments a. Board Policy 5135.3	VI	100	H/I	H/I			
42. Bomb Threat	VII	100	H/I				
43. Physical assault school personnel	VII	100	H/I				

**Middle School Student Code of Conduct:**

**GROUP A**

- Being in an unauthorized area
- Graffiti on body or clothing
- PDA (Public Display of Affection)
- \*Improper care of school equipment
- \*\*Tardy
- \*\*\*Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing)
- \*\*\*\*Theft under \$5.00
- \*\*\*\*\*Food/drink outside authorized areas ~ Food/drink brought in from outside the school without proper permission
- \*\*\*\*\*Traffic Violation

**GROUP A CONSEQUENCES**

**1st offense - Verbal Warning**

**2nd offense** - Contact with parents

**3rd offense** - Detention

**4th offense** and beyond - One or more of the following options (detention, work with school personnel, ISS STOSS, LTOSS, parent conference, parent visitation)

**Special circumstances:**

\*Tardiness handled according to stated policy

\*\*Tardiness handled according to stated policy

\*\*\*Students will remove inappropriate clothing, and parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)

\*\*\*\*Replace item and detention

\*\*\*\*\*Confiscation of food/drink, or taken to the commons, or take to the nearest trash receptacle.

\*\*\*\*\*Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

**GROUP B**

Lying to school personnel

Disrespectful/Rude/Insubordinate/Defiant attitude directed toward a staff member

Disturbance of a school function

In an unauthorized vehicle during lunch

Leaving school grounds without permission

Obscene language or gestures

Tampering with school records, bogus pass

Threatening to do bodily injury to someone other than school employee

Graffiti on school property

\*Cheating

\*\* Theft over \$5.00

\*\*\*Inappropriate use of the computer

**GROUP B CONSEQUENCES**

**1st offense** - detention

**2nd offense and beyond** - one or more of the following consequences (detention, work with school personnel, removal from class via ISS during the problem class or lunch time, ISS, STOSS, LTOSS, parent/guardian conference, parent/guardian visitation)

Special circumstance:

\* Cheating-Student receives a 0% on the assignment

\*\*ISS

\*\*\*Lose the right to use computers for internet/e-mail purposes

**GROUP C**

Repeated violation of the rules above

Hazing

Fighting

Inappropriate racial remarks

Truant (missing all day)

Skipping (missing less than all day)

\*Use/Possession of Tobacco

\*Use/Possession of Tobacco

\*\*Sexual Harassment Policy #5026

**GROUP C CONSEQUENCES**

One or more of the following consequences (ISS, STOSS, LTOSS, expulsion recommendation, parent/guardian conference, contact appropriate law enforcement agency when applicable, parent visitation)

\*Refer to Tobacco Section

\*\*To be handled in accordance with Board Policy 5104

\*\*To be handled in accordance with Board Policy 5104

**GROUP D**

Physical assault on school personnel

Verbal assault/obscene language directed toward school personnel  
Bomb threats  
Damage to school or private property  
Major injury to any student caused by a student  
Use of violence, force, coercion, threat, substantial interference with school purposes  
Stealing or threat to obtain money or anything of value  
False fire alarms  
Causing fires  
Engaging in activity forbidden by law  
\*Possessing a weapon Policy 5135.3

#### **GROUP D CONSEQUENCES**

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)  
\*Handled according to State/Federal Law (refer to Board Policy 5135.3 page 12)

#### **GROUP E**

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

#### **GROUP E CONSEQUENCES**

First offense: Refer to Board Policy 5104 & 5135  
Second offense: Refer to Board Policy 5104 & 5135  
Third offense: Refer to Board Policy 5104 & 5135

#### **OTHER ISSUES RELATED TO THE DISCIPLINE POLICY**

- Parent visitation will take the place of any part/full day ISS, STOSS, LTOSS.
- Co-curricular discipline will be in addition to the stated consequences.
- These issues pertain to students at any school sponsored activity as well as during the normal school day.
- ISS will not count against student's attendance. Make-up work will be allowed and graded during this time.
- OSS will count against student's attendance. Make-up work will be allowed and graded during this time. ALL assignments must be completed upon return to school. Students will receive a zero for incomplete assignments.
- Saturday School. Make-up work will be allowed and graded during this time.
- When a civil law is broken, victims and their parents are encouraged to pursue the issue with the proper civil authorities.

#### **POLICY NUMBERS 2221; 5135 STUDENT CONDUCT, SUSPENSION, AND EXPULSION**

**Student Conduct** - This policy has been accepted by the Cozad Community Schools to enhance and promote the best possible learning environment for all students. This policy is enforceable whenever school is in session, during school sponsored activities and whenever school property is involved.

(A) Each student is expected to attend school on time and regularly, to obey reasonable directives and requests of teachers, to observe good hygiene and be courteous to students and school personnel.

(B) In the school or any school sponsored activity, students will be expected to conform to reasonable standards of speech and conduct, to refrain from violating the rights of others, defame the reputation of the school and not to engage in conduct that deprives other students of an orderly, safe environment conducive to learning.

(C) It shall further be the policy of the Cozad Community Schools to comply with the Student Discipline Act of 1994, the Drug Free School Act, various statutes and other local ordinances. Cozad Community Schools shall ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long-term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures.

**Suspension /Expulsion** - The following types of student conduct shall constitute grounds for detention, short-term, long-term suspension (in or out of school), and expulsion or mandatory reassignment, when such activity occurs on school grounds or during a school sponsored event off school grounds. The building principal shall be responsible for the enforcement of these policies. The following examples are intended to be only a partial listing of those actions in which an individual could be subject to discipline. Disciplinary action can occur for behavior not listed below.

1. Causing or attempting to cause injury and/or sexual assault, attempting sexual assault, or sexual harassment of any person.
2. Willfully causing or attempting to cause damage to property, stealing or attempting to steal property, or repeated damage or theft involving property.
3. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska Statutes or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalant or being under the influence of any of the above: or possession of drug paraphernalia. Please review Board Policies No. 2221; 5135 for further information.
4. Failure to attend and/or repeated tardiness to assigned classes or assigned activities.
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
7. Use of violence, force, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or to obtain money or anything of value from a student or school employee.
8. The use of language, written or oral, or conduct, including gestures, which are profane or abusive to students or staff members. Profanity or abusive language 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.
9. Public indecency as defined in Nebraska Statutes, except that subdivision shall apply only to students at least twelve years old.
10. Repeated violation of any of the rules adopted by the School District of the School.
11. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
12. Dressing in a manner wherein such dress is dangerous to students' health and safety or to the health and safety of others or is disruptive, gang related or indecent to the extent that it interferes with the learning and educational process. This shall include alcohol/drug or tobacco advertising.

In addition, a student may be suspended (short-term or long term), expelled, or mandatory reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

Cozad Community Schools will follow the practice of communicating to parents any major discipline infractions on the part of students. The discipline notice will describe the offense and explain the action taken by the administration. Hearing procedures and rights of appeal notice are available in the office of the counselor or principal. In the case of major infractions, notification of the right of appeal and hearing procedures will be forwarded to the student and parents/guardians with the notice of rule violation.

## **PART 2 STUDENT CONDUCT:**

### **BOARD POLICY 5037 Student Internet and Computer Access**

#### **Cell Phones, Personal Listening Devices and other Electronic Media Devices**

With administrative permission, students may use personal devices such as mobile phones, laptops, or other electronic communication devices on school grounds as per administrative guidelines.

**Right to Search: Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.**

Such devices if brought to school are to be used primarily for academic purposes and at the discretion of the classroom teacher and administrators. Personal use of such devices will be limited to student free time and such use is at the discretion of the administrator and/or classroom teacher.

#### **Staff guidelines for the confiscation of school or personal devices:**

1. The device is audibly, visibly, or in other ways disruptive to the educational process.
2. The student is using the device in an inappropriate or disruptive way.
3. The student is using the device during class to engage in activities which are not authorized by the instructor.

#### **Student response to confiscation:**

1. Without the loss of instructional time or focus, the student will quietly hand over to any school employee the phone/device as indicated. Failure to comply with the request will be considered willful disobedience and consequences will follow handbook guidelines.
2. A student wishing to appeal may address the principal during non-instructional time.

#### **Parental notification/responsibilities:**

1. Notification that the phone/device was being used (or was visible) in violation of this policy to the parent/guardian will be the responsibility of the student.
2. The school is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time. Students bring these items to school at their own risk.

**Consequences for violation of cell phone/electronic device policy are, but not limited to the following:**

Violating the Electronic Device Policy for inappropriate use will be confiscation of the device and returned at the end of the day, unless the inappropriate use violates the student code of conduct in which the student code of conduct may supersede the Electronic Device Policy.

**BOARD POLICY 5033 STUDENT DRIVING AND PARKING**

Any student who violates the rules of safe driving on school property may have their driving privileges restricted (not allowed to drive on school property) by either the High School Principal or Superintendent. Repeated violations may result in suspension or expulsion for the student or students involved.

**Parking**

Students are to park appropriately in the student parking lot.

**BOARD POLICIES AFFECTING STUDENTS**

*(Not already listed in the Hand Book)*

**1325. Pamphlet, Bulletins, etc.**

It shall be the policy of the Cozad Community Schools that no religious, political, or controversial materials shall be distributed through the school system.

**5130. Activity Ticket**

It shall be the policy of the Cozad Community Schools to issue Student Activity Tickets only to those students who are actually enrolled and in attendance in the Cozad Community Schools or Affiliated with District 11. Any student who withdraws or is expelled shall turn in the Student Activity Ticket to the principal. The unexpired value of the ticket shall be returned to the purchaser. There will be no refunds after February 1.

**5008: Marital/Pregnancy Policy**

Eligibility for participation in various school organizations shall be governed by the constitution and by-laws of that organization. Under no circumstances shall married and/or pregnant students be discriminated against within any of the organizations sponsored by the Cozad Community Schools. Students who are pregnant or parenting are encouraged to continue participating in the district's education and extracurricular programs. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

**3050: Technology in the Classroom**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

## **Detention Guidelines**

The location of the detention hall and the names of those assigned detention are posted in the Daily Announcements. The detention hall is open from 3:25 p.m. until 4:05 p.m. Rules for the detention room are as follows:

1. Students must come prepared to study/review assignments.
2. No eating, drinking, talking or sleeping is allowed.
3. If detention is not made up, student can be assigned Saturday School.

## **BOARD POLICY 5135.3 FIREARMS AND OTHER DANGEROUS WEAPONS**

Any student attending the Cozad Community Schools who bring any type of firearm/weapon as defined in Section 921 of Title 18 of the United States Code shall be reported to school authorities. The policy of the school district shall require that the guilty student be expelled from school for a period of not less than one year. This expulsion may be modified by the Superintendent of Schools on a case-by-case basis. Circumstances surrounding each expulsion shall be kept in the student's cumulative file and shall include a description of the incident leading to the expulsion, type of weapon(s) and other pertinent facts supporting the action. \*Note: Students who are suspended and/or expelled, and who wish to appeal a decision will be given due process.

## **Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

## **Student Appearance Policy: (Board Policy 5031)**

Students at Cozad Community Schools are expected to dress in a way that is appropriate for a 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:

- o Clothing or jewelry that is gang related;
- o Clothing that shows an inappropriate amount of bare skin or underwear (midribs, spaghetti straps, sagging pants);
- o Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- o Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- o Head wear including hats, caps, bandannas, hairnets and scarves;
- o Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.
- o Any tattoos displaying gang signs or any other inappropriate words or pictures will be required to be covered at all times.
- o Clothing or jewelry that shows pictures of weapons (such as firearms, knives, etc).
- o Clothing such as heavy or winter coats.
- o In order to maintain a safe and positive environment all bags, backpacks and purses are to be left in student lockers during class time.

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, or other apparel utilized, 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 disciplinary action under the Student Code of Conduct above. 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 discipline, up to expulsion.

**Harassment and Bullying Policy: Policy 5054** It is the policy of Cozad Community School that "bullying" type behavior is not to be permitted.

### **BOARD POLICY 5030 Dating Violence**

**Date Violence:** Cozad Community Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The district will provide appropriate training to staff and incorporate within its educational program, age-appropriate education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein. Legal Reference: Section 79-2,140, 79-2, 141(4) The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Section 79-2, 140, 79-2, 141(4)

### **BOARD POLICY 4014: 5026 Sexual Harassment**

Sexual harassment of any employee, certified or non-certified, or **student** by any individual under the jurisdiction of the Cozad Community Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth in Board Policy 5026.

### **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 for education in general. 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 ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, would be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

**(b) 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 equipment, 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) Guideline 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. Social Media:

Social media sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment, and may be utilized in the classroom. Certain guidelines should be followed: Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online. Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution. If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately. All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

**(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 administering 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) Staff, 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.

***PART 3 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 shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (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 Cozad Middle School to notify the proper legal authorities when
- (4) 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.

#### **PART 4 THREAT ASSESSMENT AND RESPONSE (Board Policy 3039)**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment. All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such a report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

#### ***PART 5 DUE PROCESS PROCEDURES:***

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal. (b)The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge. (c)A statement explaining the student's right to a hearing upon request on the specified charges. (d)A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing. (e)A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.(f)A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written

notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing. 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### **Hearing Procedure:**

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representatives may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days, after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Cozad City Schools Board of Education at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the determination of

the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardians. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education. 13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members, shall within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. **Final Decision of Board of Education.** The final decision of the board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Article 9 – Extracurricular Activities – Rights, Conduct, Rules, and Regulations**

### ***Section 2 Student Fees***

#### **BOARD POLICY 5045. STUDENT FEES**

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution.

The district also provides activities, programs, and services that extend beyond the minimum level of constitutionality required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. For the purposes of this , "students" shall mean students, their parents, guardians or other legal representatives.

The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district. In accordance with the Public Elementary and Secondary Student Fee Authorization Act the board of education sets 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 Cozad Board of Education realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees specialized or unspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas: (July 14, 2003)

#### **(1) GUIDELINES FOR CLOTHING REQUIRED FOR SPECIFIED COURSES AND ACTIVITIES**

Students have the responsibility to furnish and wear non-specialized attire: meeting general district grooming and attire guidelines; and/or reasonably related to the programs, courses, and activities in which the students participate where required attire is specified

in writing by the administrator or teacher responsible for the program, course or activity.

Example: Physical Education: All students: T-shirt, tennis shoes; sports socks and gym shorts.

Industrial Arts: In workshop areas: Long trousers or denim jeans, steel-toed boots, long-sleeved shirts.

The district will provide or make available to students such safety equipment and attire as may be required by law. Building administrators will assure: (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **(2) PERSONAL OR CONSUMABLE ITEMS**

Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:

Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors (Fiskars preferred), Elmer's glue, blank computer disks.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

a. The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

b. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such postsecondary courses.

## **(3) ADMISSION FEES AND TRANSPORTATION CHARGES**

Admission fees and transportation charges, for spectators attending extracurricular activities, may be charged. (July 14, 2003)

**(4) EXTRACURRICULAR ACTIVITIES – SPECIALIZED EQUIPMENT OR ATTIRE** Extracurricular activities means student activities or organizations which are:

(a) Supervised or administered by the district, (b) do not count toward graduation or advancement between grades, and (c) 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 (see below):

- a. Equipment or attire fitted for the student, and which the student generally wears exclusively, will be required to be provided by the participating student. (Example: cheerleading, and music activity uniforms and outfits, and t-shirts for teams or band members)
- b. 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.
- c. 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.
- d. Items for the personal medical use or enhancement of the student are the responsibility of the student participant. (Example: braces, and the like)

Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. Examples are: blank audio or video tapes, reeds for musical instruments, make up kits for drama, protective mouthpiece for sports (July 14, 2003)

Use of a musical instrument without charge is available under the district's fee waiver policy (Section 12); however, the district is not required to provide for the use of a particular type of musical instrument for any student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities.

#### **(5) EXTRACURRICULAR ACTIVITIES – FEES FOR PARTICIPATION**

The district may charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. The district is not required to provide waivers to qualifiers for free and reduced-price lunches for extracurricular activity gate admission fees and spectator transportation charges. (July 14, 2003)

#### **(6) POSTSECONDARY EDUCATION COSTS**

“Postsecondary education costs” shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution. Students are responsible for postsecondary education costs such as tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of an approved accelerated or differentiated curriculum program, 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.

#### **(7) 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. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute. (July 14, 2003)

#### **(8) COPIES OF STUDENT FILES OR RECORDS**

A parent, guardian or students who request copies of files or records shall be responsible for the reasonable cost of copies reproduced in accordance with an established fee schedule. 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 fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Federal or state laws or regulations will be followed. No fee shall be charged to search for or retrieve any student's files or records.

#### **(9) PARTICIPATION IN BEFORE AND AFTER SCHOOL OR PRESCHOOL SERVICES**

Students are responsible for fees required for participation in before-and-after school or preschool services offered by the district, except to the extent such services are required to be provided without cost.

**(10) PARTICIPATION IN SUMMER SCHOOL OR NIGHT SCHOOL**

Students are responsible for fees required for participation in summer school or night school, and correspondence courses.

**(11) 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, a booster club, and the like. Students may be required to bring money or food for field trip lunches and similar activities.

**(12) COURSE PROJECTS**

Cozad Community Schools may not require students to purchase course projects or project materials where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elects to purchase the project through the completion of the course project purchase form. (see administrative guidelines – Course Project Purchase Form)

**(13) SCHOOL STORE**

The district's policy allows its schools the right to operate a school store. (July 14, 2003).

**(14) 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,
- (2) admission fees and transportation charges for student spectators attending extracurricular activities,
- (3) materials for course projects, and
- (4) use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free or reduced-price lunch program is not required to qualify or participate in the use of fee waivers.

Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

**(15) 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. (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 students of the district at no cost.

## **(16) STUDENT FEE FUND**

The school board hereby establishes the Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue. Money collected from students and subject to the Student Fee Fund, shall be expended from the Student Fee Fund, 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) post secondary education costs, and
- (3) summer school or night school.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed to the superintendent. (July 14, 2003)

## **CERTIFICATION**

On the 18th day of July, 2016, the Cozad Community School's Board of Education held a public hearing at a meeting of the school board on the 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 2016-2017 school year.

The foregoing Student Fee Policy was adopted on July 18, 2016, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meeting laws.

## **STUDENT FEES: Administrative Regulation for Policy 5130.2**

Prior to the beginning of the school year, the school district publishes through its student handbooks or addendums a listing of personal and consumable supplies that Cozad Community Schools recommends but does not require students to furnish for his/her use. Students who wish to have particular fees waived must submit a fee waiver application to the office of superintendent of schools. According to statute, not all of the following fees are subject to waiver.

### **Fees Charged Within the District:**

Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities, or for paying a reasonable usage cost for such equipment or attire. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy. (July 14, 2003). A list of extracurricular activities requiring specialized equipment or specialized attire to be provided by participating students, along with class/projects is available in the High School office.

### **Sharing Information with Other Programs:**

The Free and Reduced Price Meal Applications and the Sharing Information with Other Programs waiver forms are mailed to each student's household before school begins in August.

### **Course Project Purchase Form:**

A student who elects to purchase a course project may do so upon completion of the course project purchase form. These forms are available from the instructor or the high school office.

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

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

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with

Cozad City Schools, and all others who interact with Cozad City Schools are hereby notified that the Cozad City Schools do not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Section 2 Designation of Coordinator(s):**

Any person having inquiries concerning this 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: Cozad Community Schools, 1710 Meridian, Cozad, NE 69130, (308) 784-2745.

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	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	School Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Nondiscrimination in Education programs and Activities:** It is the policy of Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights, Title IX of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to H.S. Principal, 1710 Meridian, Phone: 308-784-2744.

**Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:** The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

**Section 5 Notification of Rights under FERPA:**

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

1. **The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.** Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is **40** 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 (In accordance with Policy #5126)**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of 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 any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

**ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION**

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, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

***Section 6 Notice Concerning Disclosure of Student Recruiting Information:***

The ESSA requires Cozad Community Schools 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 Cozad Community Schools 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. Cozad Community Schools will comply with any such request.

***Section 7 Notice Concerning Staff Qualifications***

The ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Cozad Middle School 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, Cozad Middle School will give timely notice to you if your 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 Act.

### ***Section 8 Student Privacy Protection Policy***

It is the policy of Cozad Community Schools to develop and implement policies that 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 shall 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 places 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: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) 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 students, 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 students 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 that 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 shall provide 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 shall 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 student or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

***Section 9 Parental Involvement Policies: (In accordance with Policy #5018)***

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

Cozad Community Schools welcome parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Cozad Middle School’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 10 Homeless Students Policy: (In accordance with Policy #5014)***

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

**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 Superintendent, or designee, shall serve as the District's designated 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 why 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 State coordinators and community and school personnel responsible for the provision 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. 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. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. 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 Cozad City School District, and the homeless

child continues to live in the Cozad City School District, transportation to and from the school or origin shall be provided by the Cozad City School; and (2) if the homeless child lives in a school other than the Cozad City School but continues to attend the Cozad City School based on it being the school of origin, the new school and the Cozad City School 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 costs for transportation shall be shared equally.

***Section 11 Breakfast/Lunch/Food Issues National School Meals Program:***

**Cozad Community Schools** has an agreement to participate in the National School Meal Program and accepts responsibility for providing free and reduced price meals to eligible children in the district under its jurisdiction. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.80 breakfast; \$3.10 lunch. Adult meal prices are \$2.35 breakfast; \$3.75 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if student qualifies. Milk may be purchased individually for \$.40. **NO** a la carte or extra item charges are allowed on an account with a zero or negative balance. Families will be notified by email or text when the account reaches a low balance, or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the

District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies

**Lunch Time Guidelines:**

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school in the cafeteria, whether brought from home or purchased in from food service. Vending Machines will be open only after school. No gum, candy, food beverage is to be brought onto school grounds unless for class project, with the principal's approval meeting Policy guidelines. Refer to Policy 5052 School Wellness Policy for additional information at [www.cozadschools.net](http://www.cozadschools.net) District>Board Policies

**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, audiotope, 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, S.W., 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.

**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. 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. Agrees to develop and send to each child's parent or guardian a letter as outlined by the 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 attachments will be available in the office of the Superintendent:** Eligibility criteria for free and reduced meals

Parent letter and application

Public release

Collection procedure

**GUIDELINES ARE SUBJECT TO CHANGE**

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

**CHS PARENT/STUDENT SIGN-OFF FORMS** Parents/guardians are requested to review the information provided with your student and sign each of the completed forms. The forms and handbooks are distributed to the students on the first day of classes or can be accessed at [www.cozadschools.net](http://www.cozadschools.net). The sign-off sheets to be signed and returned to the school are “Activity Handbook”; “Emergency Medical Information Form”; “Parent Medical Release Form”; “Electronic Receipt of 2019-2020 Parent/Student Handbook of Cozad High School”; and “Insurance Waiver Form”. A brief description of each of these documents (forms) are listed below.

1. **Activities Handbook Sign-off sheet:** The Activity Handbook explains our Athletic/Activity participation policies and procedures. All students must have this form completely filled out and on file in the office before they will be allowed to participate in their sport or activity.
2. **Medical History Release Sign-off sheet:** This form allows your child’s medical history information (ie: allergic to bee stings, asthma, migraine headaches, seizures) to be shared with supervising staff members of Cozad Community Schools.
3. **Emergency Medical (Release) / Medical Information sign-off sheet:** These forms allow the school to give medical care in case of an accident or injury while out of town on a school sponsored activity. CHS/CMS coaches and sponsors are required to take a copy of this release from on all out-of-town trips so that if necessary, we can get medical treatment for your son or daughter without you being present at the hospital.
4. **Electronic Receipt of 2019-2020 Parent Student Handbook of Cozad Community Schools:** This signed receipt acknowledges receipt of the 2019-2020 Parent Student Handbook of Cozad Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The student agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.
5. **Insurance Waiver Form:** This form provides information for accident insurance coverage on your child/children, prior to participation in any sports or school sponsored activity. Please sign the waiver form, if you feel your coverage is adequate.

PLEASE READ AND SIGN EACH OF THE FORMS BY **FRIDAY, AUGUST 30, 2019**



NAME: \_\_\_\_\_

Class of: \_\_\_\_\_

**Student and Staff RESPONSIBLE USE AGREEMENT**  
2020-21

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

**Staff/Students must**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
  - Not distribute private information about others or themselves.
  - Not record or share photos, videos or other representations of others without their permission.
  - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.
  
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Ensure that personal devices are secure when using school resources and the network.
  - Use personal or school owned devices in the classroom only if authorized to do so by the teacher.
  - Use personal or school owned devices only in appropriate and professional manners.
  - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy, damage or alter data, devices or equipment that do not belong to them.
  - Conserve, protect, and share these resources with other students and Internet users.
  - Not intentionally attempt to avoid or bypass content filtering.
  
3. Respect and protect the intellectual property of others.
  - Be informed and follow correct and legal copyright rules and practices.
  - Be ethical in citing sources and not plagiarize, cheat or copy the work of others.
  
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher or school official.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Staff/Students may, if in accord with the policy above**

1. Design and post web pages and other material from school resources.

2. Responsibly use social media and internet communication resources in pursuit of stated academic goals and activities and within the guidelines stated above.
3. Install or download software, if also in conformity with laws and licenses, and within the guidelines stated above.
4. Use the resources for any educational purpose.

**Social Media and Digital Citizenship:**

- Social networking sites and resources (Facebook, YouTube, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is inappropriate online.
  - Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
  - All student online activity making use of school equipment or websites must be in compliance with the district's Responsible Use Policy.
  - **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
  - Stressing the importance to staff and students of building a positive online presence.
  - Integrating digital citizenship instruction and modeling across the curriculum.
  - Using social media in the classroom and as a district to promote learning and engagement.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources. Consequences for violating district policies are outlined in the student handbook.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources and student online activity to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Right to Search:** Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. ***The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.***

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_ Date \_\_\_\_\_  
User signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian (if for student use)

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.**

These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, please see [www.common sense media.org](http://www.common sense media.org).

Cozad Community Schools  
 Activity Handbook  
 2020-2021

Superintendent: Ron Wymore  
 High School Principal: Bill Beckenhauer  
 Middle School Principal: Brian Regelin  
 Activities Director: Jeremy Yilk  
 Activities Secretary: Roxanne Reyes



Table of Contents

Article 1 - CCS Activities Mission and Vision

<u>Section 1</u>	<u>Overview of Programs</u>	<u>Pg. 3</u>
<u>Section 2</u>	<u>Mission Statement</u>	<u>Pg. 3</u>
<u>Section 3</u>	<u>Activities Program Values</u>	<u>Pg. 3</u>
<u>Section 4</u>	<u>Activities Program Goals</u>	<u>Pg. 4</u>
<u>Section 5</u>	<u>CHS Student Sportsmanship at Activities</u>	<u>Pg. 4</u>

Article 2 - CCS Activities Assignments

<u>Section 1</u>	<u>JR-SR High Activity Assignments 2020-2021</u>	<u>Pg 4,5,6</u>
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Article 3 - CCS Activities Communication Plan

<u>Section 1</u>	<u>Chain of Communication</u>	<u>Pg. 6</u>
<u>Section 2</u>	<u>Coach - Parent Communication</u>	<u>Pg. 7</u>
<u>Section 3</u>	<u>Parent Code of Conduct</u>	<u>Pg. 7</u>

Article 4 - CCS Activities Guidelines

<u>Section 1</u>	<u>Academic Eligibility</u>	<u>Pg. 7</u>
<u>Section 2</u>	<u>Sports Seasons</u>	<u>Pg. 8</u>
<u>Section 3</u>	<u>Pre-Practice Requirements</u>	<u>Pg. 8</u>
<u>Section 4</u>	<u>Practice Regulations During School</u>	<u>Pg. 9</u>
<u>Section 5</u>	<u>Starting, Dismissal, and Length of Practice</u>	<u>Pg. 9</u>
<u>Section 6</u>	<u>Participation and Attendance</u>	<u>Pg. 9</u>

<u>Section 7</u>	<u>December Moratorium</u>	<u>Pg. 9</u>
<u>Section 8</u>	<u>Team Selection</u>	<u>Pg. 9</u>
<u>Section 9</u>	<u>Conflicts between Activities</u>	<u>Pg. 10</u>
<u>Section 10</u>	<u>Changing Activities</u>	<u>Pg. 10</u>
<u>Section 11</u>	<u>Lettering Requirements</u>	<u>Pg. 10,11</u>
<u>Section 12</u>	<u>Procedures for handling problems</u>	<u>Pg. 11</u>

**Article 5 - NSAA Guidelines**

<u>Section 1</u>	<u>Participation on Other Teams</u>	<u>Pg. 12</u>
<u>Section 2</u>	<u>Off-Season Practice Regulations</u>	<u>Pg. 12,13,14</u>
<u>Section 3</u>	<u>School-Year, Out-of-Season Practice Regulations</u>	<u>Pg. 14, 15</u>
<u>Section 4</u>	<u>NSAA Eligibility</u>	<u>Pg. 15,16</u>

**Article 6 - CCS Activities Dressing Rooms, Equipment, Student Fees, and Transportation Protocols**

<u>Section 1</u>	<u>Dressing Room and Practice Area</u>	<u>Pg. 16</u>
<u>Section 2</u>	<u>Equipment</u>	<u>Pg. 16</u>
<u>Section 3</u>	<u>Student Fees</u>	<u>Pg. 16</u>
<u>Section 4</u>	<u>Guidelines For Use of Weight Equipment</u>	<u>Pg. 16</u>
<u>Section 5</u>	<u>Team Travel</u>	<u>Pg. 16,17</u>

**Article 7 - CCS Activities Code of Conduct, Discipline, Hazing**

<u>Section 1</u>	<u>Code of Conduct</u>	<u>Pg. 17</u>
<u>Section 2</u>	<u>Discipline</u>	<u>Pg. 17,18,19</u>
<u>Section 3</u>	<u>Hazing</u>	<u>Pg. 19</u>

**Article 8 - CCS Activities Concussion Information**

<u>Section 1</u>	<u>Concussion Information and Links</u>	<u>Pg. 19,20</u>
------------------	---	------------------

**Article 9 - NCAA I, NCAA II, NAIA ELIGIBILITY**

<u>Section 1</u>	<u>NCAA I</u>	<u>Pg. 20</u>
<u>Section 2</u>	<u>NCAA II and NAIA</u>	<u>Pg. 20,21</u>

**Article 10 - CCS Activities Drug Testing Policy**

<u>Section 1</u>	<u>Overview</u>	<u>Pg. 21,22,23,24</u>
<u>Section 2</u>	<u>Informed Consent Agreement</u>	<u>Pg. 24</u>
<u>Section 3</u>	<u>Consent to Perform Urinalysis</u>	<u>Pg. 24</u>

**Article 11 - CCS Activities Disclaimer**

<u>Section 1</u>	<u>Guidelines are subject to change</u>	<u>Pg. 25</u>
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## ARTICLE 1: CCS Activities Mission and Vision

### Section 1: OVERVIEW OF PROGRAMS

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

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

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

### Section 2: MISSION STATEMENT

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

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

### Section 3: ACTIVITIES PROGRAM VALUES

#### VALUE # 1: COMPETITORS

*Principal 1: Pursue Excellence*

**Outcome 1:** Better Student-Athletes, Better People

*Principal 2: Embrace High Expectations*

**Outcome 2:** Level of Performance Rises in Practice & Competitions

*Principal 3: Set Challenging Goals and Visualize Success*

**Outcome 3:** Clear Benchmarks for Team & Individual Performance

#### VALUE # 2: TOUGHNESS

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

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

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

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

*Principal 3: Circumstance Free Effort and Attitude*

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

#### VALUE # 3: LOVE

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

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

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

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

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

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

### Section 4: ACTIVITIES PROGRAM GOALS

1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.

4. The Cozad Activities Department will focus on increasing student participation and engagement through the development of the Haymaker Student-Athlete Advisory Team. This group of student athletes will be Cozad students who were recommended by their coaches with the aim of increasing student engagement in the participation in and support of Cozad activities. This group will also provide insight and input to school administration on how to strengthen and/or improve Haymaker activities.
5. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
6. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

**Section 5: CCS STUDENT SPORTSMANSHIP AT ACTIVITIES**

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

The following is a summary of the Code of Sportsmanship which has been established by the Nebraska School Activities Association. Students will:

1. Respect, cooperate, and respond enthusiastically to cheerleaders.
2. Ensure fellow student’s behaviors are appropriate.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player when he/she is removed from the contest.
5. Not applaud errors by opponents or penalties inflicted upon them.
6. Not heckle, jeer, or distract members of the opposing team.
7. Never criticize the players or coaches for the loss of a game.
8. Avoid vulgar language and obnoxious behavior.
9. Conduct her or himself in such a manner that attention is drawn not to the spectator section but to the participants playing the game.

Consequences for students choosing not to follow the sportsmanship guidelines may be but are not limited to the following:

1. Removal from the contest for one or more dates.
2. Detention and/or Saturday school.
3. Suspension (in-school or out-of-school)

Consequences will be determined by the administrator in charge. A student may receive one or all three of the consequences stated above. In summary, students should regulate their actions at all times so that they will be a credit to the team they support, knowing the school gets praise or blame for student conduct since fans represent the school the same as does the athlete.

All student spectators should adhere to the following expectations:

1. **NO** standing or running onto the floor or field during the games.
2. **NO** offensive signs, banners, or noise makers are permitted.
3. **NO** smoking at any school activity at home or away.
4. **NO** obscene or vulgar behavior will be permitted. Cheer loudly, but keep the cheers positive.

**ARTICLE 2:**

**CCS Activities Assignments**

**Sections 1: SPORTS AND ACTIVITIES**

**FALL SPORTS**

**FOOTBALL**

**Head Coach:** Brian Cargill

**Assistants - High School:** Eric Ide, Ron Bubak, Trey Botts, David Squiers, Ben Vetrovsky, Dreu Young (V)

**Head Freshman:** Ben Vetrovsky

**8th Head / Assistant:** Derek Hammerlun / Chris Tvrdy

**7th Head / Assistant:** Terry Warner / Rod Baker

**VOLLEYBALL**

**Head Coach:** Darrel Francescato

**Assistants - High School:** Kristen Wilkins, Ty Smith, Megan Wetovick (V)

**8th Head / Assistant:** Carly Rexing / Kylie Corkern

**7th Head / Assistant:** Teresa Savick / Ashley Simpson

## **SOFTBALL**

*Head Coach:* Ashley Ford

*Assistants:* Zach Stauffer, Charley Corkern

## **CROSS COUNTRY**

*Head Coach:* Jacob Brummer

*Assistants:* Nick Auwerda, Micah Waskowiak, Anne Burkholder (V)

## **GIRLS GOLF**

*Head Coach:* Kaylei Becker

*Assistants:* Art Becker (V)

## **WINTER SPORTS**

### **GIRLS BASKETBALL**

*Head Coach:* Zach Stauffer

*Assistants - High School:* Amber Ross, Chris Tvrdy, Jessica Finnegan (V)

*8th Head / Assistant:* Taylor Jenner / Hannah Gilg

*7th Head / Assistant:* Brent Frauen / Ashley Simpson

### **BOYS BASKETBALL**

*Head Coach:* Nick Broz

*Assistants - High School:* Terry Warner, David Squiers

*8th Head / Assistant:* Brent Frauen / Dave Everton

*7th Head / Assistant:* Darrell Francescato / Bryce Bivens

### **WRESTLING**

*Head Coach:* Derek Hammerlun

*Assistants - High School:* Barry Mraz, Brian Messersmith, Aaron Ide

*Jr. High Head Coach:* Barry Mraz

*Jr. High Assistant:* Chris White

## **SPRING SPORTS**

### **BOYS GOLF**

*Head Coach:* Ben Vetrovsky

*Assistant:* Nick Broz, Tim Hansen (V)

### **GIRLS TRACK**

*Head Coach:* Trey Botts

*Assistants - High School:* Zach Stauffer, Brian Cargill, Micah Waskowiak

*Jr. High Head Coach:* Jim Terry

*Jr. High Assistants:* Alish Favinger, Laura Johnson, David Squiers

### **BOYS TRACK**

*Head Coach:* Jacob Brummer

*Assistants - High School:* Bill Pinkelman, Scott Adkisson, Micah Waskowiak

*Jr. High Head Coach:* Jim Terry

*Jr. High Assistants:* Hannah Gilg, Brian Bussinger, David Squiers

## ACTIVITIES

### ACA-DECA/QUIZ BOWL

Nick Auwerda, Woody Blackmore,  
Jennifer Wall

### NATIONAL HONOR SOCIETY

Woody Blackmore, Amanda Rossell

### VOCAL MUSIC

Stacie Blackmore

### ANNUAL

Tuyet Sansone-Wilcox

### ONE ACT

Kyle Vincent, Mercedes Guerra, Nick  
Auwerda

### WEIGHT TRAINING

Coaches

### C-CLUB

Jeremy Yilk

### SPIRIT CLUB

Dawn Beans

### CHEER TEAM

Karen Klein, Karsyn Bell

### DANCE TEAM

McKenzie Crowe

### SCHOOL PLAY/MUSICAL

Stacie Blackmore, Marcie Kostrunek,  
Mercedes Guerra

### INSTRUMENTAL MUSIC

Mark Messner

### CONCESSIONS

Dawn Beans

### SKILLS USA

Dawn Beans

### SMASH

Kelli Teahon, Marcie Kostrunek

### SPEECH

Tuyet Sansone-Wilcox, Woody  
Blackmore, Omar Carlos

### DIGITAL JOURNALISM

Tuyet Sansone-Wilcox

### TRI-M

Stacie Blackmore

### FCCLA

Jessica De La Torre

### STUDENT COUNCIL

Dawn Beans

### FFA

McKenzie Crowe

### SENIOR CLASS

Jann Kloeping, Dawn Beans

### JUNIOR CLASS

Melissa Hartman, Laura Johnson

### SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

### FRESHMAN CLASS

Karen Klein, Nick Auwerda

## ARTICLE 3:

### CCS ACTIVITIES COMMUNICATION PLAN

#### Section 1: CHAIN OF COMMUNICATION

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

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

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

## **Section 2: COACH - PARENT COMMUNICATION**

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

### **INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH**

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

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

### **COMMUNICATION COACHES EXPECT FROM PARENTS**

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

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

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

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

### **ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES**

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

## **Section 3: PARENT CODE OF CONDUCT**

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

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches
3. Be in control of your emotions.
4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

## **ARTICLE 4:** **CCS Activities Guidelines**

### **Section 1: ACADEMIC ELIGIBILITY**

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

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

**Section 2: SPORTS SEASONS**

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

**NSAA Dates for the 2019-2020 School Year are:**

<b>FALL</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Football	August 10, 2020	Football Playoffs
Girls Golf	August 10, 2020	State Meet
Softball	August 10, 2020	State Tournament
Cross Country	August 10, 2020	State Meet
Volleyball	August 10, 2020	State Tournament
<b>WINTER</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Wrestling	November 16, 2020	State Meet
Basketball (B/G)	November 16, 2020	State Tournament
<b>SPRING</b>	<b>OPENING PRACTICE</b>	<b>CLOSE OF SEASON</b>
Boys Golf	March 1, 2021	State Tournament
Track (B/G)	March 1, 2021	State Meet

**Section 3: PRE-PRACTICE REQUIREMENTS**

- A.** All athletes must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):
- 1.** Parent release form which is on the back side of the school’s physical form. Forms may be picked up at local doctor offices or from the high school and middle school offices. **The following information is required to be signed off on the Parent Release Form:**
    - a.** Parental permission to participate in sports.
    - b.** Athlete agreement to activity guidelines as described in Activities Handbook.
    - c.** Parental agreement to activity guidelines as described in Activities Handbook.
    - d.** Parental signature regarding athletic insurance and emergency information.
  - 2.** Completed physical exam form.
  - 3.** Completed NSAA form (HS Only)
  - 4.** Concussion Test (If Applicable for Athlete)
  - 5.** Medical Release Form
  - 6.** Drug Testing Policy Consent
  - 7. \$35 participation fee REQUIRED for All activity participants, also used as their activity ticket.**

- B.** All members of other Cozad City Schools activities including Cheerleaders, Band, Chorus, Speech, Play Productions, C-Club, FCCLA, FBLA, Multicultural Club (HMLO), and Student Council must meet the following requirements:
- 1.** Return to the high school or middle school office the parent release form to be obtained from their sponsor or their building principal, giving the following information:
  - 2.** Permission to participate in activities.
    - a.** Participant agreement to activity guidelines
    - b.** Parent agreement to activity guidelines
    - c.** Pay any fees that might go along with the activity

- C.** All students who participate in the following sports or activities must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee. The price is \$35.00 and this will also serve as the student’s Activity Ticket.
- All Sports 7-12**  
**Speech Team (NSAA Sponsored)**  
**Play Production**

#### **Section 4: PRACTICE REGULATIONS DURING SCHOOL**

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

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

#### **Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE**

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

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

#### **Section 6: PARTICIPATION AND ATTENDANCE**

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

#### **Section 7: DECEMBER MORATORIUM**

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school. **The 2020-2021 5-Day Practice/Competition Moratorium is December 23rd thru December 27th, 2020.**

#### **Section 8: TEAM SELECTION**

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

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

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

### **Section 9: CONFLICTS BETWEEN ACTIVITIES**

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

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

### **Section 10: CHANGING ACTIVITIES**

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities. If the student is allowed to change activities, he/she will be restricted from practice or competing in the new activity for seven school days.

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

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

### **Section 11: LETTERING REQUIREMENTS**

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity within ten days following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach's discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The activities director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded at the senior high level by the school. Letter certificates will be awarded by the coach or sponsor at appropriate dinners/banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Seniors who are four-year team members shall be letterwinners. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

#### **A. LETTER IN BAND**

1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
3. Be an active and conscientious band member in rehearsals.
4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
5. In all cases, the participant must have the sponsor's recommendation.

#### **B. LETTERING IN GIRLS BASKETBALL**

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

#### **C. LETTERING IN BOYS BASKETBALL**

1. Perfect practice attendance throughout the season with **NO** unexcused absences.
2. No behavior or discipline problems throughout the season.
3. Participation in at least a ¼ of the varsity game quarters.
4. Nomination made by the Cozad Boys Basketball Coaching Staff.

#### **D. LETTERING IN CHORUS**

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

#### **E. LETTERING IN CROSS COUNTRY**

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

#### **F. LETTERING IN DRAMA**

1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)

2. Attend all competitions.
3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

**G. LETTERING IN FOOTBALL**

1. 24-30 Summer lifting days
2. 5 or more speed camps
3. Attend team camps/non contact and contact
4. Plays in 12 or more varsity quarters
5. Freshman must complete the varsity season and earn 26 points to letter
6. All Seniors that meet the lifting requirements and stay out for the entire season regardless of playing time will letter.

**H. LETTERING IN BOYS' GOLF**

1. To letter in golf, a boy must play in all but one of the 10-man meets; or play in the Dawson County, Southwest Conference, or District and State meets.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

**I. LETTERING IN GIRLS' GOLF**

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

**J. LETTERING IN SOFTBALL**

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

**K. LETTERING IN TRACK**

1. Scoring five points in a dual or three points in a triangular.
2. Scoring one point in an invitational (four or more teams).
3. Scoring in Southwest Conference, District, State meet.
4. Participated in track three years.
5. In order to letter, you must complete the track season unless injured or ill.
6. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
7. In all cases, the athlete must have the coach's recommendation.

**L. LETTERING IN VOLLEYBALL**

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

**M. LETTERING IN WRESTLING**

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

**Section 12: PROCEDURES FOR HANDLING PROBLEMS**

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that any student-athlete that may have a problem(s) or concerns) should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the

situation with the coach first, it shall be the coach's prerogative to include the student-athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

- A. If there is some type of conflict between a participant and a team member, or coach, etc., it becomes the responsibility of the participant to talk over the problem with the head coach.
- B. If the problem cannot be resolved by talking to the head coach then the participant and his/her parents should arrange a conference with the Activities Director.
- C. If the participant has a problem related to his/her activity that is interfering with his/her progress in school or home life then a conference with the Activities Director should be arranged as soon as possible.

## **ARTICLE 5:** **NSAA ACTIVITIES GUIDELINES**

### **Section 1: PARTICIPATION ON OTHER TEAMS**

1. Any student who participates in any athletic contest other than as a representative of his/her high school during the season of the sport involved becomes ineligible to represent his/her school in that sport for one or more contests or the remainder of the season. (3.5.1 NSAA)

**During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school.** At no time during the high school sport season can a student who is a member of the school squad in that sport compete in non school organized competition in any skill of the sport. A person may be considered to be a participant without being an official entry in the competition. The phrase "compete in non school organized competition in any skill of the sport" is interpreted to mean to take part in any skill of the sport of the season. **For example, a student out for cross country or track would become ineligible to represent the high school if he/she participates in a road race or a marathon. A student on the high school basketball team would become ineligible if he/she participates in a free throw contest, 1 on 1, 2 on 2, 3 on 3, 4 on 4 basketball contest, or other similar contest. A student out for high school football will become ineligible if he competes in a punt, pass and kick contest. A wrestler shall not participate in a non school takedown tournament during the wrestling season.**(3.5.1 AR&I NSAA)

2. Individual Instruction. During a season of a sport, a student is permitted to take individual instruction from a person other than the high school coach at times other than scheduled high school practice sessions, but such instructions shall not interfere with, nor be substituted for the high school coaching, practice sessions, or contest. (3.5.2 NSAA)

*Outside participation: This rule does not prevent a student from competing outside the school in a sport he/she is not a participant for in high school. For instance, it is possible for any wrestler, basketball player, or volleyball player to compete in bowling, either in leagues or in tournaments. The point is, a basketball player can not play on an outside basketball team. A basketball player may play only basketball for his/her high school basketball team and retain high school eligibility for the season. The same goes for any participant in other sports. They must compete in their sport only for high school. Likewise it is possible for fall sport participants in football, volleyball, golf, or cross country or softball to continue to play basketball after their high school season starts. But it would be a violation if a high school volleyball player competed in a church league volleyball league or tournament, because this particular outside competition came in the student's sport.*

### **Section 2: OFF-SEASON PRACTICE REGULATIONS**

1. **Off-Season (Summer Guidelines):** Summer activities from the close of school the second semester until the opening date of the fall sports season, there shall be no restriction on athletes or on high school coaches working with athletes, a member school; however, may not sponsor a team or individual, provide uniforms or individual player equipment, or otherwise be responsible for students in summer competition.

i. From the Tuesday following Memorial Day to July 31, a member school may not sponsor a team or individual, provide uniforms, individual player equipment (except football, baseball, and softball protective equipment for commercial camps), or otherwise be responsible for a student in summer competition. Attendance at summer activities shall be voluntary. No coach or school representative may directly or by implication direct a student to attend summer activities as a condition for membership on a high school team or restrict the level of team participation within the high school program. (3.2.7 NSAA)

ii. **Applicable to Coaches During The Summer.** The school year out-of-season period begins on the date of the official start of fall practices. Summer activities are regulated between the Tuesday following Memorial Day and July 31. Between the end of the summer activities period and the start of the school year, out-of-season period (August 1 through the official start of fall practices), the following shall apply:

1. The organized practice rule shall be in effect
2. Conditioning programs may be held
3. Attendance at commercial camps and clinics is permissible, but the organized practice rules shall be in effect for such camps and clinics
4. No school-sponsored clinics or camps may be held. (3.2.7 AR&I NSAA)
5. Q1: Can schools provide school vans for coaches to drive to a summer camp? A: Yes, NSAA Bylaw 3.2.8(d) allows school transportation for individuals participating in team sports camps/clinics with prior approval from the district's Board of Education. However, the NSAA Catastrophic insurance would not cover this transportation.

6. Q2: Can a student voluntarily attend the school-sponsored, 60-minute conditioning program, and then return to that school that evening to lift weights? A: Yes, NSAA Approved Ruling 3.2.7.3 states that students may work-out on their own at the school facility and it shall not be considered to be involved in an organized practice.
7. Q3: Could a coach conduct voluntary practices during the summer activity period? A: Yes, NSAA Bylaw 3.2.7.6 allows a coach to have unlimited contact with students during the summer activities period, provided no support is received from the school/district. The organized practice rule is not in effect during the summer activities period.
8. Q4: Can schools allow students participating in summer activities to wear school-issued uniforms (practice, game, warm-up, or scrimmage vest)? A: No, NSAA Bylaw 3.2.7.9 does not allow for the use of school equipment which includes school uniforms.
9. Q5: Can a high school coach conduct a commercial camp/clinic at their high school? A: Yes, NSAA Bylaw 3.2.7.8 (b) allows high school coaches to rent school facilities for use by individuals. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
10. Q6: As a reward, can a coach excuse a student from the first day of high school practice because of the student's participation in summer activities? A: No, NSAA Bylaw 3.2.7 states that attendance at summer activities shall be voluntary.
11. Q7: What does school support mean? A: It can include but may not be limited to the school funding or sponsoring individuals/teams or allowing the use of school issued apparel. School support also includes booster club funds. Coaches compensation and renting outside facilities would also be school support. If the school/school district provides any financial support or provisions to assist/conduct the activity, then it will be considered school support.

iii. NSAA Catastrophic Insurance does not cover coaches/students/schools during the summer activities period (Tuesday following Memorial Day through July 31).

iv. Allowable Summer Activities. During the summer a member school may organize the following:(3.2.7.1-9 NSAA)

**1. Summertime School-Sponsored Camps/Clinics:** A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days over a period of 21 consecutive calendar days starting with the first date of the camp/clinic.

- a. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or stimulated by camp attendees.
- b. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.
- c. The use of school facilities and equipment is permitted in accordance with local school board policy.
- d. If a summertime school-sponsored camp/clinic is held in football, contact shall be allowed with the use of handheld dummies only. The no-contact rule shall prohibit contact with mechanical or training devices, as well as with other players. The use of blocking sleds and other mechanical devices is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be football's, shoes, helmets, kicking tees and handheld blocking dummies.

**2. Summertime Conditioning Program:** A member school may organize and supervise a summer conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:

- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
- b. Sport specific drills are not allowed, and sport specific equipment may not be used.
- c. Conditioning sessions shall be no longer than 60 minutes in length, and no member shall participate in more than one such session per day.
- d. Conditioning sessions organized and run by members of the school's coaching staff are subject to the 60-minute limitation. Students, for example, who work out on their own at the school facility in weight lifting, general calisthenics, running, or agility-type exercises shall not be considered to be involved in an organized conditioning program. (3.2.7.3 AR&I NSAA)

**3. Summertime Open Gym:** It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the summer under the following conditions:

- a. The gym is open for all individuals and all activities.
- b. Schools may not designate sport specific times.
- c. Coaching or instruction is not provided.
- d. School employees who are present restrict their duties to supervision of the facility.
- e. Permitting the participation by non-high school students (graduates, adults or individuals not a member of the school) shall be determined by local school board policy.

**4. Summertime School Recreation Programs:** Schools may sponsor summer recreation programs provided all individuals who wish to participate are permitted to attend and the competition is intra-school. Individual player equipment, except football helmets and pads, may be provided.

**5. Summertime Regulations for Athletes and Coaches:** From the Tuesday following Memorial Day or final day of school (whichever is later) until July 31, there shall be no restrictions on the contact between students and high school coaches, provided no support is received from the school district.

- a. The organized practice rule shall be in effect during the school year until Memorial Day, except in the case of organized teams (e.g., Legion baseball, ASA softball, etc.). If a high school coach or other adult associated with the school program is also the coach of an organized non-school team, practice and competition involving the coach and athletes of that non-school team may begin at the conclusion of the state tournament of that activity or during Week 46 of the standardized calendar, whichever date is later. 3.2.7.6 AR&I NSAA)

**6. Summer Leagues:** High school coaches are permitted to coach students from their school in summer league competition and games, provided there is no direct support from the school.

- a. There must be evidence that the organization or individual conducting the league has rented or leased the school facility to prove the school is not involved with sponsorship or funding.
- b. All league fees and costs are to be paid by the athlete and/or his/her parents. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in such leagues.

- c. Team fundraisers may be used to finance summer league and camp activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp activities. Any athlete receiving money for summer league/camps must participate in the fundraising activity.
- d. The use of school names and uniforms (practice, game, warm-up or scrimmage vests) shall be considered school support and are prohibited.

**7. Summertime Use of School Facilities:** Member schools may permit the use of their facilities in accordance with the school board rental policy. Examples of acceptable use of school facilities for activities are:

- a. **Summer Leagues.** There must be evidence that the organization or individual conducting the league has rented or leased the facility to prove the school is not involved in its sponsorship or funding.
- b. **Commercial Sport Camps/Clinics.** A school may rent its facility for use by individuals, including its own school coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

**8. Summertime Use of School Equipment:** Member schools may permit the use of school equipment, other than individual player equipment and uniforms, as long as the school is in no way responsible or involved. Acceptable equipment shall be: shot put; discus; vaulting poles; landing pits; hurdles; balls; tennis racquets; golf clubs; nets; vaulting, high jump, and volleyball standards; swimming kick boards; weight machines; football helmets and pads for students attending commercial camps; and batting helmets and catcher's equipment for students attending commercial camps.

**9. Summertime College/Professional/Commercial Team Sport Camps/Clinics:** High school coaches are permitted to accompany students from their school to college, professional, or commercial sports specialized team camps/clinics during the summer.

- a. The purpose of a specialized sports camp/clinic/school is to give team members an opportunity to improve their skills in a particular activity.
- b. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps, schools, and non-school competition.
- c. Team fundraisers may be used to finance team commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for camp activities. Any athlete receiving money for summer team camps/clinics must participate in the fundraising activity.
- d. The school shall not provide uniforms (practice, game, warm-up or scrimmage vests) but may provide transportation for individuals participating in such camps/clinics, or schools with prior approval from the district's Board of Education.

**10. Summertime Individual Commercial Camps/Clinics:** During the summer, students may attend any individual skill/technique camps or clinics.

- a. The purpose of an individual camp/clinic/school is to give a student an opportunity to improve his/her skills in a particular activity.
- b. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps.
- c. Team fundraisers may be used to finance individual commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer individual camp/clinic activities. Any athlete receiving money for camps/clinics must participate in the fundraising activity.
- d. The school shall not provide uniforms (practice, game, warm-up or scrimmage vests).

### **Section 3: SCHOOL-YEAR, OUT-OF-SEASON PRACTICE REGULATIONS**

*“School-year, out-of-season” is defined as that period of time during the school year in which no organized practice can be conducted. The “school-year, out-of-season” period begins on the first day of fall practice and runs until the first allowable date of practice in that sport, and the period after a team or individual has been eliminated from further competition during the championship series of district and state tournaments/meets through Memorial Day or the end of the school year, whichever is later. For non-varsity competition, “school year, out-of-season” begins the day following the last date of interscholastic competition or the last date of the varsity season, whichever is later.”*  
(3.2.1 NSAA)

**1. “School-Year, Out-of-Season” Participation:** Except during the season of the sport involved, a student may be a member of a non-high school team and compete unattached in non-high school competition. Students are prohibited from wearing high school uniforms during non-high school sponsored competition.(3.2.2 NSAA)

**2. Organized Practice:** No organized practice in any sport shall be held during the “school-year, out-of-season” period. An organized practice shall be defined as follows:

- a. **Football and Soccer.** An organized practice in 11-man football and soccer shall mean more than seven students under direct supervision of a sponsor. An organized practice in 8-man football shall mean more than five students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. The only pieces of general equipment shall be football's, shoes, helmets, kicking tees, and hand held dummies and there shall be no contact with mechanical training devices or blocking sleds or with another player.
- b. **Basketball, Baseball, Softball, Volleyball, Tennis and Wrestling.** An organized practice shall mean more than four students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. In baseball and softball, beginning four weeks prior to the official start of softball and baseball practice, sponsors may work with up to eight (8) players using only balls, gloves and protective catcher's equipment. No other equipment; including bats may be used by players or coaches. An organized practice shall mean more than eight (8) students under the direct supervision of a sponsor. If more than one

group is practicing at the same time, it shall be called an organized practice. During the four weeks prior to the official start of practice, sponsors will have the option of working with four (4) student athletes or eight (8) student athletes using the prescribe allowable equipment.

- c. **Track & Field, Swimming & Diving, Golf and Cross Country.** An organized practice shall mean more than three students under direct supervision of a sponsor. If more than one such group is practicing at the same time, it shall be called an organized practice. (3.2.3 NSAA)

**3. Conditioning Program:** A member school may organize and supervise a “school year, out-of-season” conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:

- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
- b. Sport specific drills are not allowed, and sport specific equipment may not be used.
- c. The conditioning session shall be no longer than 60 minutes in length, and no student shall participate in more than one such session per day.
- d. Conditioning programs shall be voluntary. No coach or school representative may directly or by implication direct a student to attend conditioning sessions as a prerequisite for membership or restrict the level of team participation within the high school program. (3.2.4 NSAA)

**4. Open Gym:** It is permissible for students to be involved in NSAA activities of a school’s open gymnasium program during the “school year, out-of-season” period under the following conditions:

- a. The gym is open for all individuals and all activities.
- b. Schools may not designate sport specific times.
- c. Coaching or instruction is not provided.
- d. School employees who are present shall restrict their duties to supervision of the facility.
- e. Open gym shall be voluntary. No coach or school representative may directly or by implication direct a student to attend open gym as a condition for membership or restrict the level of team participation within the high school program. (3.2.5 NSAA)

***A member school shall not provide support, hold an organized practice or enter students in any non-high school competition in NSAA sponsored sports outside of the defined NSAA season. Faculty vs. student, alumni vs. student, or parent vs. student contests are not permissible during the season of the sport involved. If such contests are held out-of-season, the organized practice rule must be followed. (3.2 A&I NSAA)***

#### **Section 4: ELIGIBILITY (NSAA Eligibility)**

**1.** IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

**2.** 2.2.1 Students must be a bonafide student of their member school and have not graduated from any high school.

**3.** 2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

**4.** 2.3 Students are ineligible if nineteen years of age before August 1 of current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

**5.** 2.4.1 Students must be enrolled in some high school on or before the eleventh school day of the current semester.

**6.** 2.5.1 Students must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

**7.** 2.5.2 Students must have been enrolled and received twenty hours in school the immediate preceding semester.

**8.** 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

**9.** 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:

**10.** 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

**11.** 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

**12.** 2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

**13.** 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

**14.** 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

15. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
16. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
17. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)
18. 3.6 A student shall not participate on an all-star team while a high school undergraduate.
19. 3.7 A student must maintain his/her amateur status.

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

**Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES**

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

**Section 2: EQUIPMENT**

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

**Section 3: STUDENT FEES**

Refer to addendum to the Student Handbook Student Fees Policy, Policy 5130.2.

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

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

**Section 5: TEAM TRAVEL**

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. We feel it is really important that

all members of a team return from a contest by the same transportation provided for taking them to the contest. This will promote team camaraderie and unity among the players. **Exception:** A student may continue on a trip with his/her parents or their adult designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.

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

## **ARTICLE 7:** **CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND HAZING**

### **Section 1: CODE OF CONDUCT**

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

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

### **Section 2: DISCIPLINE**

- A. **Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is:**
  - 1. Found to be in the possession of or use tobacco, tobacco substitute (cigars, cigarettes, e-cigs, chew, snuff, etc.) while on school property or under the direct supervision of the school.
  - 2. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use tobacco, tobacco substitutes (cigars, cigarettes, e-cigs, chew, snuff, etc.)
  - 3. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use alcoholic beverages and/or illegal drugs.
  - 4. Tests positive for banned substances listed within the Cozad Community Schools drug testing policy.
  - 5. Convicted by law or adjudicated of any criminal charge involving the use or possession of any illegal drug or of any alcoholic beverage.
  - 6. Found to be in the possession of or use alcoholic beverages and/or illegal drugs while on school property or under the direct supervision of the school.
  - 7. Convicted by law of any criminal charge or determined by law to be a delinquent child under any other circumstance which is indicative of behavior not representative of a good citizen.
  - 8. Engaging in any behaviors that misrepresent the standards of Cozad Schools, involving law enforcement or not
  - 9. Guilty of repeated or serious violations of Student Handbook Policies.
- B. **Shall be disciplined under the following criteria: Category I Discipline covers (1) above:**
  - 1. First Offense: The student will be in In-School Suspension for two days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school

activities for five consecutive days and may not participate in contests during the suspension. The student will practice during the suspension.

2. **Second Offense:** The student will be in In-School Suspension for four days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
3. **Third Offense:** The student shall serve a combination of four days of In- School Suspension and two days in Out-of-School Suspension. Suspension from all school activities for the remainder of the school year. The tobacco and its containers will be confiscated from the student and destroyed.

**C. Category II Discipline covers (2) above:**

1. **First Offense:** Suspension from all school activities for five consecutive school days and may not participate in contests during the suspension. The student will practice during the suspension.
2. **Second Offense:** The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
3. **Third Offense:** Suspension from all school activities for the remainder of the school year.

**D. Category III Discipline covers (3,4,5) above:**

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

**E. Category IV Discipline covers (6) above:**

1. **First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
  - a. **Consequence:** the student will incur a 10-day Out-Of-School Suspension. Any and all days missed will be counted toward the school's attendance policy. The student will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 40 school days, commencing the first day of the Out-Of School Suspension. Students will be reinstated for activities at 8:15 a.m. on the 41st school day.
  - b. **Intervention Option:** The student and family participate in a drug and alcohol assessment at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy. The student and parents agree to follow the counselor's recommendations satisfactorily. The intervention option will include a five-day Out-Of-School Suspension, and will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 20 school days, commencing the first day of the suspension or treatment program. Students will be reinstated for activities at 8:15 a.m. on the 21st school day.
  - c. **School requirement:** The school requires written confirmation that an assessment has been made and the counselor's recommendations are being followed to a satisfactory level.
  - d. **Agencies:** The following agencies could be utilized: Center for Psychological Services – Kearney Richard Young Hospital – Kearney Lutheran Family Services – North Platte South Central Behavioral Services – Kearney
  - e. **School work:** Students will be expected to complete school work which the teachers feel is appropriate during suspension and expulsion periods.
2. **Second Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
  - a. **Consequence:** Expulsion.
  - b. **Intervention option:** The Board of Education will give the student or parents an option to expulsion which would be a mandatory alcohol/drug rehabilitation program acceptable by the school administrators. This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The intervention option will include a

10-day Out-Of-School Suspension, and will require 40 days of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.

- c. School requirement: The school requires written confirmation that rehabilitation is in progress, and a program will be initiated for the student.

3. **Third offense: Expulsion**

- a. Intervention option: None when the student enters the 9th grade, and each violation incurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th grade school history.

F. **Category V Discipline covers (7,8,9) above:**

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

G. **Related discipline issues:**

1. Any tobacco, alcohol, or drug-related violation for a second time will move from first offense to second offense regardless of category. (Example – first offense for alcohol was an "at-school" violation and the second offense for alcohol was an "off-school" grounds violation.)
2. Any participant who is disciplined under the above criteria may (should) continue to practice with their activity if he/she expects to participate in that activity after their disciplinary action is completed.
3. The above disciplinary action will cover all Cozad High School and Cozad Middle School sports and the Cozad High School speech team participants. Discipline for violation of this criteria area for participants in music, plays, clubs, etc. will be decided by the Sponsor, Activities Director and Building Principal.
4. Students who wish to appeal a decision may request a hearing with their Sponsor/Coach and the Activities Director. If their decision is not satisfactory the student may request a hearing with the Building Principal. If his decision is not satisfactory, he/she may request a hearing with the Superintendent. If his decision is not satisfactory, he/she may request a hearing with the Board of Education whose decision on the matter will be final. Students may employ legal counsel to represent them at the hearing if they so desire.

**Section 3: HAZING**

Cozad High School has adopted a firm stance against "Hazing" activities that may occur in order to be a member of a group. Hazing is defined as:

*"Hazing is a process, based on a tradition that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, degrading, intimidating, and exhausting, all of which results in physical and/or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of the specific group."*

Students are highly encouraged to report such activities to the head coach/sponsor of their groups or organizations. Consequences will be determined by school administration based on the severity of the act.

**Article 8:**

**CCS ACTIVITIES CONCUSSION INFORMATION**

**Section 1: CONCUSSION INFORMATION and LINKS**

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

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

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

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

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

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

CDC Heads Up - Fact Sheet for Athletes

[http://www.cdc.gov/concussion/pdf/Athletes\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf)

CDC Heads Up - Fact Sheet for Parents

[http://www.cdc.gov/concussion/pdf/Parents\\_Fact\\_Sheet-a.pdf](http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf)

CDC Heads Up - Fact Sheet for Coaches

[http://www.cdc.gov/concussion/pdf/coaches\\_Engl.pdf](http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf)

Home Instructions for Parents & Concussed Athlete

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

Return To Learn

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

Return to Play

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

Return To Play - Written Clearance Form

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

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at [www.cozadschools.org](http://www.cozadschools.org)

Student Transportation when diagnosed with a Concussion: Section E on page 13.

### **Article 9:** **NCAA I, NCAA II, NAIA**

#### **Section 1: NCAA DIVISION I**

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

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

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

## **Section 2: NCAA DIVISION II and NAIA**

### **Division II Initial-Eligibility Toolkit Website:**

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

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

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

## **ARTICLE 10:**

### **CCS ACTIVITIES DRUG TESTING POLICY**

#### **Section 1: OVERVIEW**

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

#### **A. A STATEMENT OF NEED AND PURPOSE**

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

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

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

#### **B. SUPPORTING DATA**

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

#### **C. DEFINITIONS**

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

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

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

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

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

**Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

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

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

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

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

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

#### **D. PROCEDURES FOR STUDENTS**

##### **a. Informed Consent for Testing**

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Appendix B). No student may participate and/or receive a parking permit until this form is properly executed and on file with the School.

##### **b. Urine Drug Testing Frequency**

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extracurricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Following enrollment, students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test under article 7b.

##### **c. Sample Collection**

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

#### **E. CONFIDENTIALITY OF RESULTS**

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Appendix C).

#### **F. VENDOR REQUIREMENTS**

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

##### **a. Random Selection of Eligible Students**

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

##### **b. Collection of Urine Specimens**

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Chain of Custody forms will be provided by the Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

##### **c. Testing of Urine Specimens**

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** or similar confirmatory test (understanding that no current GC/MS test is available for LSD).

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

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

**d. Medical Review Officer (MRO) Services**

The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Cozad Community Schools Students** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.

**e. Reporting of Random Urine Test Results by Vendor**

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

**f. Statistical Reporting and Confidentiality of Urine Drug Test Results**

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

**G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT**

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

(1) The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

**b. First Positive Result**

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

**c. Second Positive Result**

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

**d. Third Positive Result**

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

**e. Self Referral.**

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in section 7b of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a *first offense only*, subsequent positives following a referral will continue to actions stated in 7c and 7d. A student may only self-refer one time while a student in the Cozad Community Schools.

**f. Prescription Drug Error Positive**

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

**H. NON-PUNITIVE NATURE OF POLICY**

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

**I. ILLICIT OR BANNED SUBSTANCES**

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

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

**Section 2: INFORMED CONSENT AGREEMENT**

Student Name (Print) \_\_\_\_\_

Grade \_\_\_\_

Parent/Guardian/Custodian Name (print) \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**AS A STUDENT:**

I understand and agree that participation in athletics and parking on school grounds is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any athletic program, and/ or receive a parking permit, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice, participate or park. I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**AS A PARENT/GUARDIAN/CUSTODIAN:**

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

Parent/Guardian/Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3: CONSENT TO PERFORM URINALYSIS**

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

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

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

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

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

**Article 11:**  
**CCS ACTIVITIES GUIDELINE DISCLAIMER**

**Section 1: GUIDELINES ARE SUBJECT TO CHANGE**

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

# COZAD COMMUNITY SCHOOLS CLASSIFIED EMPLOYEE HANDBOOK

2020-2021



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## *Table of Contents:*

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### Foreword

#### Section 1: Introduction

### Article 1: Daily Operations

#### Section 1: Time Cards

#### Section 2: Lunch Breaks

#### Section 3: Inclement Weather Conditions

#### Section 4: Mileage & Expenses

### Article 2: Employment Information

#### Section 1: Worker's Compensation Insurance

#### Section 2: Tax-Sheltered Annuities

#### Section 3: Termination of Employment

#### Section 4: Family and Medical Leave Act (FMLA)

#### Section 5: Leave Benefits

#### Section 6: Employment Classification Change

#### Section 7: Physical Exams

#### Section 8: Employment Term

### Article 3: Employment Terms

#### Section 1: Employee Benefits Blanket Statement

#### Section 2: Custodian, District Office Staff, and 12-Month Building Secretary

#### Section 3: 10/11-Month Building Secretary

#### Section 4: 9/10-Month Full-Time Paraprofessional, Full-Time Food Service Personnel

#### Section 5: Part-Time Bus Driver, Part-Time Paraprofessional, and Part-Time Food Service Personnel

#### Section 6: Ticket Takers, Announcers, Clock Operators, Bookkeepers, Line Judges, and all other Occasional or Sporadic Positions

#### Section 7: Classified Substitutes

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## *Foreword*

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### Section 1: Introduction

Cozad Community Schools employs support personnel in order to carry out the operation of the school district. Classified departments include: food service personnel, paraprofessionals, custodians, bus drivers, and secretaries.

It is important to remember that classified employees have an impact on the lives of our students, just as teachers and other professional members. Without the proper completion of tasks by the classified employees, the children in our community will not receive a quality education.

The purpose of this handbook is to provide classified employees with a set of guidelines concerning the benefits and procedures of Cozad Community Schools. It is not a contract, and it is not intended as a set of binding rules and obligations as might be defined in a legal contract. Rather, it provides useful information which, hopefully, will contribute to the efficient operation of Cozad Community Schools.

Should questions arise, please feel free to contact the District Office for additional information at (308) 784-2745.

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## Article 1: Daily Operations

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### Section 1: Time Cards

Each classified employee paid on an hourly rate must clock in and out using the District's timekeeping system. A login ID will be provided by the District Office, and every classified employee is expected to record their worked time using this system.

All leave requests will be made through the District's timekeeping system and approved by the Building Administrator.

If an employee takes a one-day job related trip, all the time spent traveling is counted as hours worked. If the travel requires an overnight stay, the time spent traveling is counted as hours worked only until you arrive at the hotel. The time spent traveling between home and work is not compensable.

Time card weekly totals are calculated from Sunday to Saturday. The pay period consists of one month worked to be paid on the 20<sup>th</sup> day of the following month.

### Section 2: Lunch Breaks

Classified employees who work an entire day will have at least a 30-minute lunch break per day. Lunch breaks will be compensated if employees are not relieved of their duties or are not free to leave their posts.

Lunch breaks are to be scheduled so as to not interfere with building or departmental operations.

### Section 3: Inclement Weather Conditions

Unless directed otherwise, custodians/maintenance staff are to report to work when school is canceled because of inclement weather. Classified employees who do not report for work due to inclement weather when school is in session will not be paid for the time missed, or will be charged an applicable leave day.

No classified employee will be permitted to use leave benefits for a day when school has been canceled due to inclement weather.

### Section 4: Mileage & Expenses

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites and other required trips (i.e. bank or post office). These miles must be logged and submitted monthly. The allowable rate shall be governed by IRS regulations. The District is not liable for physical damage to employee vehicles. **Staff are to use school provided vehicles for transportation needs unless receiving permission to use own vehicle. No reimbursement for expenses will be provided if permission is not obtained first.**

Reimbursement for the purchase of materials, or for meals or other expenses related to travel must be submitted to and approved by the Building Administrator. If the expense relates to an activity, it must be submitted to and approved by the Activities Director. The request for reimbursement should include a receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. **If no receipts or appropriate documentation are provided, there will be no reimbursement.** Meal per diems are limited to \$25 per day (\$6 for breakfast, \$7 for lunch, and \$12 for supper). Per diems will not be paid if hotel provides breakfast or meals come with meeting/conference.

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## Article 2: Employment Information

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### Section 1: Worker's Compensation Insurance

All employees of the school district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

**A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Superintendent's office within 24 hours of the accident and the injured employee must submit to a drug test. Worker's Compensation Insurance claims should only be made on reported accidents.**

### Section 2: Tax-Sheltered Annuities

If an employee chooses to participate in an annuity program, the school district will remit a stipulated amount via a payroll deduction to a tax shelter annuity (Section 403b of the Internal Revenue Code) of the employee's choice.

Requests for participation should be made through an approved insurance company (check with District Office for available companies); the employee must complete appropriate forms and submit to the Business Manager.

### Section 3: Termination of Employment

If at all possible, employees are expected to give two weeks' notice of intention to terminate employment. Written notice of resignation should be addressed to the appropriate Administrator.

### Section 4: Family and Medical Leave Act (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### Section 5: Leave Benefits

Leave benefit balance of 3 days will be awarded August 1<sup>st</sup> or employee start date with the rest of the days accrued during the school year must be used or carried over, if applicable, by July 31<sup>st</sup>. (All leaves and benefits shall be prorated based upon work schedule and date of hire.)

#### *Holiday Pay*

Classified employees will only receive compensation for hours regularly scheduled to work on the day the holiday is observed. For example, if scheduled to work Monday-Thursday, and the holiday is observed on Friday, no compensation will be granted. When the holiday does fall on an employee's regularly scheduled workday, compensation will be granted for employee's regularly scheduled hours, not to exceed 8. If employee is on FMLA leave the day the holiday is observed, no holiday pay will be granted.

#### *Military Leave*

Military leave shall be granted as required by statute.

#### *Jury Duty*

All employees selected to serve on jury duty will be paid as they would have earned in a regular working day. All employees must submit payment received from the courts to the District for reimbursement of wages, excluding any money allowed to them by the courts for expenses and mileage.

All school district employees shall report back to their school as soon as it is practically possible. Example: if jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

#### *Professional*

All employees who wish to leave to attend meetings, which pertain to their school position, must receive prior approval from their Building Administrator.

#### *Bereavement*

Available to be used for members of the immediate family, which include: parent, spouse, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or grandparent of the employee.

#### *Vacation*

Any extended vacation period while school is in session will require advance approval by the Superintendent, and all parties will cooperate in arranging vacation time so as to cause the least inconvenience to the normal operation of the District. Upon the commencement of any subsequent contract term, the Board shall give the employee the number of days necessary to restore the employees total to the maximum number of days based on the employee's experience. For example, if a first-year employee uses 8 of his/her 10 days of vacation, the board will provide the employee with 8 days the following year to bring his/her total back to 10 days. The Board shall compensate the employee for unused vacation days upon the conclusion of the employee's employment at the employee's then-current per diem rate.

#### *Other Leave*

Unpaid leave may be used to excuse an absence upon the discretion and authorization of the Building Administrator. Each Building Administrator shall have complete discretion to grant or deny any requested unpaid leave. Furthermore, the Building Administrator may require the employee to use any leave benefit days they have available prior to approving an unpaid leave request.

## Section 6: Employment Classification Change

Classified employees that accept a certified position will receive their classified accumulated sick leave plus their first year certified sick leave days, not to exceed 45. They will also retain years of service. Any other leave balances are forfeited.

## Section 7: Physical Exams

Any classified employee who is required by law to have an annual physical examination, will do so at the expense of the district.

## Section 8: Employment Term

The typical and assumed employment term for classified staff is scheduled based on the school calendar. Staff hired during the school year will have leave benefits prorated.

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## Article 3: Employment Terms

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### Section 1: Employee Benefits Blanket Statement

All classified positions are at-will employment.

All leave benefits are determined by employee's regular scheduled workday, but not to exceed 8 hours per day.

If employment is severed for any reason and the employee is later rehired, no previously accrued sick leave shall be given upon rehire, and years of service for purpose of granting leave is reset to zero. Prior years of service with the District will be granted for retirement purposes.

#### *Retirement Benefit*

If scheduled to work more than 20 hours/week, Nebraska Public Employees Retirement System (NPERS) requires employee payroll deduction for member contribution of 9.78%, with the district contributing 101% (9.8778%), and the State of Nebraska contributing 2%. If previously employed in a position eligible for NPERS, contributions are required to continue, even if scheduled for less than 20 hours/week. Any time spent working for the District outside of regularly scheduled hours or responsibilities will be subject to NPERS payroll deduction.

#### *Insurance Policy when both spouses work for the district*

When both spouses work for the district and both employees are eligible for insurance benefits based on their position, each employee will have their own policy. If the employees wish to add dependents, they will need to communicate with the Business Manager to determine if one family policy would be more economical to both the employee and the district.

### Section 2: Custodian, District Office Staff, and 12-Month Building Secretary

Employed on a 12 month basis, 40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon work schedule if employee is scheduled fewer than 12 months per year or 40 hours per week.)

Pay rate per Superintendent's approval.

#### *Insurance*

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

#### *Vacation*

Schedule: 0-9 years of service: 10 days available, 10-19 years of service: 15 days available, and 20+ years of service: 20 days available. \*Due to the job requirements of custodial staff during the summer months, their attendance is crucial.

Therefore, custodial staff will NOT be allowed to take more than 10 days of vacation during the months of June and July.

#### *Sick*

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45.

#### *Personal*

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

#### *Bereavement*

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

#### *Holiday*

Paid holidays include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and July 4th.

### Section 3: 10/11-Month Building Secretary

Employed on a 10/11 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 10/11 months per year.)

Pay rate per Superintendent's approval.

#### *Insurance*

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

#### *Vacation*

No benefit available.

#### *Sick*

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45.

#### *Personal*

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

#### *Bereavement*

Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

#### *Holiday*

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

### Section 4: 9/10-Month Full-Time Paraprofessional, Full-Time Food Service Personnel

Employed on a 9/10 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 9/10 months per year.)

Pay rate per Superintendent's approval.

#### *Insurance*

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

*Vacation*

No benefit available.

*Sick*

Schedule: 10 days available per year, 5 of which may be used for Bereavement, noncumulative.

*Personal*

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

*Holiday*

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

## Section 5: Part-Time Bus Driver, Part-Time Paraprofessional, Part-Time Food Service Personnel

Employed on an hourly basis as needed, not to exceed 29 hours per week. (All leaves and benefits shall be prorated based upon average weekly scheduled hours).

Pay rate per Superintendent's approval.

No insurance provided by the District.

*Vacation*

No benefit available.

*Sick*

Schedule: 10 days available per year, 2 of which may be used for Bereavement, noncumulative.

*Personal*

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

*Holiday*

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

## Section 6: Ticket Takers, Announcers, Clock Operators, Stat Keepers, Line Judges, and all other Occasional or Sporadic Positions

Employed on an occasional and sporadic basis.

Pay rate for the position per Superintendent's approval.

No insurance or leave benefits granted for this position.

Classified staff are not eligible for this employment if it would cause their weekly hours to exceed 40.

## Section 7: Classified Substitutes

Employed on an hourly basis as needed, not to exceed 29 hours per week.

Pay rate based on the position in which the substitute is temporarily filling per Superintendent's approval.

No insurance or leave benefits granted for this position.

Nebraska Rural Community Schools Association

Invoice



Nebraska Rural Community Schools Association  
455 S.11th St, Ste B  
Lincoln, NE 68508

Invoice #: 2020-21 Member

Date: 6/18/2020

**Bill To:**

COZAD COMMUNITY SCHOOLS

1910 MERIDAN AVE

COZAD NE 69130

For: NRCSA Membership Dues

Description	Amount
<i>2020-21 NRCSA Membership Dues Renewal</i>	<i>\$850.00</i>

**Total:**

*\$850.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028  
or e-mail: [jbundy@nrcca.net](mailto:jbundy@nrcca.net)

## **5004 Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### **1. Definitions**

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

**2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

**3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

### **4. Standards for Acceptance or Rejection of Option Students.**

- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals

seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

K-3<sup>rd</sup>: 19 Students Per Section Maximum

4<sup>th</sup>-5<sup>th</sup>: 23 Students Per Section Maximum

6<sup>th</sup>-8<sup>th</sup>: 23 Students Per Section Maximum

Number of sections (3 or 4) per grade level will be determined every Spring.

- b. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- c. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  - f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school

years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

- b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

## **9. Late Applications and Requests for Release**

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

**9. Students Who Do Not Need a Release from the Resident District**

- a.** A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

**11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 3/18/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5004 Option Enrollment**

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- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals

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- b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

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**12. Authority of Superintendent.**

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Adopted on: 3/18/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 4040

### Accrual of Sick and/or Vacation Leave for Classified Staff

Each classified staff member will be afforded the sick and/or vacation leave set forth in his/her individual employment contract. Sick and vacation leave is accrued at a rate of one day (regularly scheduled day, ie. 8, 7.5, 2) for each month worked.

**Sick Leave.** Sick leave may only be used for personal illness or as otherwise provided in board policy. If the employee qualifies for disability pay under the long-term disability pay instead of sick leave pay. Employees shall not be compensated for unused hours of sick leave upon the ending of their employment with the district. Classified staff may accrue the total number of hours called for his/her individual employment contract.

**Vacation Leave.** Each staff member will be allowed to accrue the total number of vacation hours called for in his/her individual employment contract. Employees shall not be awarded additional vacation hours beyond the maximum number of vacation hours set in the employment contract. The school district may require employees to use vacation hours. Upon the conclusion of employment, the district shall compensate the employee for unused vacation hours at the employee's then-current hourly rate.

Adopted on: 10/14/19

Revised on: 7/13/2020

Reviewed on: \_\_\_\_\_

## 4040

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Adopted on: 10/14/19

Revised on: 7/13/2020

Reviewed on: \_\_\_\_\_

## **5004 Option Enrollment**

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  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  - f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school

years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

- b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

## **9. Late Applications and Requests for Release**

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

**9. Students Who Do Not Need a Release from the Resident District**

- a.** A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

**11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 3/18/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5004 Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### **1. Definitions**

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

**2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

**3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

### **4. Standards for Acceptance or Rejection of Option Students.**

- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals

seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

K-3<sup>rd</sup>: 19 Students Per Section Maximum

4<sup>th</sup>-5<sup>th</sup>: 23 Students Per Section Maximum

6<sup>th</sup>-8<sup>th</sup>: 23 Students Per Section Maximum

Number of sections (3 or 4) per grade level will be determined every Spring.

- b. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- c. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  - f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school

years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

- b.** On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

## **9. Late Applications and Requests for Release**

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

**9. Students Who Do Not Need a Release from the Resident District**

- a.** A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

**11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 3/18/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

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

Adopted on: 8/14/2017  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## 2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## 3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## 4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school. Some courses that require additional fees are as follows:

- Industrial Technology Classes
  - H.S. Woods #1: \$60
  - H.S. Woods #2: \$50
  - Metals Shop: \$15
- Art Classes
  - H.S. Honors Art: \$20
- Family and Consumer Science Classes
  - 7<sup>th</sup> F.C.S. Sewing Project: \$10
  - 8<sup>th</sup> F.C.S. Sewing Project: \$10

**Commented [MOU1]:** I believe this should be “does not” but “does” was also an option.

**Commented [MOU2R1]:**

**Commented [MOU3]:** Our policy states the following:  
The maximum fee listed in this category refers to the maximum charge for a standard project to complete the requirements of the course and will be owned by the school. A student will declare prior to beginning a project if he/she will purchase the standard project upon completion and/or decide to use other materials at his/her own expense or do a different project at his/her own expense as long as it meets the criteria for the course set by the instructor. These projects are not subject to waivers.

**Commented [MOU4]:** I added this sentence here. Does this make sense?

- High School F.C.S.: \$30

## **5. Technological Devices**

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

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

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

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Activity Card: \$35
  - Covers admission to all extracurricular events
- Student Participation Fee: \$35

- Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- National Honor Society: \$30
- Cheerleading, Jazz Team: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: **\$1800**
- Football: \$ 300
  - Students must provide their own football shoes and undergarments
- Golf: \$500
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$300
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
  - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- Physicals: \$50
  - Students are required to have a physical taken for participation in athletics.
- High School Pep Club: \$35
- SKILLS USA: \$25
- Spirit Club: \$10
- Field Trips: \$40
  - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

**Commented [MOU5]:** Should I include immunizations as well here?

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

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

## **9. Copies of Student Files or Records.**

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

**Commented [MOU6]:** I added these sections back in after reviewing our current board policy. We can discuss the changes tomorrow.

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

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

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

## **11. Participation in Summer School or Night School.**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

## **12. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PK-5
  - Regular Price \$ 1.55
  - Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
  - Regular Price \$ 1.80
  - Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
  - Regular Price \$ 2.90
  - Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
  - Regular Price \$ 3.10
  - Reduced Price \$ 0.40

### **13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$90
  - Students must provide their own instruments and marching band shoes.
  - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
    - Concert Polo Shirt: \$25  
(waived if student participates in Fall Choir Fundraiser)
    - Robe Cleaning Fee: \$16
    - A Cappella Gown/Vest Cleaning Fee: \$16
      - If purchased: \$50-\$70
    - Middle School T-shirt: \$10  
(waived if student participates in Fall Choir Fundraiser)

**Commented [MOU7]:** This information was what the old policy stated.

### **14. Contributions High School Class Extracurricular Activities.**

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

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

**C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

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

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

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

Adopted on: 7/15/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
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### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school. Some courses that require additional fees are as follows:

- Industrial Technology Classes
  - H.S. Woods #1: \$60
  - H.S. Woods #2: \$50
  - Metals Shop: \$15
  
- Art Classes
  - H.S. Honors Art: \$20
  
- Family and Consumer Science Classes
  - 7<sup>th</sup> F.C.S. Sewing Project: \$10
  - 8<sup>th</sup> F.C.S. Sewing Project: \$10

- High School F.C.S.: \$30

## **5. Technological Devices**

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

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

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

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Activity Card: \$35
  - Covers admission to all extracurricular events
- Student Participation Fee: \$35

- Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- National Honor Society: \$30
- Cheerleading, Jazz Team: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$1800
- Football: \$ 300
  - Students must provide their own football shoes and undergarments
- Golf: \$500
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$300
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
  - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: \$40
- FCCLA: \$165
- Physicals: \$50
  - Students are required to have a physical taken for participation in athletics.
- High School Pep Club: \$35
- SKILLS USA: \$25
- Spirit Club: \$10
- Field Trips: \$40
  - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

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

## **9. Copies of Student Files or Records.**

The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

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

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

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

## **11. Participation in Summer School or Night School.**

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

## **12. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PK-5
  - Regular Price \$ 1.55
  - Reduced Price \$ 0.30
- Breakfast Program – Grades 6-12
  - Regular Price \$ 1.80
  - Reduced Price \$ 0.30
- Lunch Program – Grades PK-5
  - Regular Price \$ 2.90
  - Reduced Price \$ 0.40
- Lunch Program – Grades 6-12
  - Regular Price \$ 3.10
  - Reduced Price \$ 0.40

### **13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activity fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$90
  - Students must provide their own instruments and marching band shoes.
  - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
    - Concert Polo Shirt: \$25  
(waived if student participates in Fall Choir Fundraiser)
    - Robe Cleaning Fee: \$16
    - A Cappella Gown/Vest Cleaning Fee: \$16
      - If purchased: \$50-\$70
    - Middle School T-shirt: \$10  
(waived if student participates in Fall Choir Fundraiser)

### **14. Contributions High School Class Extracurricular Activities.**

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

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

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

### **D. Distribution of Policy.**

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

### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

### **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

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

Adopted on: 7/15/19

Revised on: 7/13/2020

Reviewed on: \_\_\_\_\_