Cozad Community Schools

Board of Education Regular Meeting

Monday, August 17, 2020 7:00 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 7:00 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 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.

    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. **PRINCIPAL/ADMINISTRATIVE REPORTS**

    1. **Patty Wolfe Report**

    2. **William Beckenhauer Report**

    3. **Jeremy Yilk Report**

    4. **Brian Regelin Report**

    5. **Dale Henderson Report**

    6. **James Ford Report**

4. **SUPERINTENDENT REPORT**

    Will give an update on School Opening

5. **CONSENT AGENDA**

    1. **Approval of the Minutes of Previous Meeting(s)**

- Minutes from the July 13, 2020 Board of Education Budget Amendment Hearing
- Minutes from the July 13, 2020 Board of Education Regular Meeting
- Minutes from the August 10, 2020 Board of Education Regular Meeting

2. **Congratulations, Condolences, Correspondences**

   Congratulations to Hans Kloepping on retiring as the custodian of the Elementary.

3. **Classified Hires**

   Yessica Martinez- ELL Para, HS
   Bryce Bivens- EEL Para, HS
   Kathy Scott- EL Custodian

4. **Standing Reports**

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

      6663 Lunches
      6663 Breakfasts

      13,326 Meals for July 2020

      96,676 Meals Total from March to July

   2. **Bus Route Averages**

5. **Salary Advancement Applications**

   David Squires, Northwest Missouri State University, Multicultural Education for Diversity, Equity and Inclusion, 3 credits
   David Squires, Northwest Missouri State University, Innovative School Leadership, 3 credits

6. **TRANSFER OF $3,300.00 FROM GENERAL FUND TO ACTIVITIES FUND**

   This is an alternate to the the $10,000 usually transferred in May.

7. **TRANSFER OF $400,000 FROM GENERAL FUND TO FEPRECIATION FUND**

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. **APPROVAL OF BOARD POLICIES 2006 & 3057**

    1. **Policy 2006- Complaint Procedure**

        KSB Update

    2. **Policy 3057- Title IX**

        3057 will be replacing 4014 Employment-Related Sexual Harassment and 5026 Sex Discrimination and Sexual Harassment of Students

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

    CEEC Handbook
    Elementary Handbook
    MS/HS Handbook
    Activities Handbook
    Classified Handbook
    District Handbook

11. **DISCUSSION**

1. **School Finance**

12. **EXECUTIVE SESSION**

13. **AGENDA SETTING AND FUTURE MEETINGS**

- Monday, August 24th, 2020- Special Board of Education Meeting at 12pm
- Wednesday, September 9th, 2020- Budget Hearing at 6pm
- Wednesday, September 9th, 2020- Tax Hearing at 6:30pm
- Monday, September 14th, 2020- Regular Board od Education Meeting, 7pm
- Thursday Oct 1st, Tuesday Oct 6, Thursday Oct 8- Decide what day works best to meet with Shari Becker on the Superintendent Search.

14. **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.

Technology Board Report
8/17/2020
Patty Wolfe - Technology Director

Report Items:
1. Device updates
2. Infrastructure Updates
3. Learning Management Systems

Device Updates Report

Devices ready for all students. Devices were all individually sanitized, repaired if needed, charged, and updated.

- Grades 3-12 chromebooks
    - Take home option for grades 6-12
- iPads-Grades 1 & 2
- Adding 1:1 iPads for Kindergartners (these will be set up and distributed end of August). All students will be 1:1 and if we ever have to go to remote learning, all students will have a device
- New chromebooks for Grades 10, 9, and possibly 6th have not arrived yet. They were ordered in April. Once they arrive we will switch out. Those students are using chromebooks that are 3-4 years old.

Infrastructure Summer Updates

- Replaced servers with 2 Dell EMC PowerEdge R540 servers
- 7 new Meraki switches (eRate funding)
    - 1 at WC, 3 at HS and 3 at MS
- Wyebot for network diagnostics (eRate funding)
- All 7 switches are up and running. The servers are up and running and we are slowly transitioning to the new servers.

Learning Management Systems for 20-21 and Future Plans

- K-3 will be using SeeSaw for Education. This is a learning platform to share and communicate with parents, create student portfolios, and engage students in online learning activities.
- 4-5 grades will be using Google Classroom.
- 6-12 grades will be using Google Classroom or Schoology.
- Future planning: This is the last year of Schoology.
- Our district joined a statewide initiative and purchase of Canvas. Canvas is a Learning Management System (LMS) used to manage online learning and blended learning.

- I am working on the 6 week implementation stage
- Volunteer teachers will be brought in for training and learning the system
- All HS/MS staff will be trained in the Spring/Summer 2021

Board report for 8/17/20

1. Building and staff are prepared for the upcoming 2020-2021 school year. All protocols for the safety of staff and students are in place and information has been communicated to everyone. Parents and students have received direct communication from me, and our school web site has a link related to Covid-19 information. Keep in mind that all these measures are subject to constant change.
2. New student orientation is tonight, 6:00 – 8:00 pm. to acclimate incoming 9th grade/new students to the building and answer questions students and families may have.
3. New counselors and Mrs. Wolfe have worked to address some issues within the master schedule and Power School. New counselors are working with students to complete their schedules and make any changes. There were several juniors and seniors who had incomplete schedules due to the shutdown of school last spring as these classes were just beginning the registration process.
4. The senior class will be taking the state ACT test that they missed last spring on September 22nd. We will not have the other three classes attend school that day due to the requirements needed to administer the ACT test. Those classes will use this day as a remote learning day.

COZAD COMMUNITY SCHOOLS ACTIVITIES PLAN

Restricting Attendance / Seating Areas

- Every other row will be restricted in bleachers based on current situation (Stadium / Gym / Auditorium)
- Social distancing (Stadium / Gym / Bellamy / Golf Course / Auditorium)
- Cozad parents / fans will sit on home side only (Stadium / Gym / Bellamy)
    - Student Section moved to home side (Gym)
    - Gym = South side
    - Stadium = West side
    - Bellamy = 3rd base line side / left of scoreboard outside of fence
- Visiting parents / fans will sit on the visitor side only (Stadium / Gym / Bellamy)
    - Gym = North side
    - Stadium = East side
    - Bellamy = 1st base line side outside of fence / right of scoreboard outside of fence
        - No seating available behind home plate - team personnel only
- Recommended face coverings for spectators

Ticket Taking / Points of Entry

- Multiple entry points for parents and fans when possible
- Self-checks done by spectators before they arrive
- Hand sanitizer available
- Recommended to wear face covering and gloves (ticket takers)

Concession Stand

- 2 Locations when possible
    - Home & visitor to prevent community crossover (Stadium / Gym / Bellamy)
    - Separate concessions on visitor side (Stadium / Gym / Bellamy)
    - 2 Money boxes
- Packaged food items only
    - Ex. Packaged Nachos / Runzas / Pop / Candy / Wrapped Hotdogs / Wrapped Burgers / Boxed Popcorn
- Wear face covering and gloves
- Effective cleaning and disinfecting of frequently touched objects and surfaces
- May not offer concession stand depending on level of activity
- Packets of condiments only on request
    - No self-serving bottles of condiments
- Markings should be placed on the ground to ensure individuals are spaced six feet apart when possible

Restrooms

- Separate restrooms for teams, home fans and visiting fans when possible
    - Port-a-Potties (Golf Course)
    - Separate port-a-potties for teams and visitors / Regular restrooms for Cozad Fans (Bellamy)
    - North restrooms for visitors / South Restrooms for home fans (Gym)
    - West restrooms for home fans / Port-a-Potties for visitors on East side (Stadium)
- Effective and frequent cleaning and disinfecting of all restrooms
    - Hand sanitizer available

Locker Rooms

- Use both middle school locker rooms for visiting teams (Football, Volleyball)
    - Encourage teams to come dressed
    - Encourage teams to limit the number of people in the locker room
    - Encourage visiting teams to have team meetings / halftime talks outside
- Use girls varsity locker room for officials (Varsity Football)
    - Encourage officials to come dressed
- Use various locker rooms / areas for Invites if needed
    - MS locker rooms, multi-purpose room, health room, FCS room
    - Extra port-a-potties / Use team bus for changing area (Softball, Cross Country, Golf)
- Effective and frequent cleaning and disinfecting of all locker rooms / areas

Temperature Checks for Teams

- Cozad students will temperature check before school and at lunchtime
    - Coaches will temperature check team if they leave before the start of the school day
    - Coaches will temperature check team before practice if the practice takes place before the school day starts
    - Document temperature checks if taken before school
- Visiting teams will verify that a temperature check took place before the student-athletes got on the bus

Press Box / Scorers Table / Sideline / Bench / Team Areas

- Restricted to essential personnel only
- Face coverings are recommended for game helpers
    - Score clock operator
    - Score book keeper
    - Announcer
    - Spotters
    - Line judges
    - Chain gang
    - Ticket takers
    - Statisticians

Cozad Activity Travel

- Go dressed to games/contests/performances (within reason)
- Avoid using locker rooms and/or limit numbers in locker rooms
    - Meetings outside / use more open spaces (ex. Commons / Gyms)
- REQUIRED face coverings on all school transportation (Buses / Vans)
- Take sprayer/fogger on the bus if you are using a school's locker room
    - Spray locker room before entering
    - Takes 4 minutes to be effective / dry
- Be mindful of travel party numbers
- Effective and frequent cleaning and disinfecting of all vans and buses

Team Meals

- No team meals at Cozad Community School's facilities
    - Before or after contests
    - Visiting teams included
- Encouraged to not have team meals the day before game / contest to cut back on gatherings / contact
- Pre-packaged food and drink only if being provided by parents for bus / van trips

Tailgates / Fundraising Feeds

- Serve packaged food only
- Outside events only
- No seating / grab & go
- Two Rivers Health Department Plan
- Wear face coverings and gloves
- Packets of condiments only as requested
    - No self-serving bottles of condiments

***Created from the guidance of the NSAA and Local Healthcare Professionals (Subject to Change)**

Activities Report 8.12.19
Jeremy Yilk

Fall Sports Practice Began August 10th

1. **Fall Activities Update**
    a. **Football**
        i. 45 boys out for football this fall. This will be the 1st year of the new football schedule cycle. (Class C)
        ii. **Upcoming**
            1. Gatorade Scrimmage (8.21) / JV @ Holdrege (8.24) / vs @ Gothenburg (8.28) / JV vs Minden (8.31) / vs Wood River/Shelton (9.4)

    b. **Volleyball**
        i. 24 girls out for volleyball this fall. Several starters off of last year's team return. No major changes on schedule. Volleyball will compete in Class C again.
        ii. **Upcoming**
            1. Scrimmage (8.21) / @ Gothenburg (8.27) / vs Lexington (9.11)

    c. **Softball**
        i. 20 girls out for softball this fall. We will have a very solid team as they return experience at several positions from a state qualifying team last year. (Class C)
        ii. **Upcoming**
            1. Scrimmage (8.14) / @ Aurora Invite (8.21) / vs Holdrege (8.25) / vs Gothenburg (8.27)

    d. **Girls Golf**
        i. 6 girls out for golf this fall. The NSAA classified us as Class C in girls golf. State golf will be in Columbus.

        ii. **Upcoming**
            1. @ Kearney Catholic Invite (8.27) / Kearney Catholic Dual (9.1) / @ Minden (9.8)

    e. **Cross Country**
        i. 5 boys and 3 girls are out for Cross Country this fall. Cross Country has added the NP invite to the beginning of the season. (Class C)

        ii. **Upcoming**

1. Scrimmage (8.20) / @ NP Invite (8.29) / Cozad Invite (9.5) / @ Broken Bow Invite (9.12)

f. One-Act

i. One-Act auditions are scheduled for the week of August 24th.
ii. Further guidelines from the NSAA will be released at a later date for One-Act

g. Cozad Community Schools Activities Plan (attached)

1. Guidance from NSAA and Local Health Care Professionals
2. Document = subject to change
3. Activity specific documents will be sent out to visiting schools regarding our expected protocols based off this document

h. Other

i. Other activities will begin as the school year begins
ii. Fall Sports Pictures - August 19th
iii. Senior Poster Pictures - August 20th

MS Board Report 8/17/19- Brian Regelin

I will give a brief COVID return to school update for MS.

The middle school schedule pick-up and locker check-out by grade level went very well.

New teacher orientation was a success. Theresa Ritta-Olson from ESU 10 did the first Marzano training with them. We have an amazing group of new teachers this year

Cozad Community Schools
Board of Education
Elementary Report
August 17, 2020

1. Many hours spent planning for the start-up of school with students. The following is in place:
   + Student masks are optional, though highly recommended.
   + Limiting of adults in facility.
   + Staff masks are highly recommended when staff cannot social distance.
   + Increased hand cleaning/washing to be done during the day.
   + Increased facility cleansing during the day and at the end of the day.
   + Classrooms to be self-contained, with some staff moving rather than students moving during the day.

2. Staff and classes are ready for kids, small detail items being taken care of this week. Staff are READY for students to be in school!!

3. Large projects completed (or close):
   + Driveway in front of the school---looks great!
   + Carpet in 4 rooms.
   + Fence and improvements to the greenhouse/area from a grant written by Marcia Fritz.
   + New windows in 1st/2nd grade classrooms (completed this spring).
   + Painting in hallways, classrooms, cafeteria and gym. You should stop by and see the gym, our “C” is very cool!

CEEC: Our teachers and paras started working before their official start date over the summer and I was seeing a lot of work getting the school ready in July and early August. We have a committed staff that puts kids first and I am privileged to work with them. We had to change several protocols and you will see some of them on the COVID-19 updates letter home to parents. Our commitment at the CEEC is to follow the district protocols first, but from there, our goal is to make the learning environment as close to normal as possible for our early learners. The great thing about CEEC is to run a pre-K program we had a lot of these procedures in place already such as one-directional flow, cleaning procedures, management of the classroom, and cleaning procedures of our toys and stations. Our teachers and paras are ready to work with kids and I am really excited to get the year started.

SPED: We have received ongoing guidance from NDE, Amy Rhone Director of SPED at NDE, our lawyers, and many Zoom calls with educational leaders on how to implement our resource support for the upcoming school year. I have been informing staff members along the way when I receive new information but we have our start of the year SPED meeting where I will again cover all of the new guidance on how to implement best practices across the district. Numerous aspects had to be considered from the SPED bus route, mask-wearing, students with preexisting conditions, special accommodations for each student, and many more. Our teachers and specialists have done a tremendous amount of work to serve our kids and they are also excited to start and have kids back in school. School closing, in my opinion, has the potential to impact kids on an IEP the most. I am excited to have the opportunity to work with kids in our buildings again so we can help them grow.

COZAD COMMUNITY SCHOOLS ENROLLMENT NUMERS AS OF 8/14/2020

			B/G
PRE-K	**71**		
	HOME BASED	20	
	ATTENDING	51	
K-5	**412**		197/215
	KIND	68	32/36
	1ST	73	32/41
	2ND	74	36/38
	3RD	70	37/33
	4TH	65	31/34
	5TH	62	29/33
MS	**204**		114/90
	6TH	75	43/32
	7TH	60	33/27
	8TH	69	38/31
HS	**264**		147/117
	9TH	56	31/25
	10TH	79	46/33
	11TH	66	36/30
	12TH	63	34/29
TOTAL K-12		**880**	**458/422**

Enrollment Summary: Scheduling/Reporting Ethnicity as of 08/14/2020 ()

Cozad Early Education Center

View: Scheduling/Reporting Ethnicity

Students: ○ All Active Enrollments ◉ Current Selection

Date: 08/14/2020

Grade Level	Total in Grade	Asian	Black	Hispanic or Latino	American Indian	Multi-race	Native Hawaiian or Other Pacific Islander	White	Unclassified
-2	54 26 / 28	0 0 / 0	1 1 / 0	5 2 / 3	0 0 / 0	0 0 / 0	0 0 / 0	38 19 / 19	10 4 / 6
-1	15 8 / 7	0 0 / 0	0 0 / 0	2 0 / 2	0 0 / 0	0 0 / 0	0 0 / 0	13 8 / 5	0 0 / 0
0	2 1 / 1	0 0 / 0	0 0 / 0	1 1 / 0	0 0 / 0	0 0 / 0	0 0 / 0	1 0 / 1	0 0 / 0
Total	71 35 / 36	0 0 / 0	1 1 / 0	8 3 / 5	0 0 / 0	0 0 / 0	0 0 / 0	52 27 / 25	10 4 / 6

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons - Date Entry

Homebased: 20
Attending: 51

Enrollment Summary: Scheduling/Reporting Ethnicity as of 08/14/2020 ()

Cozad Elementary School

View: Scheduling/Reporting Ethnicity

Students: ○ All Active Enrollments ◉ Current Selection

Date: 08/14/2020

Grade Level	Total in Grade	Asian	Black	Hispanic or Latino	American Indian	Multi-race	Native Hawaiian or Other Pacific Islander	White	Unclassified
0	68 32 / 36	0 0 / 0	2 1 / 1	9 3 / 6	1 1 / 0	0 0 / 0	1 0 / 1	54 26 / 28	1 1 / 0
1	73 32 / 41	2 2 / 0	2 2 / 0	7 3 / 4	0 0 / 0	0 0 / 0	1 0 / 1	61 25 / 36	0 0 / 0
2	74 36 / 38	1 0 / 1	1 0 / 1	7 1 / 6	0 0 / 0	0 0 / 0	0 0 / 0	65 35 / 30	0 0 / 0
3	70 37 / 33	2 1 / 1	3 1 / 2	12 7 / 5	1 1 / 0	0 0 / 0	2 1 / 1	50 26 / 24	0 0 / 0
4	65 31 / 34	0 0 / 0	0 0 / 0	11 4 / 7	0 0 / 0	0 0 / 0	1 1 / 0	52 25 / 27	1 1 / 0
5	62 29 / 33	1 0 / 1	2 0 / 2	14 7 / 7	0 0 / 0	0 0 / 0	1 0 / 1	44 22 / 22	0 0 / 0
Total	412 197 / 215	6 3 / 3	10 4 / 6	60 25 / 35	2 2 / 0	0 0 / 0	6 2 / 4	326 159 / 167	2 2 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons - Date Entry

Enrollment Summary: Scheduling/Reporting Ethnicity as of 08/14/2020 ()

Cozad Middle School

View: Scheduling/Reporting Ethnicity

Students: ○ All Active Enrollments ◉ Current Selection

Date: 08/14/2020

Grade Level	Total in Grade	Asian	Black	Hispanic or Latino	American Indian	Multi-race	Native Hawaiian or Other Pacific Islander	White	Unclassified
6	75 43 / 32	3 2 / 1	3 2 / 1	12 7 / 5	1 1 / 0	0 0 / 0	1 1 / 0	54 29 / 25	1 1 / 0
7	60 33 / 27	1 0 / 1	0 0 / 0	14 8 / 6	0 0 / 0	0 0 / 0	1 1 / 0	44 24 / 20	0 0 / 0
8	69 38 / 31	1 0 / 1	1 1 / 0	12 8 / 4	0 0 / 0	0 0 / 0	1 1 / 0	54 28 / 26	0 0 / 0
Total	204 114 / 90	5 2 / 3	4 3 / 1	38 23 / 15	1 1 / 0	0 0 / 0	3 3 / 0	152 81 / 71	1 1 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons - Date Entry

Enrollment Summary: Scheduling/Reporting Ethnicity as Cozad High School of 08/14/2020 ()

View: Scheduling/Reporting Ethnicity

Students: ○ All Active Enrollments ◉ Current Selection

Date: 08/14/2020

Grade Level	Total in Grade	Asian	Black	Hispanic or Latino	American Indian	Multi-race	Native Hawaiian or Other Pacific Islander	White	Unclassified
9	56 31 / 25	0 0 / 0	1 1 / 0	11 5 / 6	0 0 / 0	0 0 / 0	0 0 / 0	43 24 / 19	1 1 / 0
10	79 46 / 33	1 1 / 0	1 0 / 1	17 8 / 9	2 1 / 1	0 0 / 0	0 0 / 0	57 35 / 22	1 1 / 0
11	66 36 / 30	1 1 / 0	3 1 / 2	15 9 / 6	0 0 / 0	0 0 / 0	0 0 / 0	47 25 / 22	0 0 / 0
12	63 34 / 29	2 2 / 0	1 0 / 1	9 4 / 5	0 0 / 0	1 1 / 0	0 0 / 0	49 26 / 23	1 1 / 0
Total	264 147 / 117	4 4 / 0	6 2 / 4	52 26 / 26	2 1 / 1	1 1 / 0	0 0 / 0	196 110 / 86	3 3 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Legend

Icons - Date Entry

Board of Education Budget Amendment Hearing
Monday, July 13, 2020 11:55 AM
Office of the Superintendent 1910
Meridian Ave
Cozad, NE 69130

The meeting was called to order at 11:55 AM

Ann Burkholder:	Present
Joel Carlson:	Present
Judy Eggleston:	Present
Kiley Goff:	Absent
John Peden:	Present
Michele Starman:	Absent

1. BOARD OF EDUCATION BUDGET AMENDMENT HEARING 11:55 A.M.

The purpose of this hearing is to hear comments on the school nutrition budget amendment for Cozad Community Schools for the 2019-2020 school year. Vice-President Carlson called the meeting to order at 11:55 AM.

1.1. Call to Order, Roll Call

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 members Kiley Goff and Michele Starman 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.

One public member was present. No comment was made.

3. ADJOURNMENT

Motion to adjourn the meeting at 12:00 PM Passed with a motion by Ann Burkholder and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, 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 12:00 PM.

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

Board of Education Regular Meeting
Monday, July 13, 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.
Vice President Carlson called the meeting to order at 12 PM

1.1. Call to Order, Roll Call

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 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.

1.3. Excused/Unexcused Board Member Absence
Motion to excuse board member Michele Starman and Kiley Goff 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.

One public member was present. One public comment was made by Stacie Blackmore, who represented the Cozad Education Association. Blackmore informed the board that there is numerous concerns from CEA members since the release of the Frequently Asked Questions document Mr. Wymore published. They would like more clarification on the procedures that will be in place as school resumes. Blackmore stated the CEA would like to have teachers at the table during discussion on the back-to-school planning process.

3. PARENTAL INVOLVEMENT POLICY PUBLIC HEARING

Vice-President Carlson called the Parental Involvement Public Hearing to order at 12:02 PM
No public comment was made.

Motion to close the Parental Involvement Policy Public Hearing at 12:03Pm Passed with a motion by Ann Burkholder and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea Yea: 4, Nay: 0

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

Vice-President Carlson called the Student Fees Policy Public hearing to order at 12:04 PM.
No public comment was made.

Motion to close the Student Fee Policy Public Hearing at 1206 Passed with a motion by Ann Burkholder and a second by John Peden.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea Yea: 4, Nay: 0

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

5.1. 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).

5.2. Patty Wolfe Report

5.3. William Beckenhauer Report
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 1st 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.

5.4. Jeremy Yilk Report

5.5. Brian Regelin Report
Thursday August 13th 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.

5.6. Dale Henderson Report

5.7. James Ford Report
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.

6. SUPERINTENDENT REPORT

Mr. Wymore discussed with the board the use of the NRCSA framework for back-to-school planning. Cozad Community Schools would add to the framework so it is more pertained to our district. He understands not everyone will be happy with the school districts decisions but by using the 3 tiers it will help show what the district plans. Wymore commented that teachers have been invited when they create the plan for the school district. 1 CEEC teacher, 3 Elementary teachers, 2 Middle teachers, 2 High School teachers will be invited to the table to help curb concerns some teachers may have.

Available options our school district has purchased are: face masks, face shields, sanitizer/hand sanitizer dispensers, hydrostatic sprayers (Food Grade) and head temp readers. The school district has already begun implementing plexi glass in offices, lunch rooms and portable plexi glass for counselors and libraries.

After speaking with Opaa!, Mr. Wymore came to the conclusion that lunches being served in boxes once school resumes would be the best start. They will go back and reevaluate before Labor Day to see if they should continue with boxes or try moving back to trays. There will likely be no salad bar this year and options for the high school and middle school will be changed from 5 to 3. This will help with waste and teachers taking lunch options in the morning.

Cozad Community Schools new bus will be arriving Tuesday (this day was later changed to Thursday). Buses will also be equipped with hand sanitizer dispensers and hydrostatic sprayers.

7. 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, John Peden: Yea
Yea: 4, Nay: 0

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

Minutes from the June 15, 2020 Board of Education Regular Meeting

7.2. Congratulations, Condolences, Correspondences

Condolences to Dave Mead on the passing of his mother, Claire Mead.

7.3. Classified Resignations

Tylyn Haynes, Afterzone Para

7.4. Classified Hires

Kathy Scott, Elementary Custodian

7.5. Standing Reports

7.5.1. Nutrition Services SNP Claim for Reimbursement Summary

10,935 Lunches and 10,935 Breakfasts for June

7.5.2. Bus Route Averages

7.6. Salary Advancement Applications

7.7. Local Sub
Local Sub for Anne Burkholder

8. 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, John Peden: Yea
Yea: 4, Nay: 0

8.1. District Treasurer's Report

8.2. District Financial Report

8.3. Check Journal General Fund

8.4. Check Journal Lunch Fund

8.5. Activities Financial Report

8.6. Activities Check Journal

8.7. BANK STATEMENTS

8.7.1. Bond Fund

8.7.2. Building Fund

8.7.3. General Fund

8.7.4. Depreciation Fund

8.7.5. Employee Benefit

8.7.6. Student Fees

8.7.7. Lunch Fund

8.8. Standing Financial Reports

8.8.1. Bond Fund Taxes Report

8.8.2. General Fund Taxes Report

8.8.3. Building Fund Taxes Report

8.8.4. Cash Flow

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

Motion to approve to extend be it resolved that the superintendent, in consultations with the Board President and/or Vice-President, is authorized to pay all claims and take any other action authorized by law during the COVID-19 pandemic and any resulting school closure, which the board will review and approve once the board resumes regular operations. Passed with a motion by John Peden and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

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

After review of the budgets and having given at least five days' notice of a special hearing with the purposes of hearing support, opposition, criticism, suggestions or observations of taxpayers, I make the motion to approve the amended changes with the School Nutrition Budget for the 2019-2020 school year, as advertised and that Ron Wymore be authorized to amend the budgets Passed with a motion by John Peden and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

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

Motion to ratify, affirm and approve all actions, votes, motions, decisions, notices, minutes and all other matters addresses, approved or otherwise acted upon by this Board of Education at all meetings that occurred during the months of March, April, May, June as if set forth fully and incorporated herein entirely by this reference 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

12. HANDBOOKS FOR THE 2020-2021 SCHOOL YEAR

Motion to approve the handbooks for the 2020-2021 school year, as presented Tabled with a motion by John Peden and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

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

Motion to approve the annual renewal of NRCSA Membership for $850 Passed with a motion by John Peden and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

$850 Annual Fee

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

Motion to accept the NRCSA Re-Opening Plan as a framework for Cozad Community Schools Passed with a motion by John Peden and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

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

16. POLICIES 4040, 5004, 5018, 5045

Motion to approve board polices 4040, 5004, 5018 and 5045 with the proper changes to 5004 as discussed Passed with a motion by John Peden and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, Nay: 0

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

16.2. Policy 5004- Option Enrollment

Further define number of option students accepted per section

16.3. Policy 5018- Parental Involvement Policy

16.4. 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.
10th or 13th of August

19. ADJOURNMENT

Motion to adjourn the meeting at 12:58PM Passed with a motion by John Peden and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, John Peden: Yea
Yea: 4, 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 12:58 PM.

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

Board of Education Retreat
Monday, August 10, 2020 5:00 PM
Office of the Superintendent
1910 Meridian Ave
Cozad, NE 69130

The meeting was called to order at 5:00 PM

Ann Burkholder:	Present
Joel Carlson:	Present
Judy Eggleston:	Absent
Kiley Goff:	Absent
John Peden:	Present
Michele Starman:	Present

Judy Eggleston and Kiley Goff participated via zoom.

1. BOARD OF EDUCATION RETREAT 5:00 P.M.

This meeting is to discuss the Superintendent search.

1.1. Call to Order, Roll Call

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 Judy Eggleston and Kiley Goff both attending via zoom Passed with a motion by John Peden and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 4, Nay: 0

2. AGENDA SETTING AND FUTURE MEETINGS

- Monday, August 17th, 2020- Regular Board of Education Meeting at 7pm
- Monday, August 24th, 2020- Special Board of Education Meeting at 12pm

- Wednesday, September 9th, 2020- Budget Hearing at 6pm
- Wednesday, September 9th, 2020- Tax Hearing at 6:30pm
- Monday, September 14th, 2020- Regular Board of Education Meeting, 7pm

3. ADJOURNMENT

The board discussed the procedures going forward with the Superintendent Search.

Motion to adjourn the meeting at 6:51 pm Passed with a motion by John Peden and a second by Ann Burkholder.
Ann Burkholder: Yea, Joel Carlson: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 4, Nay: 0

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

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

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

The meeting was adjourned at 6:51 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 #: GBBENC

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2020	0	08/05/2020	08/05/2020		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	22	306	0
AM Snack	0	0	0	0
Lunch	6	22	306	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	6,663	0	0	0	0	0	6,663
AM Snack	0	0	0	0	0	0	0
Lunch	6,663	0	0	0	0	0	6,663
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	6,663	2.1600	14,392.08
AM Snack	0	0.8700	0.00
Lunch	6,663	3.7600	25,052.88
PM Snack	0	0.8700	0.00
Supper	0	3.7600	0.00
Total			**39,444.96**

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	6,663	0.2150	1,432.55
AM Snack	0	0.1075	0.00
Lunch	6,663	0.3925	2,615.23
PM Snack	0	0.1075	0.00
Supper	0	0.3925	0.00
Total			**4,047.78**

Claim Reimbursement Total **43,492.74**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	39,444.96	4,047.78	43,492.74
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	39,444.96	4,047.78	43,492.74
Net Claim Reimbursement Total	**39,444.96**	**4,047.78**	**43,492.74**

Hide Site Meal Details

Site Meal Totals

0015 Bus Stop: Heritage Ln and Locust St

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	29	627	0	2.3750	1,489.12
Lunch	22	29	627	0	4.1525	2,603.61
					Site Total	**4,092.73**

0003 Cozad Early Education Center (CEEC)

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	37	803	0	2.3750	1,907.12
Lunch	22	37	803	0	4.1525	3,334.45
					Site Total	**5,241.57**

0002 Cozad Elementary

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	57	1,251	0	2.3750	2,971.12
Lunch	22	57	1,251	0	4.1525	5,194.77
					Site Total	**8,165.89**

0004 Cozad Middle School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	96	2,103	0	2.3750	4,994.62
Lunch	22	96	2,103	0	4.1525	8,732.70
					Site Total	**13,727.32**

0013 Frenchy Park

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	74	1,611	0	2.3750	3,826.12
Lunch	22	74	1,611	0	4.1525	6,689.67
					Site Total	**10,515.79**

0014 Horizon Mobile Home Park

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	13	268	0	2.3750	636.50
Lunch	22	13	268	0	4.1525	1,112.87
					Site Total	**1,749.37**

TOTAL MILES PER MONTH						
Vehicle Number	**March**	**April**	**May**	**June**	**July**	
118-Daycare	44	67	42	52	44	
120- Frenchy	33	62	37	38	25	
122- Building Drop off	-	26		8		
123- Horizon Mobile	37	70	39	27		
206- Building Drop off		88	85	89	52	
TOTAL	**114**	**313**	**203**	**214**	**121**	**965**

BOND FUND TAXES BY FISCAL YEAR

2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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	$ 15,170.76	**$ 572,808.66**

2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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**

2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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**

2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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**

2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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**

2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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**

2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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

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	$ 9,944.14	$ -	$ -	$ -	$ -	$ 317,495.53
Dawson County State Tax Credit	$ -	$ -	$ 13,248.00	$ -	$ 13,248.00	$ -	$ -	$ -	$ -	.			$ 26,496.00
Dawson County Homestead	$ -	$ -	$ 4,102.62	$ 4,102.62	$ 4,102.62	$ 4,102.62	$ 4,102.62	$ 4,012.58	$ -				$ 24,525.68
Dawson County Carline	$ -	$ -	$ -	$ -	$ 2,471.94	$ -	$ -	$ -	$ -				$ 2,471.94
Dawson County Pro-Rate	$ -	$ 143.80	$ -	$ -	$ 835.93	$ -	$ -	$ 323.06	$ -	$ -			$ 1,302.79
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ -	$ 890.98	$ -	$ -	$ -	$ 890.98	$ -				$ 1,781.96
Dawson County Pers Prop - Public Svc	$ -	$ -	$ 799.24	$ -	$ -	$ -	$ -	$ -	$ -				$ 799.24
Dawson County Pers Prop - Railroads	$ -	$ -	$ 1,063.93	$ -	$ -	$ -	$ -	$ -	$ -				$ 1,063.93
TOTALS	**$ 27,690.19**	**$ 22,979.05**	**$ 26,310.60**	**$ 29,071.21**	**$ 213,733.50**	**$ 29,267.71**	**$ 11,714.05**	**$ 15,170.76**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 375,937.07**

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2019-2020 budget:	$ 571,717.00
Received (Taxes, Credit, Homestead):	$ 368,517.21
Difference (still due us):	$ 203,199.79

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
Dawson County State Tax Credit	$ -	$ -	$ 10,955.67	$ -	$ 10,955.67	$ -	$ -	$ -	$ -	.			$ 21,911.34
Dawson County Homestead	$ -	$ -	$ 3,843.30	$ 3,843.30	$ 3,843.30	$ 3,843.30	$ 3,843.30	$ 3,843.30	$ -				$ 23,059.80
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
TOTALS	**$ 30,314.58**	**$ 23,781.93**	**$ 26,593.40**	**$ 28,894.40**	**$ 217,331.23**	**$ 32,770.29**	**$ 8,835.99**	**$ 11,146.32**	**$ 174,914.16**	**$ 16,325.63**	**$ 3,885.72**	**$ 1,746.08**	**$ 576,539.73**

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2018-2019 budget:	$ 572,777.77
Received (Taxes, Credit, Homestead):	$ 566,958.91
Difference (still due us):	$ 5,818.86

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
Dawson County State Tax Credit	$ -	$ -	$ 10,761.83	$ -	$ 10,761.83	$ 3,705.03	$ 3,705.03	$ -	$ -	$ -	$ -	$ -	$ 28,933.72
Dawson County Homestead	$ -	$ -	$ 3,705.03	$ 3,705.03	$ 3,705.03	$ -	$ -	$ 3,705.03	$ -	$ -	$ -	$ -	$ 14,820.12
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
TOTALS	**$ 39,611.89**	**$ 25,766.84**	**$ 24,833.64**	**$ 26,465.36**	**$ 218,079.42**	**$ 29,260.71**	**$ 10,492.84**	**$ 8,818.59**	**$ 168,283.68**	**$ 12,278.69**	**$ 5,121.84**	**$ 2,348.41**	**$ 571,361.91**

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
Dawson County State Tax Credit	$ -	$ -	$ 11,191.51	$ -	$ 11,191.51	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 22,383.02
Dawson County Homestead	$ -	$ -	$ 4,212.65	$ 4,212.65	$ 4,212.65	$ 4,212.65	$ 4,212.65	$ 4,179.88	$ -	$ -	$ -	$ -	$ 25,243.13
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
TOTALS	**$ 32,747.46**	**$ 21,737.18**	**$ 27,237.60**	**$ 26,398.83**	**$ 229,805.40**	**$ 37,489.46**	**$ 9,382.42**	**$ 14,155.28**	**$ 181,290.56**	**$ 18,195.27**	**$ 5,516.18**	**$ 1,526.49**	**$ 605,482.13**

GENERAL FUND TAXES BY FISCAL YEAR

2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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	$ 174,723.03	$ 9,050,897.86
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	$ 2,708.17	$ 84,673.55
Lincoln County	$ -							$ 0.04					$ 0.04
TOTALS	**$ 2,160,659.12**	**$ 445,625.20**	**$ 138,839.53**	**$ 90,816.33**	**$ 1,200,038.46**	**$ 478,965.49**	**$ 495,798.43**	**$ 365,119.15**	**$ 2,889,021.72**	**$ 502,846.35**	**$ 190,410.47**	**$ 177,431.20**	**$ 9,135,571.45**

2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 2,165,985.50**	**$ 448,670.56**	**$ 135,800.88**	**$ 58,427.91**	**$ 1,180,361.31**	**$ 637,051.41**	**$ 453,161.15**	**$ 299,127.41**	**$ 2,818,637.27**	**$ 539,208.64**	**$ 154,141.90**	**$ 129,866.99**	**$ 9,020,440.93**

2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 2,267,759.82**	**$ 364,618.08**	**$ 128,352.65**	**$ 61,929.62**	**$ 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**	**$ 9,115,295.99**

2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 2,004,753.54**	**$ 400,171.93**	**$ 120,468.36**	**$ 54,973.31**	**$ 1,200,208.91**	**$ 660,491.26**	**$ 347,162.94**	**$ 346,432.33**	**$ 2,660,918.18**	**$ 643,727.34**	**$ 100,778.24**	**$ 147,920.82**	**$ 8,688,007.16**

2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 1,668,814.33**	**$ 518,491.37**	**$ 144,535.11**	**$ 44,258.06**	**$ 981,200.63**	**$ 885,005.29**	**$ 135,374.26**	**$ 289,197.84**	**$ 2,585,446.74**	**$ 578,772.36**	**$ 81,996.08**	**$ 132,738.90**	**$ 8,045,830.97**

2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 1,406,147.12**	**$ 418,239.83**	**$ 121,104.60**	**$ 56,558.86**	**$ 956,692.48**	**$ 385,308.94**	**$ 260,403.52**	**$ 281,350.87**	**$ 2,167,370.19**	**$ 657,123.49**	**$ 71,567.05**	**$ 131,275.11**	**$ 6,913,142.06**

2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 1,238,287.39**	**$ 410,733.22**	**$ 132,485.65**	**$ 35,052.48**	**$ 785,686.21**	**$ 422,473.11**	**$ 113,233.25**	**$ 231,199.39**	**$ 1,861,254.90**	**$ 479,671.35**	**$ 80,311.78**	**$ 125,449.89**	**$ 5,915,838.62**

2012-2013	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 1,174,189.44**	**$ 458,949.51**	**$ 101,837.51**	**$ 49,942.81**	**$ 624,753.27**	**$ 257,174.01**	**$ 169,763.30**	**$ 195,705.07**	**$ 1,480,227.57**	**$ 594,684.87**	**$ 84,001.84**	**$ 112,627.40**	**$ 5,303,856.60**

2011-2012	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 1,261,830.85**	**$ 352,936.44**	**$ 93,044.34**	**$ 41,322.29**	**$ 558,666.51**	**$ 185,805.93**	**$ 102,206.60**	**$ 211,178.83**	**$ 1,382,778.68**	**$ 723,073.09**	**$ 88,902.86**	**$ 108,814.19**	**$ 5,110,560.61**

GENERAL FUND TAXES BY CALENDAR YEAR

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	$ 39,781.84	$ -	$ -	$ -	$ -	$ 320,318.69
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	$ 91,699.44	$ -	$ -	$ -	$ -	$ 5,089,742.38
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	$ 22,560.47	$ -				$ 137,188.22
Dawson County Carline	$ -	$ -	$ -	$ -	$ 17,280.99	$ -	$ -	$ -	$ -				$ 17,280.99
Dawson County Pro-Rate	$ -	$ 2,118.91	$ -	$ -	$ 12,444.96	$ -	$ -	$ 4,809.58	$ -	$ -			$ 19,373.45
Dawson County In Lieu	$ -	$ -	$ -	$ 192.58	$ -	$ -	$ -	$ -	$ -				$ 192.58
Dawson County Municipal Fines	$ 10.00	$ 150.00	$ -	$ 50.00	$ 50.00	$ -	$ -	$ 100.00	$ -	$ -	$ -	$ -	$ 360.00
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	$ 4,149.79	$ -	$ -	$ -	$ -	$ 50,039.94
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ -	$ 11,621.91	$ -	$ -	$ -	$ 11,621.91	$ -				$ 23,243.82
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	$ 2,606.65	$ -			$ -	$ 63,338.85
Custer County State Tax Credit	$ -	$ -	$ -	$ -	$ 3,893.12	$ -	$ -	$ -	$ -				$ 3,893.12
Custer County Pers Prop - Locally Assessed	$ -	$ -	$ -	$ 101.52	$ -	$ -	$ -	$ 101.52	$ -				$ 203.04
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
TOTALS	$ 1,200,038.46	$ 478,965.49	$ 495,798.43	$ 365,119.15	$ 2,889,021.72	$ 502,846.35	$ 190,410.47	$ 177,431.20	$ -	$ -	$ -	$ -	$ 6,299,631.27

TAXES REQUESTED vs TAXES COLLECTED SUMMARY
Requested in 2019-2020 budget: $ 8,608,081.00
Received (Taxes, Credit, Homestead): $ 5,855,009.35
Difference (still due us): $ 2,753,071.65

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
TOTALS	$ 1,180,361.31	$ 637,051.41	$ 453,161.15	$ 299,127.41	$ 2,818,637.27	$ 539,208.64	$ 154,141.90	$ 129,866.99	$ 2,160,659.12	$ 445,625.20	$ 138,839.53	$ 90,816.33	$ 9,047,496.26

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

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	$ -	$ -	$ -	$ -	$ 27,908.40	$ -	$ -	$ -	$ 7,463.06	$ -	$ -	$ -	$ 35,371.46
Dawson County Pro-Rate	$ -	$ 4,168.99	$ -	$ -	$ 8,957.88	$ -	$ 5,363.56	$ -	$ -	$ 2,801.26	$ -	$ -	$ 21,291.69
Dawson County In Lieu	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 192.58	$ -	$ -	$ 192.58
Dawson County Municipal Fines	$ -	$ 125.00	$ 50.00	$ 100.00	$ -	$ -	$ -	$ -	$ 200.00	$ 50.00	$ 25.00	$ -	$ 550.00
Dawson County Fines and Licenses	$ -	$ 29,824.26	$ -	$ -	$ 27,718.15	$ -	$ -	$ 31,449.64	$ -	$ -	$ 27,750.79	$ -	$ 116,742.84
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ -	$ 12,195.04	$ -	$ -	$ -	$ 12,195.04	$ -	$ -	$ -	$ -	$ 24,390.08
Dawson County Pers Prop - Public Svc	$ -	$ -	$ 6,820.88	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,820.88
Dawson County Pers Prop - Railroads	$ -	$ -	$ 7,723.58	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,723.58
Custer County Motor Vehicle	$ -	$ 331.52	$ -	$ -	$ 112.54	$ -	$ -	$ 0.42	$ -	$ -	$ -	$ -	$ 444.48
Custer County Taxes	$ 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 State Tax Credit	$ -	$ -	$ -	$ -	$ 3,765.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,765.74
Custer County Pers Prop - Locally Assessed	$ -	$ -	$ -	$ 50.17	$ -	$ -	$ -	$ 50.17	$ -	$ -	$ -	$ -	$ 100.34
Custer County Pers Prop - Public Svc	$ -	$ -	$ 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

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)

TOTALS													
2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Motor Vehicle	$ 28,081.27	$ 93,658.30	$ 24,971.30	$ 32,906.04	$ 31,004.49	$ 27,261.82	$ 34,293.23	$ 27,546.27	$ 26,281.71	$ 22,689.07	$ 20,389.50	$ 24,950.13	$ 394,033.13
Dawson County Taxes	$ 1,161,698.95	$ 509,176.60	$ 76,766.47	$ 274,917.10	$ 2,359,114.83	$ 573,235.14	$ 35,732.71	$ 57,440.45	$ 2,229,925.59	$ 319,980.40	$ 75,094.31	$ 31,411.35	$ 7,704,493.90
Dawson County Taxes	$ -	$ -	$ 206,011.57	$ -	$ 206,011.57	$ -	$ -	$ 12,206.94	$ -	$ -	$ -	$ -	$ 424,230.08
Dawson County State Tax Credit	$ -	$ -	$ 20,117.17	$ 20,117.17	$ 20,117.17	$ 20,117.17	$ 20,117.17	$ 19,698.52	$ -	$ -	$ -	$ -	$ 120,284.37
Dawson County Homestead	$ -	$ -	$ -	$ -	$ -	$ 18,651.75	$ -	$ -	$ -	$ 15,789.32	$ -	$ -	$ 34,441.07
Dawson County Carline	$ 2,654.84	$ -	$ -	$ -	$ 11,845.70	$ -	$ 5,075.51	$ -	$ -	$ 2,631.87	$ -	$ -	$ 22,207.92
Dawson County Pro-Rate	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 192.58	$ -	$ -	$ 192.58
Dawson County In Lieu	$ 111.67	$ -	$ 85.00	$ -	$ 25.00	$ 50.00	$ 25.00	$ 25.00	$ -	$ -	$ 25.00	$ 25.00	$ 371.67
Dawson County Municipal Fines	$ -	$ 27,871.71	$ -	$ -	$ 26,192.17	$ -	$ -	$ 27,988.69	$ -	$ -	$ 32,431.61	$ -	$ 114,484.18
Dawson County Fines and Licenses	$ -	$ -	$ -	$ 12,206.94	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,206.94
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ 7,247.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,247.20
Dawson County Pers Prop - Public Svc	$ -	$ -	$ 7,253.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,253.21
Dawson County Pers Prop - Railroads	$ 22.46	$ 304.58	$ -	$ -	$ 143.24	$ 4.40	$ -	$ 0.88	$ -	$ 29.16	$ 23.40	$ -	$ 528.12
Custer County Motor Vehicle	$ 7,639.72	$ 29,480.07	$ 4,711.02	$ -	$ 6,358.67	$ 4,407.06	$ 5,489.49	$ 2,964.57	$ 11,552.52	$ 3,305.68	$ 388.83	$ 5,543.14	$ 81,840.77
Custer County Taxes	$ -	$ -	$ -	$ 6,233.20	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,233.20
Custer County State Tax Credit	$ -	$ -	$ -	$ 49.50	$ -	$ -	$ -	$ 49.50	$ -	$ -	$ -	$ -	$ 99.00
Custer County Pers Prop - Locally Assessed	$ -	$ -	$ -	$ 2.34	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2.34
Custer County Pers Prop - Public Svc	$ -	$ -	$ -	$ -	$ 105.34	$ -	$ 45.13	$ -	$ -	$ -	$ -	$ -	$ 150.47
Custer County Pro-Rate	$ -	$ -	$ -	$ 0.04	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.04
Lincoln County In Lieu	$ 1,200,208.91	$ 660,491.26	$ 347,162.94	$ 346,432.33	$ 2,660,918.18	$ 643,727.34	$ 100,778.24	$ 147,920.82	$ 2,267,759.82	$ 364,618.08	$ 128,352.65	$ 61,929.62	$ 8,930,300.19

TAXES REQUESTED vs TAXES COLLECTED SUMMARY
Requested in 2016-2017 budget: $ 8,409,090.83
Received (Taxes, Credit, Homestead): $ 8,337,082.32
Difference (still due us): $ 72,008.51

BUILDING FUND TAXES BY FISCAL YEAR

2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Custer County	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
TOTALS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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	$ 3,068.11	$ 188,423.30
Custer County	$ 228.08			$ 98.75	$ 113.58	$ 220.85	$ 91.40	$ 251.27	$ 323.06	$ 386.95	$ 50.55	$ 63.57	$ 1,828.06
TOTALS	**$ 41,208.42**	**$ 8,075.08**	**$ 2,025.58**	**$ 636.89**	**$ 26,876.13**	**$ 8,825.40**	**$ 10,652.14**	**$ 7,493.83**	**$ 66,990.01**	**$ 11,186.86**	**$ 3,149.34**	**$ 3,131.68**	**$ 190,251.36**

2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 42,241.06**	**$ 8,450.03**	**$ 1,653.92**	**$ 629.59**	**$ 22,424.88**	**$ 10,178.71**	**$ 8,121.09**	**$ 4,954.14**	**$ 53,943.81**	**$ 9,774.16**	**$ 2,208.65**	**$ 1,695.13**	**$ 166,275.17**

2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 44,829.14**	**$ 6,834.15**	**$ 1,509.53**	**$ 739.06**	**$ 23,817.91**	**$ 11,442.87**	**$ 6,809.75**	**$ 5,257.39**	**$ 57,078.55**	**$ 9,009.41**	**$ 1,363.04**	**$ 1,457.65**	**$ 170,148.45**

2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 40,312.59**	**$ 7,713.53**	**$ 1,419.98**	**$ 673.96**	**$ 23,461.84**	**$ 10,787.91**	**$ 6,449.71**	**$ 6,294.81**	**$ 52,070.49**	**$ 12,328.01**	**$ 1,328.21**	**$ 1,851.81**	**$ 164,692.85**

2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 17,208.15**	**$ 5,174.08**	**$ 980.83**	**$ 256.29**	**$ 18,927.48**	**$ 15,332.56**	**$ 1,968.06**	**$ 4,630.74**	**$ 51,397.38**	**$ 11,169.61**	**$ 1,090.66**	**$ 1,488.98**	**$ 129,624.82**

2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 14,417.96**	**$ 4,142.95**	**$ 739.35**	**$ 371.57**	**$ 9,725.34**	**$ 2,885.46**	**$ 2,412.26**	**$ 2,591.70**	**$ 22,123.95**	**$ 6,597.29**	**$ 471.48**	**$ 642.08**	**$ 67,121.39**

2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
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
TOTALS	**$ 12,672.86**	**$ 4,082.07**	**$ 952.03**	**$ 117.75**	**$ 7,916.98**	**$ 3,270.50**	**$ 965.48**	**$ 2,078.95**	**$ 18,935.10**	**$ 4,760.01**	**$ 513.54**	**$ 794.67**	**$ 57,059.94**

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	$ 2,151.68	$ -	$ -	$ -	$ -	$ 118,713.68
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	$ 530.83	$ -				$ 3,221.03
Dawson County Carline	$ -	$ -	$ -	$ -	$ 405.57	$ -	$ -	$ -	$ -				$ 405.57
Dawson County Pro-Rate	$ -	$ 41.14	$ -	$ -	$ 292.07	$ -	$ -	$ 112.88	$ -	$ -			$ 446.09
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ -	$ 272.72	$ -	$ -	$ -	$ 272.72	$ -				$ 545.44
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	$ 61.18	$ -			$ -	$ 1,401.88
Custer County State Tax Credit	$ -	$ -	$ -	$ -	$ 91.36	$ -	$ -	$ -	$ -				$ 91.36
Custer County Pers Prop - Locally Assessed	$ -	$ -	$ -	$ 2.39	$ -	$ -	$ -	$ 2.39	$ -				$ 4.78
Custer County Pers Prop - Public Svc	$ -	$ -	$ 0.04	$ -	$ -	$ -	$ -	$ -	$ -				$ 0.04
Custer County Pro-Rate	$ -	$ -	$ -	$ 2.29	$ -	$ -	$ 0.88	$ -	$ -				$ 3.17
TOTALS	$ 26,876.13	$ 8,825.40	$ 10,652.14	$ 7,493.83	$ 66,990.01	$ 11,186.86	$ 3,149.34	$ 3,131.68	$ -	$ -	$ -	$ -	$ 138,305.39

REQUESTED vs COLLECTED SUMMARY

Requested in 2019-2020 budget:	$ 202,020.00
Received (Taxes, Credit, Homestead):	$ 136,590.45
Difference (still due us):	$ 65,429.55

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
TOTALS	$ 22,424.88	$ 10,178.71	$ 8,121.09	$ 4,954.14	$ 53,943.81	$ 9,774.16	$ 2,208.65	$ 1,695.13	$ 41,208.42	$ 8,075.08	$ 2,025.58	$ 636.89	$ 165,246.54

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
TOTALS	$ 23,817.91	$ 11,442.87	$ 6,809.75	$ 5,257.39	$ 57,078.55	$ 9,009.41	$ 1,363.04	$ 1,457.65	$ 42,241.06	$ 8,450.03	$ 1,653.92	$ 629.59	$ 169,211.17

2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	$ 23,251.74	$ 10,198.31	$ 1,542.98	$ 5,522.64	$ 47,181.77	$ 11,464.50	$ 713.63	$ 1,148.83	$ 44,598.08	$ 6,399.62	$ 1,501.29	$ 628.18	$ 154,151.57
Dawson County State Tax Credit	$ -	$ -	$ 4,120.18	$ -	$ 4,120.18	$ -	$ -	$ 398.57	$ -	$ -	$ -	$ -	$ 8,638.93
Dawson County Homestead	$ -	$ -	$ 402.34	$ 402.34	$ 402.34	$ 402.34	$ 402.34	$ 244.13	$ -	$ -	$ -	$ -	$ 2,255.83
Dawson County Carline	$ -	$ -	$ -	$ -	$ -	$ 373.03	$ -	$ -	$ -	$ 315.78	$ -	$ -	$ 688.81
Dawson County Pro-Rate	$ 54.06	$ -	$ -	$ -	$ 236.91	$ -	$ 101.51	$ -	$ -	$ 52.64	$ -	$ -	$ 445.12
Dawson County Pers Prop - Tax Loss	$ -	$ -	$ -	$ 244.13	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 244.13
Dawson County Pers Prop - Public Svc	$ -	$ -	$ 144.93	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 144.93
Dawson County Pers Prop - Railroads	$ -	$ -	$ 145.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 145.06
Custer County Taxes	$ 155.58	$ 589.60	$ 94.22	$ -	$ 127.18	$ 88.14	$ 109.83	$ 59.29	$ 231.06	$ 66.11	$ 7.77	$ 110.88	$ 1,639.66
Custer County State Tax Credit	$ -	$ -	$ -	$ 124.66	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 124.66
Custer County Pers Prop - Locally Assessed	$ -	$ -	$ -	$ 0.99	$ -	$ -	$ -	$ 0.99	$ -	$ -	$ -	$ -	$ 1.98
Custer County Pers Prop - Public Svc	$ -	$ -	$ -	$ 0.05	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.05
Custer County Pro-Rate	$ 0.46	$ -	$ -	$ -	$ 2.11	$ -	$ 0.90	$ -	$ -	$ -	$ 0.47	$ -	$ 3.94
TOTALS	$ 23,461.84	$ 10,787.91	$ 6,449.71	$ 6,294.81	$ 52,070.49	$ 12,328.01	$ 1,328.21	$ 1,851.81	$ 44,829.14	$ 6,834.15	$ 1,509.53	$ 739.06	$ 168,484.67

REQUESTED vs COLLECTED SUMMARY

Requested in 2016-2017 budget:	$ 168,181.82
Received (Taxes, Credit, Homestead):	$ 166,810.65
Difference (still due us):	$ 1,371.17

			CASH FLOW REPORT JULY 2020				
FUND #	FUND	BUDGETED	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH	% Spent
1	GENERAL	$ 14,217,000.00	$ 4,964,506.05	$ 205,073.31	-$ 846,153.27	**$ 4,323,426.09**	6%
2	DEPRECIATION	$ 1,052,000.00	$ 580,028.00	$ 27.60	-$ 73,514.47	**$ 506,541.13**	7%
3	EMPLOYEE BENEFIT	$ 19,000.00	$ 3,106.34	$ 0.88	-$ 163.20	**$ 2,944.02**	1%
5	ACTIVITY	$ 805,500.00	$ 234,530.03	$ 11,292.66	-$ 8,236.57	**$ 237,586.12**	1%
6	NUTRITION	$ 638,200.00	$ 218,106.43	$ 71,380.19	-$ 62,123.01	**$ 227,363.61**	10%
7	BOND	$ 756,000.00	$ 217,223.62	$ 11,816.62	$ -	**$ 229,040.24**	0%
8	BUILDING	$ 764,100.00	$ 591,386.79	$ 3,161.67	-$ 118,741.40	**$ 475,807.06**	16%
12	STUDENT FEE	$ 35,160.00	$ 11,059.46	$ 3.19	$ -	**$ 11,062.65**	0%
						$ -	
	TOTAL	$ 18,286,960.00	$ 6,819,946.72	$ 302,756.12	-$ 1,108,931.92	$ 6,013,770.92	6%

			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	$ 13,625,911.98	-$ 10,451,553.78	$ 4,323,426.09	$ 3,765,446.22	74%
2	DEPRECIATION	$ 1,052,000.00	$ 1,072,500.24	$ 30,793.65	-$ 596,752.76	$ 506,541.13	$ 455,247.24	57%
3	EMPLOYEE BENEFIT	$ 19,000.00	$ 2,074.13	$ 15,505.79	-$ 14,635.90	$ 2,944.02	$ 4,364.10	77%
5	ACTIVITY	$ 805,500.00	$ 225,830.23	$ 347,627.08	-$ 335,871.19	$ 237,586.12	$ 469,628.81	42%
6	NUTRITION	$ 738,200.00	$ 178,208.97	$ 677,740.72	-$ 628,586.08	$ 227,363.61	$ 109,613.92	85%
7	BOND	$ 3,156,000.00	$ 385,792.90	$ 559,723.51	-$ 716,476.17	$ 229,040.24		
8	BUILDING	$ 1,764,100.00	$ 520,443.87	$ 1,190,365.90	-$ 1,235,002.71	$ 475,807.06	$ 529,097.29	70%
12	STUDENT FEE	$ 35,160.00	$ 1,494.18	$ 12,844.72	-$ 3,276.25	$ 11,062.65	$ 31,883.75	9%
						$ -		

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

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

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions.

As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **<u>may</u>** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

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

4014
Employment-Related Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

> Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:
>
> (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
>
> (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
>
> (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the

person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Adopted on: 11/19/18
Revised on: _____
Reviewed on: _____

5026
Sex Discrimination and Sexual Harassment of Students

I. Sex Discrimination

A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment

A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.

B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.

E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.

C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

Adopted on: 11/19/18
Revised on: _____
Reviewed on: _____

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

Section 1	Overview of Programs	Pg. 3
Section 2	Mission Statement	Pg. 3
Section 3	Activities Program Values	Pg. 3
Section 4	Activities Program Goals	Pg. 4
Section 5	CHS Student Sportsmanship at Activities	Pg. 4

Article 2 -CCS Activities Assignments

Section 1	JR-SR High Activity Assignments 2020-2021	Pg 4,5,6

Article 3 - CCS Activities Communication Plan

Section 1	Chain of Communication	Pg. 6
Section 2	Coach - Parent Communication	Pg. 7
Section 3	Parent Code of Conduct	Pg. 7

Article 4 - CCS Activities Guidelines

Section 1	Academic Eligibility	Pg. 7
Section 2	Sports Seasons	Pg. 8
Section 3	Pre-Practice Requirements	Pg. 8
Section 4	Practice Regulations During School	Pg. 9
Section 5	Starting, Dismissal, and Length of Practice	Pg. 9
Section 6	Participation and Attendance	Pg. 9

Section 7	December Moratorium	Pg. 9
Section 8	Team Selection	Pg. 9
Section 9	Conflicts between Activities	Pg. 10
Section 10	Changing Activities	Pg. 10
Section 11	Lettering Requirements	Pg. 10,11
Section 12	Procedures for handling problems	Pg. 11

Article 5 - NSAA Guidelines

Section 1	Participation on Other Teams	Pg. 12
Section 2	Off-Season Practice Regulations	Pg. 12,13,14
Section 3	School-Year, Out-of-Season Practice Regulations	Pg. 14, 15
Section 4	NSAA Eligibility	Pg. 15,16

Article 6 - CCS Activities Dressing Rooms, Equipment, Student Fees, and Transportation Protocols

Section 1	Dressing Room and Practice Area	Pg. 16
Section 2	Equipment	Pg. 16
Section 3	Student Fees	Pg. 16
Section 4	Guidelines For Use of Weight Equipment	Pg. 16
Section 5	Team Travel	Pg. 16,17

Article 7 -CCS Activities Code of Conduct, Discipline, Hazing

Section 1	Code of Conduct	Pg. 17
Section 2	Discipline	Pg. 17,18,19
Section 3	Hazing	Pg. 19

Article 8 - CCS Activities Concussion Information

Section 1	Concussion Information and Links	Pg. 19,20

Article 9 - NCAA I, NCAA II, NAIA ELIGIBILITY

Section 1	NCAA I	Pg. 20
Section 2	NCAA II and NAIA	Pg. 20,21

Article 10 - CCS Activities Drug Testing Policy

Section 1	Overview	Pg. 21,22,23,24
Section 2	Informed Consent Agreement	Pg. 24
Section 3	Consent to Perform Urinalysis	Pg. 24

Article 11 - CCS Activities Disclaimer

Section 1	Guidelines are subject to change	Pg. 25

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 Evertson
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

ANNUAL
Tuyet Sansone-Wilcox

C-CLUB
Jeremy Yilk

DANCE TEAM
McKenzie Crowe

CONCESSIONS
Dawn Beans

SPEECH
Tuyet Sansone-Wilcox, Woody Blackmore, Omar Carlos

FCCLA
Jessica De La Torre

SENIOR CLASS
Jann Kloepping, Dawn Beans

FRESHMAN CLASS
Karen Klein, Nick Auwerda

NATIONAL HONOR SOCIETY
Woody Blackmore, Amanda Rossell

ONE ACT
Kyle Vincent, Mercedez Guerra, Nick Auwerda

SPIRIT CLUB
Dawn Beans

SCHOOL PLAY/MUSICAL
Stacie Blackmore, Marcie Kostrunek, Mercedez Guerra

SKILLS USA
Dawn Beans

DIGITAL JOURNALISM
Tuyet Sansone-Wilcox

STUDENT COUNCIL
Dawn Beans

JUNIOR CLASS
Melissa Hartman, Laura Johnson

VOCAL MUSIC
Stacie Blackmore

WEIGHT TRAINING
Coaches

CHEER TEAM
Karen Klein, Karsyn Bell

INSTRUMENTAL MUSIC
Mark Messner

SMASH
Kelli Teahon, Marcie Kostrunek

TRI-M
Stacie Blackmore

FFA
McKenzie Crowe

SOPHOMORE CLASS
Jacob Brummer, Derek Hammerlun

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:

FALL	OPENING PRACTICE	CLOSE OF SEASON
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
WINTER	**OPENING PRACTICE**	**CLOSE OF SEASON**
Wrestling	November 16. 2020	State Meet
Basketball (B/G)	November 16, 2020	State Tournament
SPRING	**OPENING PRACTICE**	**CLOSE OF SEASON**
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 reason 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:(3.7.2.1-9 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

CDC Heads Up - Fact Sheet for Parents
http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Coaches
http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Home Instructions for Parents & Concussed Athlete
http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf

Return To Learn
http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf

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

Return To Play - Written Clearance Form
http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20-%20clearance%20form.pdf

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at 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 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.

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

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 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 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, 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. 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. 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 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
- Respiratory distress or not breathing
- Neck or spinal injury
- Seizure without a history of seizures or a prolonged seizure

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 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, 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. This institution is an equal opportunity provider.

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

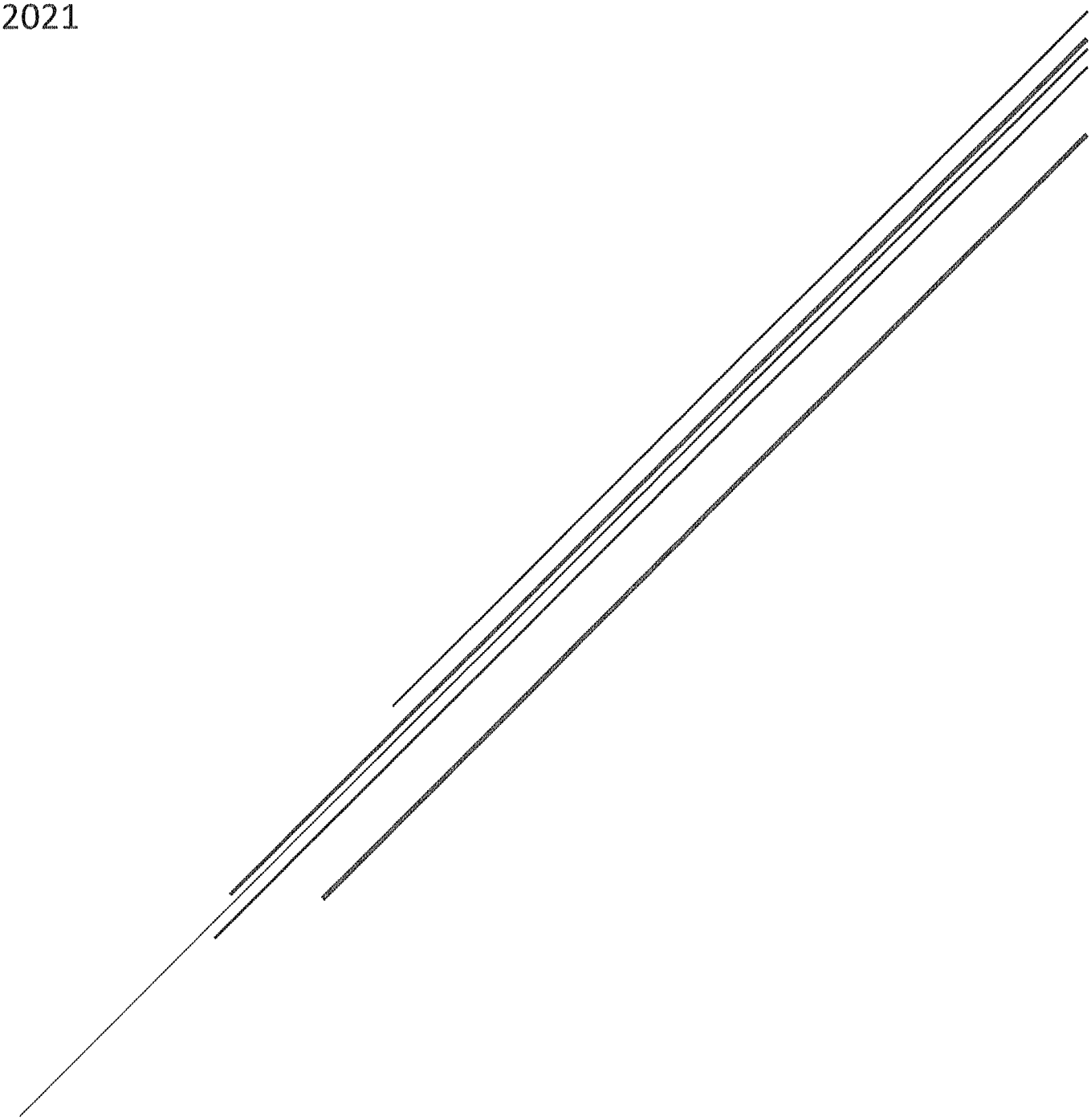
Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

COZAD COMMUNITY SCHOOLS
CLASSIFIED EMPLOYEE HANDBOOK

2020-2021



Article 1: Daily Operations

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 20th 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.

Article 2: Employment Information

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 1st 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 31st. (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.

Article 3: Employment Terms

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. Will be accrued at the rate of: 1 day per month worked (10 days)/ 1.5 days per month worked (15 days)/2 days per month worked (20 days). *Due to the job requirements of custodial staff during the summer months, their attendance is crucial.

Therefore, custodial staff will NOT be allowed to take more than 10 days of vacation during the months of June and July.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45. Will be accrued at the rate of 1 day per month worked.

Personal

Schedule: 2 days available per year, cumulative to 3. Reasons for personal leave are not required. Professional discretion shall be used when making and approving requests.

Bereavement
Schedule: 3 days available per year, cumulative to 5, for the death of an immediate family member. Leave used for death outside of immediate family members requires the approval of the Building Administrator.

Holiday
Paid holidays include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and July 4th.

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.

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions.

As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

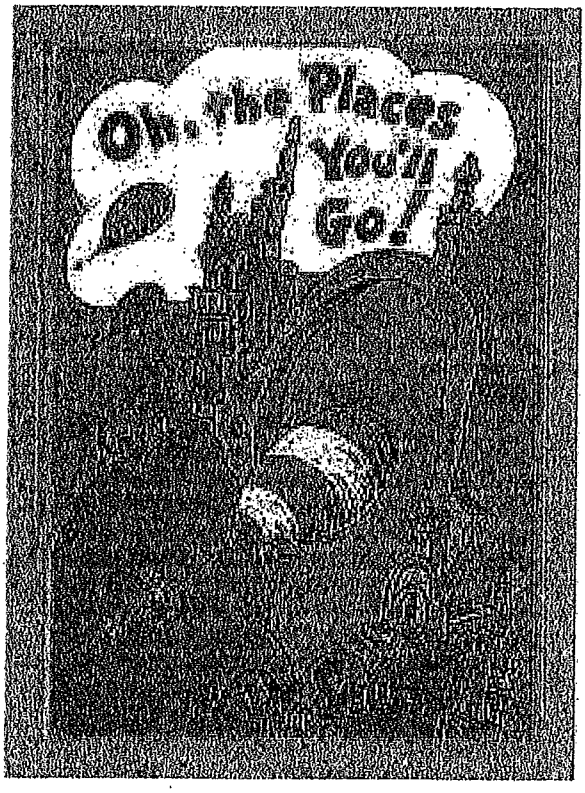
Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

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 PROGAMS AND ACTIVITES

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.

ATTENDACE 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, 4th & 5th grades will be sent out according to the schedule in the school calendar.

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

The scales used on these report cards are:

1st, 2nd grade Art, Music, PE	3rd, 4th & 5th Grade
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.

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 through the school nurse.

Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication. Pinkeye until 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 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 headlice 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 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.

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 4th 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 7th grade and beyond (8 – 12 grades) must have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine (Tdap) after the 10th 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 immunization 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.

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

Students with insulin diabetes, asthma or severe allergies causing anaphylaxis may self- manage their health condition after developing a medical management plan in conjunction with the student's medical care provider and parent/guardian. (Asthma Allergy Action Plan or Diabetes Plan) The parent or guardian shall be aware that: 1 The district and its employees and agents are not liable for any injury or death arising from a student's self-management of his/her condition; and 2. Shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-management of his/her condition. 3. Any injury to others as a result of the student's self-medication shall be the parent's responsibility. The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard

pharmacological 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 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. 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 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.

ADMINSTRATIVE 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.
COMPURTERZIED 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, $3.85 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 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 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: ttp://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. 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 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, distractive 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 pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

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 and 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 Harrassment

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

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

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

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

Section 2	Student Fees Policy	41

Article 10 - State and Federal Programs

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

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

Name
Michele Starman
Joel Carlson
Ann Burkholder
Judy Eggleston
Kiley Goff
John Peden

Section 3 Administrative Staff

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

Section 4 Teaching Staff ~ Middle School

Name	*Department*
Stacie Blackmore	Vocal Music
Nick Broz	Physical Education
Kylie Corkern	Art
Dave Evertson	Science
Alisa Favinger	Math

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

Name	*Building*	*Position*
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

Name	*Department*
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 Kloepping	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

Name	*Building*	*Position*
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 Strohmyer	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 Kloepping & 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					

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			

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

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					

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		

Certified Staff Days by Month			
Aug	15	Jan	20
Sept	21	Feb	19
Oct	21	Mar	22
Nov	18	Apr	20
Dec	14	May	14
TOTAL STAFF DAYS:			185

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

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						

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

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						

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

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			

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

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	

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

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					

Student Days by Month			
Aug	9	Jan	19
Sept	20	Feb	18
Oct	20	Mar	22
Nov	18	Apr	20
Dec	14	May	14
TOTAL STUDENT DAYS:			174

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 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 9th 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:

Activities	Sponsor/Coach Grade	Grade
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
	Anne Burkholder	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 15th. 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.

Hand, Foot & Mouth	until fever free for 24 hours without fever reducing medication
Pinkeye	until 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, 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 4th 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 7th through 12th grade must have a booster immunization containing diphtheria and tetanus toxoids and acellular pertussis vaccine (Tdap) after their 10th 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

7th 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 1st 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. 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 stat 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 protrying 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.

Offense	Category	Points	1	2	3	4	5
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/1	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/1
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/1				
43. Physical assault school personnel	VII	100	H/1				

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:

- 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) or that would encourage "horse-play";
- Head wear including hats, caps, bandannas, hairnets and scarves;
- Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.
- Any tattoos displaying gang signs or any other inappropriate words or pictures will be required to be covered at all times.
- Clothing or jewelry that shows pictures of weapons (such as firearms, knives, etc).
- Clothing such as heavy or winter coats.
- 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 3057*** 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 3057 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 3057.

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, makeup 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/Activities Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
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, is40 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 date 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 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 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: ttp://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. 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 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

NAME:_____ Cozad Haymakers 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 discomforting materials to a teacher or school official.
   - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
   - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   - 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:

_____ _____

User signature Date

_____ _____

Parent/Guardian (if for student use) Date

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.commonsensemedia.org.

3057
Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions.

As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding

responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the

district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that

reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial

proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the

district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent

without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

COZAD COMMUNITY SCHOOLS DISTRICT HANDBOOK

2020-2021

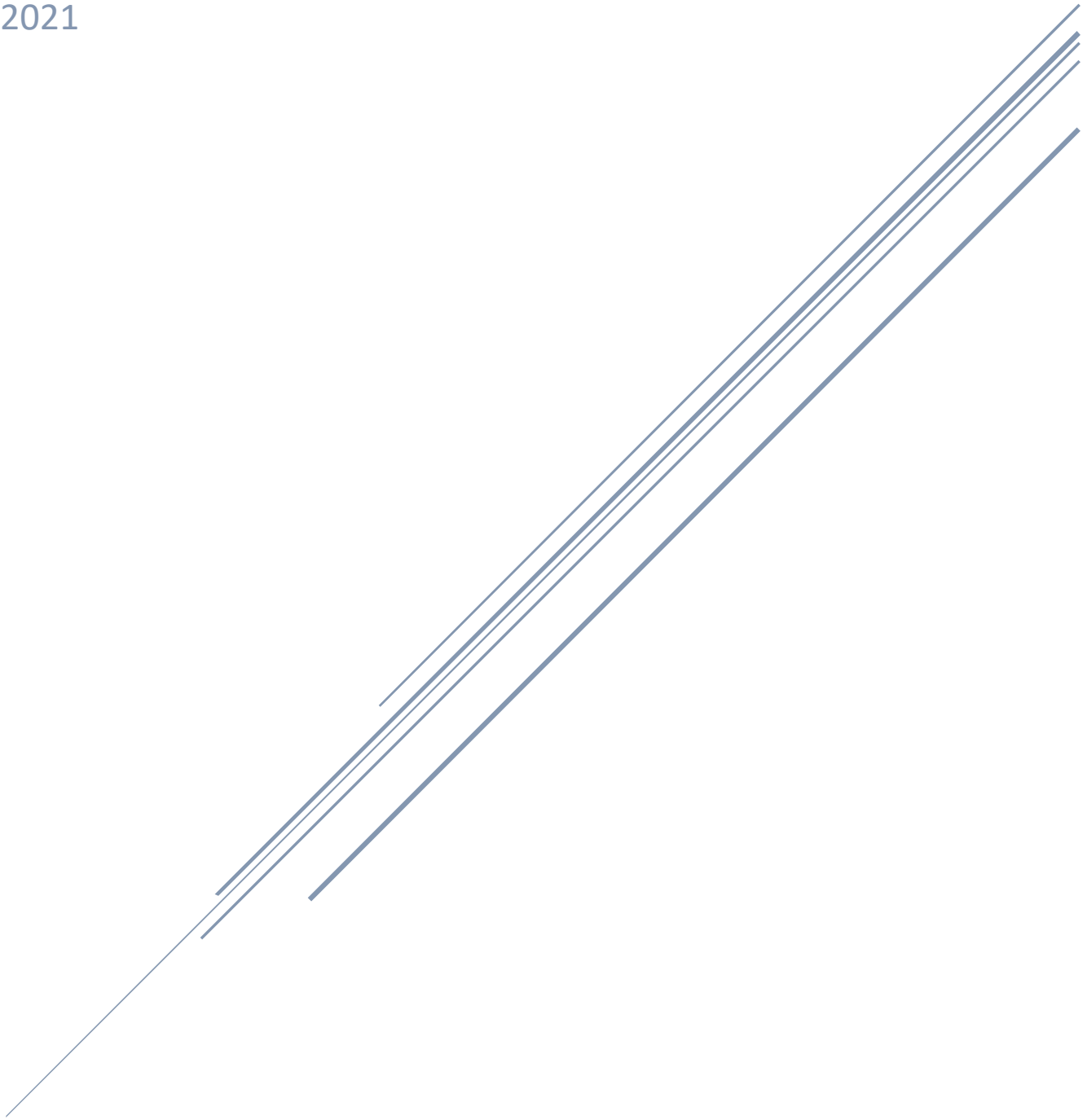


Table of Contents:

Foreword

Section 1: Intent of the Handbook

Section 2: Cozad Community Schools Update

Section 3: School Vision, Mission & Values

Section 4: Members of the Board of Education and Administration

Article 1 - School Calendar and Schedules

Section 1: Calendar

Section 2: Daily Schedules

Section 3: Shortened Schedules

Section 4: Severe Weather and School Cancellations

Section 5: Emergency Procedures

Section 6: Routine Building Security Procedures

Section 7: Make-Up Days

Article 2 - Employment, Compensation, & Benefits

Section 1: Contract Days

Section 2: Contract Release

Section 3: Employment

Section 4: Assignments

Section 5: Personnel File

Section 6: Grievances & Complaints

Section 7: Compensation

Section 8: Extended Duty Pay

Section 9: Benefits

Section 10: Payroll & Payroll Deductions

Section 11: Expense Reimbursement

Section 12: 403(b) Salary Reduction Agreements

Section 13: Moving on the Salary Schedule

Section 14: Insurance

Section 15: Overtime

Section 16: Personnel Reduction

Section 17: Professional Growth

Article 3 - Absences from Work

Section 1: Paid Leave
Section 2: Sick Leave
Section 3: Bereavement Leave
Section 4: Personal Leave
Section 5: Professional Leave
Section 6: Absences / Unpaid Leave Requests
Section 7: Payroll Deductions for Absences in Excess of Paid Leave
Section 8: Legal & Civil Duty Leave
Section 9: Family and Medical Leave
Section 10: Military Leave

Article 4 - Duties & Responsibilities

Section 1: Hour of Work & Meetings
Section 2: Teachers, Time of Arrival and Departure of
Section 3: Leaving School
Section 4: Lesson Plans
Section 5: Daily Class Record Books
Section 6: Classroom and School Procedures
Section 7: Supervision of Students
Section 8: Managing Student Conduct
Section 9: School Nurse and Dispensing Medication
Section 10: Reporting Child Abuse
Section 11: Activity Accounts
Section 12: Agents
Section 13: Athletic Contests and Activity Events
Section 14: Attendance at School Activities
Section 15: Blood Borne Pathogens
Section 16: Books
Section 17: Budget
Section 18: Bring Your Own Device (BYOD) Program
Section 19: Controversial Issues
Section 20: Copyright Policy
Section 21: Corporal Punishment
Section 22: Custodians
Section 23: Disciplinary Guidelines
Section 24: Drug Free School and Community Policy
Section 25: Grading
Section 26: Internet – Acceptable Use Policy

Section 27: Keys
Section 28: Letters and Publications
Section 29: Inventory
Section 30: Purchase Orders / E-requisitions
Section 31: Sponsors
Section 32: Teachers, Substitute
Section 33: Transportation
Section 34: Warning and Dismissal of Employees
Section 35: Workmen's Compensation
Section 36: Money Handling Procedures

Article 5 – Personal & Professional Conduct
Section 1: Professional Ethics Standards
Section 2: Certificates
Section 3: Evaluations
Section 4: Role Model
Section 5: Relationships
Section 6: Professional Attire
Section 7: Private Tutoring
Section 8: Outside Employment
Section 9: Social Media Guidelines

Article 6 – Academic matters
Section 1: Purpose and Goals of Academic Achievement
Section 2: Teaching to Student Understanding to Assure Learning
Section 3: Instruction in the Curriculum
Section 4: Measuring and Reporting Academic Achievement
Section 5: Parent-Teacher Conferences
Section 6: Graduation Requirements

Article 7 - Workplace Environment & Use of School Equipment
Section 1: Drug-Free Workplace
Section 2: Smoke and Tobacco-Free Workplace
Section 3: Weapon-Free Workplace
Section 4: Use of District Computer Network and Internet
Section 5: Use of School Equipment
Section 6: Use of School Facilities
Section 7: Care of School Property
Section 8: Use of Telephone

Section 9: Visitors
Section 10: Salespersons
Section 11: Solicitations
Section 12: Building Security
Section 13: Security of Desks and Lockers
Section 14: Video Surveillance
Section 15: Bulletins and Announcements
Section 16: Copyright and Fair Use Policy
Section 17: Lost and Found
Section 18: Safety

Article 8 - State & Federal Programs

Section 1: Notice of Nondiscrimination
Section 2: Designation of Coordinators
Section 3: Anti-discrimination & Harassment Policy
Section 4: Complaint and Grievance Procedures
Section 5: Grievance Procedure for Persons with a Disability
Section 6: Confidentiality of Student Records (FERPA)
Section 7: Disclosure of Student Information to Military Recruiters and Colleges
Section 8: Disclosure of Staff Qualifications
Section 9: Student Privacy Protection
Section 10: Parental Involvement
Section 11: Homeless Students
Section 12: Breakfast and Lunch Programs
Section 13: Confidentiality of Protected Health Information

Foreword

Section 1: Intent of Handbook

This handbook is intended to be used by teachers and other certificated and classified staff to provide general information about and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Cozad Board of Education and Cozad Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

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

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2020-2021 and subsequent school years unless replaced by a later edition.

Section 2: Cozad Community Schools Update

Accreditation

All schools in the Cozad School District have been accredited through the AdvanceEd Accreditation Process in the fall of 2015. The Cozad school system is currently involved in a school improvement process.

Curriculum

The Cozad Community Schools has adopted a comprehensive curriculum review process. The focus of this process is to identify what students should know or be able to do at various stages of their educational career. Interested persons should contact the Superintendent at the District Office.

Section 3: School Vision, Mission & Values

Vision

Cozad Creates Success!

Mission

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

Values

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

Section 4: Members of the Board of Education and Administration

Board of Education

Michele Starman, President
Joel Carlson, Vice President
Ann Burkholder, Secretary
Judy Eggleston, Member
Kiley Goff, Member
John Peden, Member

Administration

Ron Wymore, Superintendent
William Beckenhauer, High School Principal
Jeremy Yilk, Assistant High School Principal, Activities Director
Brian Regelin, Middle School Principal
Dale Henderson, Elementary School Principal
James Ford, Cozad Early Education Center Principal, Special Education Director

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

A master school activities calendar will be kept in the activity director's office listing the dates of all school events. All scheduling shall be presented to and approved by the principal and activities director. See activities handbook guidelines and/or Board Policy: 6500 School activities, practices, rehearsals, etc. shall not be scheduled for Wednesday evenings or Sundays.

Section 2: Daily Schedules

See Building Level Handbook

Section 3: Shortened Schedules

See Building Level Handbook

Section 4: Severe Weather and School Cancellations

Decision to Close Schools

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. A decision to close school is made when forecasts by the weather service and school 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. The district's messaging system, Apptegy, will also be activated. Staff should have the most update contact information in Power School. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts

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

Parental Decisions

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

Crisis Manual / Emergency Conditions

The Crisis Manual must be posted near the door of each classroom.

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 Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not**

permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Section 5: Emergency Procedures

Emergency Authority, Policy 2126

The Superintendent shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

Safety and Fire Drills, Policy 2130

The Superintendent shall require the principals to instruct and train the pupils by means of fire drills, school bus safety, and safety in general in and about the various buildings and grounds of the district. Fire drills will be held twice in September and once a month during the school year.

Administrative Procedure

These procedures are to be put in place at the direction of the building administrator or his/her designee. District wide procedures will be directed by the Superintendent or in his absence the high school principal or his/her designee. ***A fire drill procedure and evacuation map shall be placed in each classroom.***

Tornado Procedures

The building administrators shall give procedures for reaction to a tornado to staff at the beginning of the school year. Procedures for tornadoes shall be practiced at the start of the school year. A mock tornado drill will be held district wide in March as part of Severe Weather Awareness Week. A tornado procedure and evacuation map should be placed in each classroom.

Tornado Watch

Police dispatcher may notify the school that we are in a tornado watch or through television and radio broadcasts. Once determined, the Superintendent or principal will monitor broadcasts.

Tornado Warning

A warning procedure will go into effect if; 1) A tornado is spotted. 2) A tornado warning is given by the national weather service via weather channel or television. 3) Sirens sounding or notification by police dispatcher. The District Office will alert the buildings but the building principals may put tornado procedures into effect at their own discretion.

All Clear Procedures

The police department will not give the all clear. The building principal or his designee will make the decision. This decision may be based upon radio reports that the warning is no longer in effect or notification from the Superintendent's office when indications from television or radio broadcasts are such that tornado activity in the area is unlikely.

Bomb Threat Procedures

Refer to the safety/crisis manual.

CODE RED

Refer to the safety/crisis manual.

Crisis Scenarios

Refer to the safety/crisis manual.

Armed individual comes into the classroom.

Refer to the safety/crisis manual.

Crisis Team Involvement

Immediately following any incident of major proportion a decision will be made whether to call a crisis team meeting to formulate plans and review the appropriateness of the procedures. See crisis plan handbook.

The Superintendent will make comments to media concerning any of the identified situations.

Spotting Troubled Students

Students who exhibit threatening or moody behavior should be reported to the counselor or the principal. Any threats made by a student toward the school or a staff member or another student should be reported in the student incident report.

Section 6: Routine Building Security Procedures

Securing Exterior Doors

Each principal will establish a written security plan for maintaining individual building site security. **All exterior doors remain locked except for the main entrances of all building sites.** Those written security measures will be disseminated to appropriate personnel for implementation.

All advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

Parents, Vendors, and other Visitors to Building Sites

Visitors are required to report directly to the building administrative office to check in.

Student visitors from other schools, family members, or other student guests must report immediately to the office, check in, and receive a pass from the office staff, identifying the individual as a visitor. Upon completing the school visit, the individual must report to the office and return the visitor pass prior to leaving the building.

Substitute teachers, student teachers, and guest speakers must check in to the administrative offices and be identified to staff. Parents must also check in at the office prior to visiting with a teacher or visiting a classroom. Visitor passes will be issued by the office while visiting the school site.

Each building site will install necessary signs to assure visitors ready access to locations within each of the buildings.

Section 7: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Any regularly scheduled school

days missed because of inclement weather, etc. will be reviewed for possible make-up by the board at the next regularly scheduled board meeting.

Article 2 – Employment, Compensation, & Benefits

Section 1: Contract Days

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

Section 2: Contract Release, Policy 4056

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Section 3: Employment

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

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 as per Policy 4056.

Section 4: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement.

The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 5: Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 6: Grievances & Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy 4013 and 2006.

Section 7: Compensation

Regular Salary and Extra-Duty Compensation

Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement

Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the District Office with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before October 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments

Salary is payable over twelve installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

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

Section 8: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at per diem basis for such teacher's extended time.

Section 9: Benefits

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

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is found in Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan. Notices of Health Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with HIPPA.

Section 10: Payroll & Payroll Deductions

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

Section 11: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. **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 not obtained.**

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. **If no receipts or appropriate documentation are provided there will be no reimbursement.** Breakfast $6; Lunch $7; Supper $12. Amounts not applicable if hotel provides breakfasts or meals come with meeting/conference. Receipts are to be submitted for expenses.

Section 12: 403(b) Salary Reduction Agreements

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

Section 13: Moving on the Salary Schedule, Policy 4029 & as per Negotiated Agreement

Any teacher going to school and moving across on the salary schedule will be allowed to move according to their educational graduate hours as allowed in the nine-hour increment schedule. However, only one step vertically will be allowed regardless of the number of years of experience accumulated. In addition, to receive consideration for movement on the salary schedule for the current school year, all official transcripts of the hours earned must be on file in the Superintendent's Office by October 1. No adjustments will be made to an individual's salary until the transcript is actually received. Transcripts received after October 1 will not be considered for movement until the next school year. Retroactive pay will not be made in a lump sum. It will be divided equally over the remaining pay periods.

Section 14: Insurance

For the convenience of certified personnel employed in the Cozad Community Schools, an Educator's Health Alliance Insurance group policy is maintained. (See Negotiated Agreement) Questions regarding any fringe benefits should be directed to the business manager or the Office of the Superintendent.

Section 15: Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Section 16: Personnel Reduction, Policy 4037

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is

necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1.Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number of percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.

2. Restriction of Right to Administrative Position. Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

3. Criteria for Reduction in Force. The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.

a. Programs to be offered;

b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

c. State and federal laws or regulations that may mandate certain employment practices;

d. Involvement in the programs and activities sponsored by the school district;

e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;

f. The organizational and educational effect caused by multiple part-time certificated employees; g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. Consideration of Uninterrupted Service. If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.

b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.

c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.

d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. Rights of Recall.

a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.

b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.

c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.

d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. Current Teaching Certificate.

a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.

b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. Address Records.

a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.

b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Section 17: Professional Growth, Policy 4032

Every six years permanent certificated employees shall give evidence of Professional Growth as approved by the Cozad Board of Education in order to remain eligible for continued employment. College credit, professional publications, workshops, or other educational activity as approved by the board of education may be accepted as evidence of "Professional Growth". Professional Growth Period-a six year period of time, beginning on September 1, 1982, or first year of employment after that date and ending August 31, six years later. The beginning of the seventh year starts the second six-year period. Professional Growth Points-all permanently certificated staff must earn a total of 24 Professional Growth Points during each Professional Growth Period. Each activity of Professional Growth has its own criteria for acceptance and evaluation. Six hours of college credit meet this requirement. It is the permanently certificated staff's responsibility to show that the activity did actually contribute to their professional development and to their increased effectiveness in the capacity in which they are employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, presentations, etc. Procedure for applying for Growth Credit-Application for credit for Professional Growth shall be made on forms prescribed by the Professional Growth Committee. A separate application will be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. After the educational growth activity has been completed, an application which includes evidence of completion of the work shall be given to the Professional Growth Committee. Applications will only be considered for the current school year. For professional growth point purposes, the "school year" runs from September 1st-August 31st. Any activities completed during the summer or month of August must be turned in by September 15th.

Applications received after September 15thfor the previous school year will not be approved. After the committee has acted on the application, the applicant shall be notified of the decision of the committee. A copy will then be forwarded to the superintendent's office, where it will be kept on file for future reference. No applications will be considered for less than one growth point. Forms for application will be available in all offices of the school's administrators. A Professional Growth Committee will be appointed by the superintendent. Classifications of activities-listed below are the activities for which growth points may be required. The maximum number of points for each activity is also shown. Points earned during one growth period may not be carried over into the succeeding growth period. An applicant for the Professional Growth Points may appeal the decision of the Professional Growth Committee to the superintendent of schools.

Activity	Max Points Per Year	Max Points Per Period	Notes
College Class	24	24	**1 semester hour= 4 points**
Conference, Convention or Workshop	8	20	**1 point per half day**
Coaching Clinic	1	6	**1 point per day**
Professional Presentation	2	12	**2 points per presentation**
District Committee	6	12	**3 points per year per committee** *Includes: CICC, Cozad Cares, Kick-off, Maker Fair, MTSS, Reading Mastery, School Improvement, Steering, Stem*
In-School District Focus Activity	1	6	**4 one-hour sessions= 1 point** *Includes: Blended Learning, Google Certification, technology trainings, Marzano training, medical trainings (CPR, Asthma, Stop the Bleed, etc.)*
School Visitations	2	4	**Other than CCS- 1 point per day**
Serving as a Cooperating Educator or New Teacher Mentor	8	16	**8 week supervision= 4 points 16 week supervision= 8 points Mentoring= 4 points per year**

***Applications will only be considered for the current school year & documentation of the activity must be provided. Please see the application form for more details.**

Article 3 – Absences from Work

Section 1: Paid Leave

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact building principal or secretary before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made by the building secretary as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, **must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty.** This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2: Sick Leave

Refer to Negotiated Agreement.

Section 3: Bereavement Leave

Refer to Negotiated Agreement.

Section 4: Personal Leave

Refer to Negotiated Agreement.

Section 5: Professional Leave

Refer to Negotiated Agreement.

Section 6: Absences / Unpaid Leave Requests

Refer to Negotiated Agreement.

Section 7: Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/185 of total salary.

Section 8: Legal & Civil Duty Leave, Policy

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 9: Family and Medical Leave, see Policy 4011

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be the school district's fiscal year. Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent or the board of education. Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the board of education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the school board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition, or from a sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent of the board of education based upon the nature of the illness or other circumstances surrounding the leave. An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employee, be any administrative, teaching, or instruction related position for which the employee is qualified by reason or endorsement, college preparation or experience; in the case of coaching or other similar extracurricular duty assignments, and in the case of other employees or position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent of the Board of Education.

Section 10: Military Leave, see Policy 4011.1

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act(NFMLA). The terms used in Policy 4001.1 shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

Article 4 – Duties & Responsibilities

Section 1: Hour of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.
The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools may have differing starting and ending times for the student day. Certificated employees assigned to a building are required to spend a minimum of seven hours and 45 minutes on site, including lunch & 30 minute break. Duty-free lunch time can be spent offsite. The principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 45 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2: Teachers, Time of Arrival and Departure of, Policy 4114

Teachers shall report for duty at 7:45 a.m. on all contractual days. All teachers shall remain on duty until 4:00 p.m. All requests must contain reasons for the deviations of this policy. The Principal has the right to approve or disapprove this request. **Occasionally, the Principal will call meetings that extend beyond these hours and the teacher will be at these meetings.** During the school day, teachers are to be in their assigned classroom before each period begins to assure that students are not unsupervised within the classroom.

Section 3: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period are asked to notify the Principal's office.

Teachers are to notify and get administrative approval if leaving the building during regular duty hours. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4: Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. The plans must be in the plan book (electronic or hardcopy). Lesson plan book, class record book, and seating chart should be kept available in the teacher's desk. Teachers should turn lesson plans for the coming week in to the principal's office by 8:00 a.m. of the first day of the school week. The principal should be notified if due to unusual circumstances the lesson plans are not completed.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5: Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class using the power grade system. A complete accounting of all recorded grades for each student is to be kept. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). However, be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Section 6: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

Use of Cell Phones

Teachers and paraprofessionals shall not use personal cell phones for any non-school purpose during teacher duty time.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. The teacher aides' main responsibility is working with students in carrying out instructional activities under the direction of the teacher. Paraprofessionals may also help to supervise students, copy tests and other written material, organizing class materials, and preparing and designing bulletin boards. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

Use of Student Aides

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

Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee unless approval is granted by building administrator.

Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

Teacher Mail Box

Each teacher will be assigned a mailbox located in the lounges. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communication regarding school business.

Teachers Meetings

Teachers' meetings will be called by the building or program administrator. **ALL** teachers are expected to be present for their particular meeting, unless they are absent from school for good cause or have made prior arrangements.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students.

Proper Supervision

Report to all duty assignments on time. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited at Cozad Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).

Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication devise (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

All searches will be done by school administration.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline:

- On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
- It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
- If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
- If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator will inform the teacher of the consequences.
- Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
- Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
- Read and understand the student handbook and the student conduct rules of the District.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: School Nurse and Dispensing Medication

Cozad Community Schools employs a full time school nurse to cover all students in all buildings. She is responsible for appraising the health status of students, enforcing the rules of immunization, physicals and communicable disease of the State of Nebraska, and providing emergency service for injury or illness occurring in the school setting. Please notify the nurse if you have questions or concerns regarding your students.

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse, see Policy 4054

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

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

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

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglector participates in a judicial proceeding resulting from such a report.

Section 11: Activity Accounts

Procedures: School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, secretaries, and in some cases, counselors. No students should ever have access to the vault or safe.

Efforts should be made to reduce the amount of money that is ever on hand at the school. The secretary in charge of activity funds should deposit money as often is necessary. During games and major fundraisers, money will not be left in the safe until the conclusion of the fundraiser.

All sponsors should turn money into the designated building secretary or principal. Do not keep money in the classroom. **All money turned in will be marked with clear indication of which organization or activity group should be credited.** Do not place the money on an unattended secretary's desk. Money may be withdrawn from a student account only by a class sponsor and principal. During fundraisers, checks are to be made out to the organization, not to the student. If the customer fails to fill in the organizations name, sponsors should fill the organizations name in when the checks are turned in. Sponsors should see that students indicate on the order form if items were purchased by check or by cash. A list of persons who have made purchases should be kept somewhere other than the vault.

Section 12: Agents, Policy 2226

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals shall meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Section 13: Athletic Contests and Activity Events

If you are unable to make your scheduled time, it is your responsibility to find a replacement and let the activities director know the change.

Section 14: Attendance at School Activities

All teachers are encouraged to attend school activities. Sponsors of productions should feel free to call upon other teachers to aid them as necessary. To be most successful, school presentations often require the cooperation of the entire faculty.

Section 15: Blood Borne Pathogens, Policy 4132

It shall be the policy of Dawson County School District 11 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with blood borne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practice for purposes such as, but not limited to, identifying employees with occupational exposure risks from blood borne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate where possible, risks to employees from blood borne pathogens. "Employee" will mean an employee of Dawson County School District 11 or a student teacher assigned to and under the supervision of Dawson County School District 11.

Section 16: Books

Keep a good record of books issued to students. All books are to be numbered. These numbers can be kept in your grade book. Try to impress on your students the care of books. This should also apply to school property. Students who have lost or damaged books or school materials should be reported to the principal for assessment of fines.

Section 17: Budget

Teachers must be aware of their budget limitations. Current budget information is available in the office. Needs of the school year must be taken into consideration during preparation of the budget. **Teachers may not exceed their budget without permission of the Superintendent.**

Section 18: Bring Your Own Device (BYOD) Program – Suspended for 2020-2021

Prior to purchase, the staff member will gain approval from the technology director or building principal to ensure that the mobile or laptop computer will meet the minimum standards necessary to perform work duties as assigned by the district. Staff member will purchase an approved mobile or laptop computer at their personal expense. While Cozad Community Schools may offer advice in the purchase or assist in verification of educator status, the district will not assist materially and no school sales tax number or funds will be used to make the purchase. After purchase, staff member will provide a copy of the original receipt which will include the machine specifications, serial number, and final cost of the computer.

Upon the staff member meeting the first three conditions above, Cozad Community Schools will reimburse the staff member for the value of the purchase, up to but not to exceed $1500, in 36 equal installments to be included in the staff member's monthly payroll check. Reimbursements will begin for the salary year with the September paycheck or the first pay check following a pre-approved purchase and continue for a period of 36 months or until the staff member departs for whatever reason and is no longer an employee of the school district, whichever occurs first. In the latter case, the monthly reimbursement payments will terminate and end regardless of whether or not the staff member has received the up to amount set forth in paragraph 4. In addition, the administration may terminate the monthly reimbursement payments and this agreement at any time in the event of staff misuse of the mobile or laptop computer for school purposes.

Reimbursements are considered a taxable benefit and will be reflected on the staff member's W-2 or other appropriate tax forms provided by the district and the staff member is responsible for following all IRS tax laws and regulations related to the purchase and reimbursements. The staff member is financially and materially responsible for maintenance and any and all repair and/or replacement costs on the mobile or laptop computer for the entire term of the agreement. Should the mobile or laptop computer need repair, the district in its discretion may elect to provide a temporary replacement which shall meet the minimum specifications as required by the staff member's duties, to be determined by the technology department and administration.

Software and peripherals determined by the technology department and administration to be necessary for the fulfillment of the staff member's duties shall be provided by the district. Such software and peripherals shall be owned and managed by the district for the duration of this agreement and shall be returned to the district and/or uninstalled by the district upon termination of the agreement or at such time as the staff member leaves for whatever reason and is no longer an employee of Cozad Community Schools.

Once the agreement is signed, the staff member is not eligible to enter another such agreement with the district for a period of 36 months.

The staff member shall abide by the current Responsible Use Agreement and public use laws when on school premises or when using school owned or managed computer and network resources.

As to use of the mobile or laptop computer and any electronic data or information stored on it, the staff member agrees to comply with the Family Education Rights and Privacy Act (FERPA) and all other related student and personnel confidentiality and privacy laws and upon termination of this agreement or at such time as the staff member leaves for

whatever reason and is no longer the an employee of the district to transfer all such electronic data or information to the administration and/or immediately delete same as directed by district administration.

Except for staff members with current agreements and except for terminations as provided herein, the district reserves the right to terminate and cancel the BYOD program at any time.

Section 19: Controversial Issues, see Policy 6144

As free objective discussion of controversial issues is the heart of the free process of representative government, freedom of speech and free access to information is among our most cherished traditions. It is the responsibility of the teachers to uphold these traditions, but policy on controversial issues should be defined in terms of the rights of pupils rather than in terms of the rights of teachers. With regard to controversial issues in the public schools, the pupil has four rights to be recognized:

- The right to study any controversial issue which has political, economic or social significance and concerning which (at his level) he should begin to have an opinion.
- The right to have access to all relevant information, including the materials that circulate freely in the community.
- The right to study under competent instruction in an atmosphere free from bias and prejudice.
- The right to form and express his own opinions on controversial issues without thereby jeopardizing his relations with his teacher or the school.

To guarantee these rights of the pupil, it is therefore the duty of the teacher to see that the area of controversial issues is objective and scholarly, with a minimum emphasis on opinion. The teacher must approach controversial issues in the classroom in an impartial and unprejudiced manner and must refrain from using his classroom privileges and prestige to promote a partisan or factional point of view.

Section 20: Copyright Policy, Policy 3020

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Section 21: Corporal Punishment, see Policy 4018

Each teacher is responsible for the conduct of the student. Any discipline problems which the teacher feels inadequate to handle shall be reported to the principal.

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

A staff member may only use reasonable physical restraint against a student without advance notice to the principal or others, when it is necessary for self-defense, to preserve order, or for the protection of other persons or the property of the school district. "Horseplay" or "Funning" with students which involves any type of physical restraint is not permitted and teachers must refrain from this type of action.

Under no circumstances, except in self-defense, may a school employee strike, kick, hit, slap, forcibly grab, push, or pull a student to discipline him. Any incidence of the above must be reported immediately to the Principal.

Sarcasm and abusive language directed toward students will not be permitted.

Section 22: Custodians

All orders and requests from teachers to custodians shall be made through the Principal, except in the event of unsatisfactory room temperature or emergency.

Section 23: Disciplinary Guidelines

See Student Handbook

Section 24: Drug Free School and Community Policy, see Policy 4002

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

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

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

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

Section 25: Grading

Grading pupils' work is one of the most important parts of your teaching job. Be fair and conscientious in your grading. It isn't quantity of work done, but the quality.

All must cooperate to see that grades perform their intended functions and that students find their real inspiration and motivation not in seeking grades but in the acquisition and use of knowledge and growth in intellectual stature and wisdom.

Also, each teacher should hold to rigid requirements in neatness, penmanship, spelling, punctuation, capitalization, sentence structure, and use of words.

Section 26: Internet – Acceptable Use, see Policy 6163

Acceptable Use guidelines will be developed by the Superintendent, in conjunction with the technology committee that will insure the appropriate use of internet access for employees, students, and community members, while using the Cozad Community Schools net. These guidelines will identify registration procedures and consequences for the inappropriate use of the system. Guidelines shall be placed in the staff and student handbooks.

Section 27: Keys

Teachers should report lost keys immediately to the administration.

Section 28: Letters and Publications

A copy of all letters and publications pertaining to school business to be sent to papers, parents, or students must be sent to the building principal.

Section 29: Inventory

Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms or departments. The completed inventory is to be filed with the Superintendent.

Section 30: Purchase Orders

It is the policy of the board of education that all supplies and books are ordered through the District Office. Upon approval of the building principal and Superintendent, a purchase order will be issued, and the order will be placed by the employee or District Office.

Purchase orders shall be used unless special permission is given by Administration to do so. Otherwise, items purchased may be turned down when bills are presented for payment. Receipts and employee signatures will be required on all purchases.

Section 31: Sponsors

Sponsors have important duties in the matter of class organization, class citizenship, finance, and parties. Teachers, sponsors, and coaches are reminded that they should familiarize themselves with the Student Fee Policy (5045) and work to ensure confidentiality of fee waiver students. It is the duty of the sponsor to conduct class meetings, organize for class functions, stress good conduct and citizenship (counsel if necessary) and oversee fundraising projects.

Sponsors are reminded that activities are school functions and all rules of behavior associated with school are in effect. Sponsors will be responsible for the behavior of the students at school activities. Teachers, sponsors, and coaches are reminded that at no time should students be left in the building without supervision.

It is the teacher's responsibility to remain with the group until all students have left the building. Failure to do so will be considered negligence on the part of the teacher.

Section 32: Teachers, Substitute, Policy 4028

The Superintendent may empower the principals to employ and assign substitute teachers as the needs arise.

Arrangements should be made so that a substitute teacher, either in a planned or unplanned absence, may function in a manner that would allow the learning process to continue with the least possible disruption. Those arrangements should include:

- Assignments that will fully utilize the students time.

- A class roll and seating chart for students.
- A daily schedule which will indicate lunch schedule, special arrangements, etc.

Section 33: Transportation

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. All members of a team will return from a contest by the same transportation provided taking them to the contest. Exception: A student may be released after a contest by following the procedure outlined in the student handbook. All departments in the Cozad system will follow the same rules as the activity transportation.

Section 34: Fair Dismissal Procedures, Policy 4116.1

The Cozad Board of Education may dismiss or not re-employ teachers under the guidelines of a fair dismissal policy. The policy shall be that all teachers shall be notified in writing of any undesirable traits or practices which may endanger his/her maintaining his/her position. The teacher shall be given sufficient time to improve except in extremely serious circumstances. If the teacher is not satisfied with the Board's decision, he may appeal to the Board for a hearing.

Section 35: Workmen's Compensation

Workmen's Compensation Insurance is made available to all personnel employed by the Cozad Community Schools District. Employee accidents/incidents should be reported as soon as possible. Claims for Workmen's Compensation should be made to the Superintendent's office. An employee that has an accident or injury will be asked to submit to a mandatory drug test, per Administrative Guidelines for Policy 4213.

Section 36: Money Handling Procedures

These guidelines must be followed to ensure proper safekeeping of all money handled by school-district employees.

Any discrepancies will be reported immediately to the Office of the Superintendent.

The Cozad Community Schools' Board of Education will be furnished with the following reports at each regular scheduled board meeting:

- District Treasurer
    - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), and the Activities Account
- District Bookkeeper
    - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), Employee Benefit Fund, Depreciation Fund, Student Fee Fund, and Hot Lunch Fund
- Activities Secretary
    - Activities Account with all organizations

Activities Account statements are to be given to each sponsor monthly or when requested. Sponsors are responsible for verifying statements.

Money Handling

All cash (money) received by district personnel must be receipted and deposited according to State of Nebraska laws and auditing requirements:

- Monies need to be turned into the *office* on a daily basis.
- All checks should be stamped with school stamp
- All cash (checks) must be receipted on pre-printed, pre-numbered Cozad Community Schools' receipts.
- Money must be deposited intact, which means we must deposit it in the same form it was received.

- Accept checks for the exact amount only. (Checks cannot be written for a higher amount so that change can be given back to the customer.)
- Do not accept post-dated checks.
- It is illegal to have a checking or savings account on behalf of the Cozad Community Schools without prior approval by the school board at an official board meeting.
- No stamped signatures will be allowed.
- Good money handling practices are essential within the school district.
- All money taken in should be counted as soon as possible, receipted, endorsed, and deposited in the appropriate district account. (General Fund, Building Fund, Bond Fund, Depreciation Fund, Employee Benefit Fund, Qualified Capital Purpose Fund, Student Fee Fund, Activities Fund, and Hot Lunch Fund.)
- No large sums of money should be allowed to accumulate.
- Night game gate receipts must be secured in the school's vault or safe if a nightly deposit is not feasible.
- Hot lunch funds will be deposited daily
- Large sums of money should not be left in the vault over the weekend with the exception of petty change funds. (This means deposits must be made daily or taken to the bank's night depository to be counted the next day.)
- School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, administrative assistants, and in some cases, counselors. No students should ever have access to the vault or safe.
- All sponsors will turn money into the office for placement in the vault. Do not keep money in the classroom.
- Funds will be turned into the designated building secretary with clear indication of which organization or activity group should be credited. Checks made out to Cozad Community Schools should have the organization written in the "memo" section of each check.
- Do not place the money on an unattended secretary's desk.

Money counting verification process:

- Activities Account
  - Sponsor or Activities Director
  - Activities Secretary
  - Bank
- Hot Lunch Daily Sales
  - Food Service Line Operator
  - Hot Lunch Secretary
  - Bank
- Hot Lunch Account Deposits
  - Hot Lunch Secretary
  - District Office Administrative Assistant
  - Bank
- General Fund / Building Fund / Qualified Capital Purpose Fund / Bond Fund
  - Business Manager
  - District Treasurer
  - Bank
- Employee Benefit Fund / Depreciation Fund
  - School Board Authorization
  - Business Manager
  - Bank
- Student Fee Fund
  - Sponsor
  - Business Manager
  - Bank

Check Signatures Required

- Activities Account – 3
    - Superintendent
    - Activities Director
    - Activities Secretary
    - High School Secretary
    - Administrator
    - Business Manager
- Hot Lunch Account – 2
    - Business Manager
    - District Office Administrative Assistant
    - Superintendent
- General Fund Account – 2
    - Board of Education President
    - Board of Education Secretary
    - Superintendent – in emergency
- Bond Fund / Depreciation Fund / Employee Benefit Fund / Qualified Capital Purpose Fund – 2
    - Business Manager
    - Superintendent

Fundraising

All Fundraising must be approved by your administrator prior to the event.

Sponsors should see that students indicate on the order forms if items were purchased by check or by cash. During fund raisers, sponsors should emphasize that checks be made out to the organization, not to the student.

If the customer fails to fill in who the check is written to, see that the organizations name is written in as soon as possible. A list of persons who have made purchases should be kept somewhere other than where the money is kept.

District Receipt Documentation

Submit form for all credit card charges and reimbursement requests. No reimbursement will be made unless the form is completed and documentation provided.

Article 5 – Personal & Professional Conduct

Section 1: Professional Ethics Standards

The Cozad Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair professional judgment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.
- Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- Shall permit no commercial or personal exploitation of his or her professional position.
- Shall use time on duty and leave time for the purpose for which intended.

Section 2: Certificates

It is each teacher's personal responsibility to procure and register a valid Nebraska Teaching Certificate. A teaching contract is not valid until such a certificate is registered at the office. Teachers may not be issued a payroll check until their teaching certificate is on file at the District Office.

Section 3: Evaluations, Policy 4030

Teacher Evaluation should provide the teacher a picture of self, including both strengths and weaknesses. Hopefully it will help the teacher teach with a greater effectiveness. The Cozad Community Schools shall provide an effective staff evaluation system which will insure the best possible learning climate for each student enrolled. It shall also support the personal development of the staff within the system. They shall be responsible for recommendations to the Superintendent for the rehiring of each member of the staff.

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 4: Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 5: Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board polices, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 6: Professional Attire

The staff of Cozad Community Schools has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project.

The district's objective, in establishing the professional appearance guidelines, is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for these expectations.

Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals a person’s cleavage, back, chest, stomach or underwear is not appropriate for a professional work environment.

Even in a business casual work environment, clothing should not be wrinkled. Footwear should be polished (when appropriate) and free from excessive soiling.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged.

Certain days may be declared dress down days or theme days. On these days, jeans (not faded, torn or frayed) and a more casual approach to dressing (although never potentially offensive to others) is allowed.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for school or office are listed, too. Neither list is all-inclusive and both are open to change. The lists explain what is generally acceptable, and not acceptable, as business casual attire.

No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at your building. If you experience uncertainty about acceptable, professional business casual attire for work, feel free to discuss with an administrator.

Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial and nutrition services staff (certain other production- oriented jobs may also be included).
(See Custodial guidelines below)

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, Capri’s and nice looking dress synthetic pants are acceptable.

Inappropriate slacks or pants include denim jeans (not including industrial arts teachers), sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through) and muscle shirts are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee, are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for school. Mini-skirts and spaghetti-strap dresses are also inappropriate for the office or school. Skorts are acceptable so long as they are of a length and style that does not look like shorts.

Shirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, knit and linen/silk tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the school/office, if they violate none of the listed guidelines. Inappropriate attire includes tank tops; sweatshirts; midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or spaghetti straps; and t-shirts.

Shoes and Footwear

Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit (females only). In many cases wearing no socks may be acceptable for female staff member however under no circumstances would this be considered appropriate for male staff members. Athletic shoes, thongs (beach type), flip-flops and slippers are not acceptable at the school/office. Closed toe and closed heel shoes are required in the custodial and operations area (except office staff).

Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable**.**

Tattoos must be covered.

Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed. (Modest, temporary head coverings utilized during medical treatments are acceptable)

Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents

and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

Custodial Staff

Due to the nature of the work performed, attire guidelines for custodial staff are different from other classroom and office positions.

Custodial staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process.

Pants/slacks should also be clean, well maintained (absent of holes, rips fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pant/slack for custodial work. Seasonally (June - August), custodial staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs or jean shorts). Athletic style (nylon, mesh) gym shorts are not acceptable.

Shoes should provide safety to the feet (including heels and toes). Boots (work, cowboy, trucker, hiking) and shoes (loafer, walking, hiking, athletic) are acceptable. Like all articles of attire, they should be clean and in good condition (free of holes, stain, excessive wearing) that would compromise safety or a professional image. Toes and heels must be covered in selection of footwear, to provide maximum safety and protection.

Conclusion

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

Section 7: Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

- The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- The teacher is not to provide private tutoring in a school building.
- The teacher is not to provide private tutoring during duty time.
- The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 8: Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 9: Social Media Guidelines, see Policy 5151 and Policy 4120.1

Cozad Community Schools has adapted the following guidelines to provide direction for instructional employees, students and the school district community when participating in online social media activities.

Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion, it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by CCS District teachers and students is a reflection on the entire district and is subject to the District's Acceptable Use Policy.

By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

Personal Responsibility

Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the website's server for a longer period of time.

It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a CCS employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at C.C.S.
When posting anything online, be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the CCS. DO NOT name the School District if you do not clearly state that it is your personal opinion.

It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

Engaging in social-networking friendships with students or students' parents/guardians on MySpace, Facebook, or other social networking site is discouraged. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Professional Responsibility

C.C.S. employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Remember that social media in the classroom are an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

Teachers who use their personal online presence to interact with students in social networking sites must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please contact appropriate personnel if you have questions on how to set up this type of interaction.

When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.

Use a Disclaimer

Include a disclaimer on your social media site which says something like this: "The opinions and positions expressed on this site are individual opinions and do not necessarily reflect my school district's positions, strategies, or opinions."

This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines.

If asked by media to comment on a school related issue, refer them to Superintendent's office

Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a District employee.

Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships.

Do not denigrate or insult others including students, staff, administrators, parents, or other districts.

Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

Build Community/Positively Represent School

Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community.

Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and supports your organization.

It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted you can't take it back.

School Logos

Obtain permission before using any school or district logo or image. School logos may only be used in a professional capacity.

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video.

Anything you post online should represent you in a professional manner as others will see you as connected to the school district. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate.

Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, Twitter or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Article 6 – Academic Matters

Section 1: Purpose and Goals of Academic Achievement

The Cozad Board of Education has adopted the State Standards as determined by the Nebraska Department of Education. Staff is required to be acquainted with the content standards in general and specifically for their own content area.

The state standards known as L.E.A.R.N.S. may be accessed via the NDE website.

Staff is also expected to have a working knowledge of the criteria used in designing appropriate assessments known as STARS which can be accessed via the NDE website.

The Cozad Board of Education is committed to providing a quality education for all Cozad students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2: Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3: Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record

at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades

Each teacher shall record grades by the first day of the week in the Power School grade book. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales

Teachers are to use the grading scales that are set forth in each building's Student Handbook. Teachers are expected to use said grading scales according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester.
- Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All requests for reduced credit are to be submitted for consideration to the Principal.

Transfer Grades

A student transferring into Cozad Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grades reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 5: Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. Each teacher is responsible for individual conferences with parents of students in academic difficulty or having behavioral problems. These individual conferences should be held early enough to inform parents of student's problems.

Teacher attendance at Parent-Teacher Conferences will be a priority. Efforts shall be made to eliminate any activity conflict. Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the building principal. See school calendar for dates and times of Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher Conference.

Section 6: Graduation Requirements

Faculty members with senior students who may be in jeopardy of failing a class must notify the principal, counselor, and parent in writing of this possibility as early as possible.
Also see High School Student Handbook.

Article 7 – Workplace Environment & Use of School Equipment

Section 1: Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace, Policy 4118.1

In accord with Nebraska's clean indoor act and in support of the drug free schools and community efforts, the Cozad Board of Education hereby prohibits the use of tobacco in any form in all school buildings and school vehicles. This includes all visitors who may be attending school functions and athletic events. The student smoking policy remains in effect as stated in the student handbook.

Section 3: Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied

to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4: Use of District Computer Network and Internet, Policy 4012, 4012.1

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

- Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- If a teacher downloads public domain programs for personal use or non- commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission.
- Teachers will not copy, change, read, or use another person's files.
- Teachers will engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity.

- Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
- The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:

- who has successfully completed district training by the on proper disabling circumstances and procedures,
- with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of a building administrator.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5: Use of School Equipment, Policy 3014

All School District #11 property and facilities and services are for use by the public for educational purposes. The use of the district's property by employees for personal use is not to be considered a benefit of employment and will not be tolerated except by administrative approval on an each occasion basis. Absolutely no use of school property by employees will be tolerated for use where monetary gain to the employee is involved.

Section 6: Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their

classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 7: Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 8: Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 9: Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 10: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 7:45 a.m. and 4:00 p.m. on all day's school is in session. If you are required to be at work earlier than 7:45 a.m., the hours are extended to that earlier time as well.

Section 11: Solicitations, Policy 1321

There shall be no collection of money, food or clothing except as authorized by the Superintendent. Any proposed sale or selling of any merchandise for the purpose of raising money will not be permitted without the permission of the building principal.

Section 12: Building Security

Teachers and sponsors of organizations are responsible for the security of the school buildings whenever you use them. The following rules of security will be followed at all times when groups you are sponsoring are using the building.

- At no time will students be admitted into the building unless a faculty member or parent is present.
- If your group is going to use a part of the building, notify them in advance as to the location of the meeting.
- Be on time to your meeting, to avoid student congestion.
- Allow only those students in the building that are in your group.
- Confine the activities of your group to one location, and insure that all are doing what they are supposed to be doing.
    - For example: If you are to have play practice, there will be no basketball playing, etc.

- Allow no wandering about the building, in the halls, or loitering in the rest rooms.
- When your meeting is over, disperse the group immediately. Check the building (including rest rooms) to insure that all students have left the building.
- Shut off ALL inside lights.
- Make sure that ALL outside doors are locked.
- Report any disciplinary problems or unusual incidents to the Principal the next school day.

Section 13: Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 14: Video Surveillance

Video cameras may be used in locations as deemed appropriate by the Superintendent. The purpose of which is to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment.

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 15: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 16: Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statue 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: Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 18: Safety, Policy 4132.1

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, expensive legal action, and even death. Thus, it shall be the policy of the Cozad Community School District #11 to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education and this system's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for a loss control program designated to supply a systematic approach to preventing on-the-job injuries and illnesses. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

Safety Committee Function

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all work place accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices. Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss or productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
    - Completed.
    - Not complete, but in process.
    - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken.

- Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers association.
- Contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

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

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

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – State & Federal Programs

Section 1: Notice of Nondiscrimination

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 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.

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

- Title VI
    - Coordinator: High School Principal
- Title IX
    - Coordinator: High School Principal / Assistant High School Principal, Activities Director
- Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)
    - Coordinator: High School Principal
- Section 504 of the Civil Rights Act
    - Coordinator: Special Education Director
- Homeless Student Laws
    - Coordinator: District Nurse
- Safe and Drug Free Schools and Communities
    - Coordinator: Activities Director

Section 3: Anti-discrimination & Harassment Policy, 3057 - attached

In compliance with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Cozad Community School Policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

Section 4: Complaint and Grievance Procedures, Policy 2006

The purpose of this grievance procedure is to provide a method for quick and final determination of every question of violation, misinterpretation, noncompliance or inequitable application of any of the terms of any negotiated agreements of the school district, thus preventing the protracted continuation of misunderstanding which may arise from time to time concerning such questions.

Definitions

- Grievance

- Any alleged violation, misinterpretation, noncompliance, or inequitable application of any of the terms of negotiated agreements of the school district.

- Days
  - Calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedures shall be by mutual agreement of the parties in interest.

Grievance and Complaint Procedure Steps

- Step 1: To the Principal
  - The grievance shall be presented orally within ten school days after the grievance occurred, by the teacher aggrieved with or without a representative of the Cozad Education Association to the building principal or the teacher's immediate supervisor. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 2: To the Principal in Writing
  - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the principal. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 3: To the PR & R
  - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee within five (5) school days after the decision at Step 2. Within five school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for all parties directly involved in the grievance to meet with the PR & R Committee for the purpose of reviewing the grievance; a written opinion regarding the merits of the case and the association's position on further support shall be given to all parties directly involved in the grievance. If the PR & R Committee decides that the grievant should not pursue the matter further, they are hereby absolved from any further legal or financial obligations.
- Step 4: To the Superintendent
  - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent, who will within five (5) school days thereafter present a decision in writing to the grievant.
- Step 5: To the PR & R, then hearing by Superintendent
  - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee. Within five (5) school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for the parties directly involved to meet with the PR & R for the purpose of reviewing the grievance; and the committee shall give to the parties directly involved; a written opinion regarding the merits of the case and the association's position on further support.
  - Within three (3) school days after receiving the PR & R Committee opinion, the parties directly involved may file a written appeal with the PR & R Committee for a hearing by the Superintendent. Within two (2) school days of its receipt, the committee, through its chairperson, shall submit such appeal to the Superintendent. Within ten (10) school days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the parties directly involved and with representatives of the Pr & R Committee for the purpose of resolving the grievance. A full record (tape recording recommended) of such hearing shall be kept by the PR & R Committee and made available to the parties involved upon written request. The Superintendent shall within three (3) school days of the hearing render his decision and reasons therefore, in writing, to the parties directly involved, with a copy of the PR & R Committee.
- Step 6: PR & R Presents to Board of Education

- If the party directly involved is not satisfied with the disposition of his grievance at Step 5, or if no decision has been rendered within three (3) days after he has first met with the Superintendent, he may file the grievance again with the Association's PR & R Committee. When he files this time it should be within three (3) school days after a decision by the Superintendent.
- Within three (3) school days after receiving such further appeal, the PR & R Committee through its chairperson, shall refer the grievance in writing, to the board of education. Within 25 school days after receiving the written appeal, the board of education, or a committee where from, shall meet with the parties directly involved and with the representatives of the PR & R Committee for the purpose of resolving the grievance. The board's decision on settling the grievance matter will be final.

School administrators or the board of education, through the Superintendent can initiate and process a grievance, through the grievance machinery by excluding unnecessary lower steps in the formal grievance procedure, thereby making the system work both ways. If each step is not followed in the sequence hereby outlined, without mutual agreement between the parties directly involved, no further action may be taken by either party.

This procedure shall become effective upon approval by a majority of the board of education and a majority of the executive committee of the CEA. This grievance procedure may be amended by the mutual consent of the School Board of District #11 and the Executive Committee of the CEA. This procedure may be renewed each school year by the School Board of District #11 and the Executive Committee of the CEA.

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, the complaint may be processed to the Board of Education.

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

Section 5: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth:
  - the name of the Complainant,
  - the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant,
  - a brief description of the alleged violation, and
  - the relief requested by the Complainant.

- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 6: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy 5016 and in the student handbook.

Section 7: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 8: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 9: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

- Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
    - Political affiliations or beliefs of the student or the student's parent;
    - Mental or psychological problems of the student or the student's parent;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating or demeaning behavior;
    - Critical appraisals of other individuals with whom the student has close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the students or the student's parent;
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
- Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 10: Parental Involvement

General - Parental/Community Involvement in Schools

The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents

- Play an integral role in assisting their child's learning:
- Are encouraged to be actively involved in their child's education at school;
- Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child

The District intends to meet this expectation through the following activities:

- Involving parents in the joint development of plans and the processes of school review and school improvement.
- Providing coordination, technical assistance, and other support necessary in implementing effective parent involvement activities to improve student academic achievement and school performance.
- Building the schools' and parents' capacity for strong parental involvement.
- Coordinating and integrating parental involvement with other programs.
- Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. To develop and encourage parent involvement the following activities will be supported:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- Offer a flexible number of meetings, such as meetings in the morning or evening.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- Provide parents of participating children
    - Timely information about programs under Title I,
    - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
    - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Section 11: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The School Nurse serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 12: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 13: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Health Information Privacy Practices

This Notice of Heath Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers, including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms "protected health information" (PHI).

Protected Health Information (PHI) is information communicated by a covered entity orally, on paper, or by electronic means that individually identifies and relates to an individual employee's, dependent's, or retiree's past, present, or future medical condition, provision of medical care, enrollment, premium, physical or mental health status, or treatment and personal demographic information.

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual's spouse or other family members, without the written authority of the individual. The provisions of this act become effective on April 14, 2003.

The Cozad Community Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary, from time to time, for the Cozad Community Schools to obtain health information related to the employment policies of the Cozad Community Schools and to comply with state and federal law.

For the Cozad Community Schools to obtain employment related, health information about you from a third party, you must provide written authorization for the Cozad Community Schools to do so. The appropriate authorization forms are available from the Cozad Community Schools.

Cozad Community Schools needs health information under the following circumstances:

- Enrollment of employees in the BCBS health plan, vision care, dental, and other insurance plans.
- Accounting for sick leave under the Cozad Community Schools' sick leave policy.
- Filing worker's compensation claims for employees injured on the job.
- Seeking medical certification for eligibility for short-term or long-term disability insurance.
- Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
- Medical information necessary for the Cozad Community Schools to comply with the Americans with Disability Act.
- Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
- Medical information necessitated by compliance with OSHA.
- On other occasions to allow the employer to be assured that the employee is medically capable of performing all of the necessary duties required by the Cozad Community Schools, including suspected drug or alcohol abuse.
- For costing out negotiation proposals affecting coverage and single or marital status.
- To comply with state and federal law.
- Other employment related matters

In order for the employee to be assured of the benefits to which he or she is entitled under the provision of state or federal law and the policies and negotiated agreement of the Cozad Community Schools, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Cozad Community Schools will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Cozad Community Schools will not provide or share this information with any other individual or party, except for legitimate employment related matters and then only on a need-to-know basis or unless you provide written authorization to release of information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Cozad Community Schools in violation of federal law or the Cozad Community Schools employment policies jeopardizes the financial interests of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctors appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Cozad Community Schools.

Employment Forms

The Cozad Community Schools will request personal information regarding insurance coverage's, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing form single to married status.

Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Cozad Community Schools verbally of any injury as soon as practicable but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Cozad Community Schools to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Cozad Community Schools may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific requests by you or by the Cozad Community Schools for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form requesting PHI. The Cozad Community Schools will maintain a copy as part of the employer's employment record. All information acquired under the provisions of this policy will be maintained by the Cozad Community Schools as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Cozad Community Schools.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Cozad Community Schools may obtain from you or about you:

- Right to Inspect and Copy
    - You have a right to inspect and copy medical information the Cozad Community Schools maintains in the course of your employment related activities, except any information compiled in anticipation of or for use in any civil, criminal administrative action or proceeding.
- Right to Amend
    - If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate. The request for amendment, along with the reasons provided, will be filed with your related employment documents.
- Restrictions or Confidential Communications

- You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions or directives must be filed in writing and may not be retroactive in nature. Such restrictions may not be in conflict with necessary business practices or provisions of law.

- Right to Accounting of Disclosure
  - The Cozad Community Schools has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with law. The Cozad Community Schools will not disclose any PHI which is part of your employment record under any other circumstances, including disclosure to other family members, unless the Cozad Community Schools receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Cozad Community Schools is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure requests prior to April 14, 2003.
- Right to Revocation of Disclosure
  - If you authorize disclosure of any information, either to the Cozad Community Schools and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Cozad Community Schools and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.
- Complaint Alleging Violation
  - If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Cozad Community Schools or with the US Department of Health and Human Services.
- Change of Notice of Health Information Privacy Practices
  - The Cozad Community Schools has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made, the Cozad Community Schools will abide by the terms of this Notice.

3057

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the

complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to

the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020

Revised on: _____

Reviewed on: _____

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the staff member involved.

      1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

      2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

   b) Strongly encourage the complainant to reduce his or her concerns to writing.

   c) Interview the complainant to determine:

      1) All relevant details of the complaint;

      2) All witnesses and documents which the complainant believes support the complaint;

      3) The action or solution which the complainant seeks.

   d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

   c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision

within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

   e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

   b) Strongly encourage the complainant to reduce his or her concerns to writing.

   c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

   d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

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

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

COZAD COMMUNITY SCHOOLS DISTRICT HANDBOOK

~~2019-2020~~

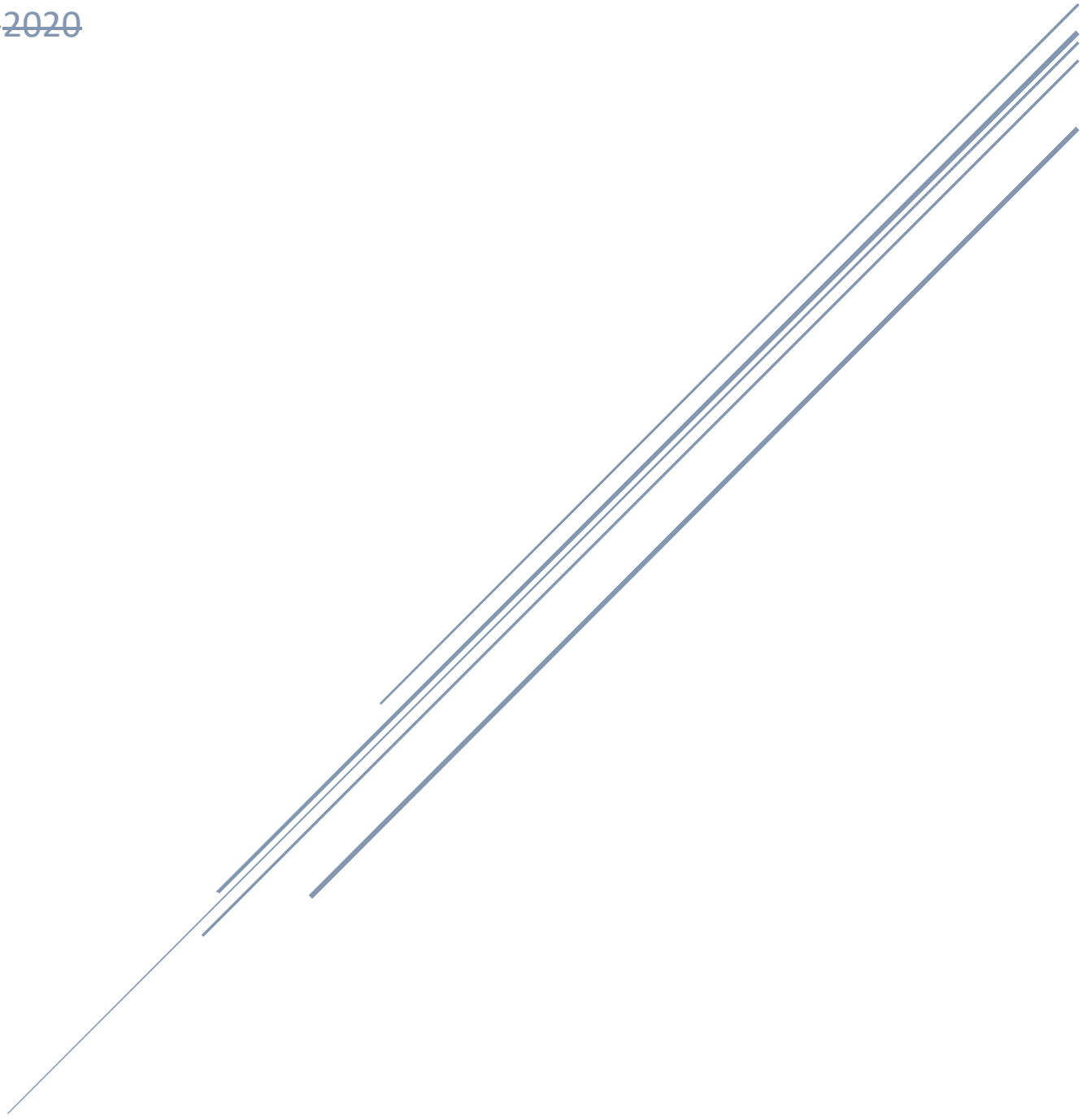


Table of Contents:

Foreword

Section 1: Intent of the Handbook

Section 2: Cozad Community Schools Update

Section 3: School Vision, Mission & Values

Section 4: Members of the Board of Education and Administration

Article 1 - School Calendar and Schedules

Section 1: Calendar

Section 2: Daily Schedules

Section 3: Shortened Schedules

Section 4: Severe Weather and School Cancellations

Section 5: Emergency Procedures

Section 6: Routine Building Security Procedures

Section 7: Make-Up Days

Article 2 - Employment, Compensation, & Benefits

Section 1: Contract Days

Section 2: Contract Release

Section 3: Employment

Section 4: Assignments

Section 5: Personnel File

Section 6: Grievances & Complaints

Section 7: Compensation

Section 8: Extended Duty Pay

Section 9: Benefits

Section 10: Payroll & Payroll Deductions

Section 11: Expense Reimbursement

Section 12: 403(b) Salary Reduction Agreements

Section 13: Moving on the Salary Schedule

Section 14: Insurance

Section 15: Overtime

Section 16: Personnel Reduction

Section 17: Professional Growth

Article 3 - Absences from Work

Section 1: Paid Leave
Section 2: Sick Leave
Section 3: Bereavement Leave
Section 4: Personal Leave
Section 5: Professional Leave
Section 6: Absences / Unpaid Leave Requests
Section 7: Payroll Deductions for Absences in Excess of Paid Leave
Section 8: Legal & Civil Duty Leave
Section 9: Family and Medical Leave
Section 10: Military Leave

Article 4 - Duties & Responsibilities

Section 1: Hour of Work & Meetings
Section 2: Teachers, Time of Arrival and Departure of
Section 3: Leaving School
Section 4: Lesson Plans
Section 5: Daily Class Record Books
Section 6: Classroom and School Procedures
Section 7: Supervision of Students
Section 8: Managing Student Conduct
Section 9: School Nurse and Dispensing Medication
Section 10: Reporting Child Abuse
Section 11: Activity Accounts
Section 12: Agents
Section 13: Athletic Contests and Activity Events
Section 14: Attendance at School Activities
Section 15: Blood Borne Pathogens
Section 16: Books
Section 17: Budget
Section 18: Bring Your Own Device (BYOD) Program
Section 19: Controversial Issues
Section 20: Copyright Policy
Section 21: Corporal Punishment
Section 22: Custodians
Section 23: Disciplinary Guidelines
Section 24: Drug Free School and Community Policy
Section 25: Grading

Section 26: Internet – Acceptable Use Policy
Section 27: Keys
Section 28: Letters and Publications
Section 29: Inventory
Section 30: Purchase Orders / E-requisitions
Section 31: Sponsors
Section 32: Teachers, Substitute
Section 33: Transportation
Section 34: Warning and Dismissal of Employees
Section 35: Workmen's Compensation
Section 36: Money Handling Procedures

Article 5 – Personal & Professional Conduct
Section 1: Professional Ethics Standards
Section 2: Certificates
Section 3: Evaluations
Section 4: Role Model
Section 5: Relationships
Section 6: Professional Attire
Section 7: Private Tutoring
Section 8: Outside Employment
Section 9: Social Media Guidelines

Article 6 – Academic matters
Section 1: Purpose and Goals of Academic Achievement
Section 2: Teaching to Student Understanding to Assure Learning
Section 3: Instruction in the Curriculum
Section 4: Measuring and Reporting Academic Achievement
Section 5: Parent-Teacher Conferences
Section 6: Graduation Requirements

Article 7 - Workplace Environment & Use of School Equipment
Section 1: Drug-Free Workplace
Section 2: Smoke and Tobacco-Free Workplace
Section 3: Weapon-Free Workplace
Section 4: Use of District Computer Network and Internet
Section 5: Use of School Equipment
Section 6: Use of School Facilities

Section 7: Care of School Property
Section 8: Use of Telephone
Section 9: Visitors
Section 10: Salespersons
Section 11: Solicitations
Section 12: Building Security
Section 13: Security of Desks and Lockers
Section 14: Video Surveillance
Section 15: Bulletins and Announcements
Section 16: Copyright and Fair Use Policy
Section 17: Lost and Found
Section 18: Safety

Article 8 - State & Federal Programs
Section 1: Notice of Nondiscrimination
Section 2: Designation of Coordinators
Section 3: Anti-discrimination & Harassment Policy
Section 4: Complaint and Grievance Procedures
Section 5: Grievance Procedure for Persons with a Disability
Section 6: Confidentiality of Student Records (FERPA)
Section 7: Disclosure of Student Information to Military Recruiters and Colleges
Section 8: Disclosure of Staff Qualifications
Section 9: Student Privacy Protection
Section 10: Parental Involvement
Section 11: Homeless Students
Section 12: Breakfast and Lunch Programs
Section 13: Confidentiality of Protected Health Information

Foreword

Section 1: Intent of Handbook

This handbook is intended to be used by teachers and other certificated and classified staff to provide general information about and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Cozad Board of Education and Cozad Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

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

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the ~~2019-2020~~ 2020-2021 and subsequent school years unless replaced by a later edition.

Section 2: Cozad Community Schools Update

Accreditation

All schools in the Cozad School District have been accredited through the AdvanceEd Accreditation Process in the fall of 2015. The Cozad school system is currently involved in a school improvement process.

Curriculum

The Cozad Community Schools has adopted a comprehensive curriculum review process. The focus of this process is to identify what students should know or be able to do at various stages of their educational career. Interested persons should contact the Superintendent at the District Office.

Section 3: School Vision, Mission & Values

Vision

~~Learning for All…. Learning for Life~~ Cozad Creates Success!

Mission

~~The mission of Cozad Community Schools is to focus on quality teaching and learning for all students by preparing them to be responsible citizens~~ Cozad Community Schools in partnership with family and community prepares students to be successful lifelong learners through quality education.

Values

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

Section 4: Members of the Board of Education and Administration

Board of Education

Michele Starman, President
Joel Carlson, Vice President
Ann Burkholder, Secretary
Judy Eggleston, Member
Kiley Goff, Member
John Peden, Member

Administration

Ron Wymore, Superintendent
William Beckenhauer, High School Principal
Jeremy Yilk, Assistant High School Principal, Activities Director
Brian Regelin, Middle School Principal
Dale Henderson, Elementary School Principal
James Ford, Cozad Early Education Center Principal, Special Education Director

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

A master school activities calendar will be kept in the activity director's office listing the dates of all school events. All scheduling shall be presented to and approved by the principal and activities director. See activities handbook guidelines and/or Board Policy: 6500 School activities, practices, rehearsals, etc. shall not be scheduled for Wednesday evenings or Sundays.

Section 2: Daily Schedules

See Building Level Handbook

Section 3: Shortened Schedules

See Building Level Handbook

Section 4: Severe Weather and School Cancellations

Decision to Close Schools

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. A decision to close school is made when forecasts by the weather service and school 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. The district's messaging system, Apptegy, will also be activated. Staff should have the most update contact information in Power School. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts

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

Parental Decisions

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

Crisis Manual / Emergency Conditions

The Crisis Manual must be posted near the door of each classroom.

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 Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, the district will implement the school's established safety procedures.

Section 5: Emergency Procedures

Emergency Authority, Policy 2126

The Superintendent shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

Safety and Fire Drills, Policy 2130

The Superintendent shall require the principals to instruct and train the pupils by means of fire drills, school bus safety, and safety in general in and about the various buildings and grounds of the district. Fire drills will be held twice in September and once a month during the school year.

Administrative Procedure

These procedures are to be put in place at the direction of the building administrator or his/her designee. District wide procedures will be directed by the Superintendent or in his absence the high school principal or his/her designee. ***A fire drill procedure and evacuation map shall be placed in each classroom.***

Tornado Procedures

The building administrators shall give procedures for reaction to a tornado to staff at the beginning of the school year. Procedures for tornadoes shall be practiced at the start of the school year. A mock tornado drill will be held district wide in March as part of Severe Weather Awareness Week. A tornado procedure and evacuation map should be placed in each classroom.

Tornado Watch

Police dispatcher may notify the school that we are in a tornado watch or through television and radio broadcasts. Once determined, the Superintendent or principal will monitor broadcasts.

Tornado Warning

A warning procedure will go into effect if; 1) A tornado is spotted. 2) A tornado warning is given by the national weather service via weather channel or television. 3) Sirens sounding or notification by police dispatcher. The District Office will alert the buildings but the building principals may put tornado procedures into effect at their own discretion.

All Clear Procedures

The police department will not give the all clear. The building principal or his designee will make the decision. This decision may be based upon radio reports that the warning is no longer in effect or notification from the

Superintendent's office when indications from television or radio broadcasts are such that tornado activity in the area is unlikely.

Bomb Threat Procedures
Refer to the safety/crisis manual.

CODE RED
Refer to the safety/crisis manual.

Crisis Scenarios
Refer to the safety/crisis manual.

Armed individual comes into the classroom.
Refer to the safety/crisis manual.

Crisis Team Involvement
Immediately following any incident of major proportion a decision will be made whether to call a crisis team meeting to formulate plans and review the appropriateness of the procedures. See crisis plan handbook.

The Superintendent will make comments to media concerning any of the identified situations.

Spotting Troubled Students
Students who exhibit threatening or moody behavior should be reported to the counselor or the principal. Any threats made by a student toward the school or a staff member or another student should be reported in the student incident report.

Section 6: Routine Building Security Procedures

Securing Exterior Doors
Each principal will establish a written security plan for maintaining individual building site security. **All exterior doors remain locked except for the main entrances of all building sites.** Those written security measures will be disseminated to appropriate personnel for implementation.

All advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

Parents, Vendors, and other Visitors to Building Sites
Visitors are required to report directly to the building administrative office to check in.

Student visitors from other schools, family members, or other student guests must report immediately to the office, check in, and receive a pass from the office staff, identifying the individual as a visitor. Upon completing the school visit, the individual must report to the office and return the visitor pass prior to leaving the building.

Substitute teachers, student teachers, and guest speakers must check in to the administrative offices and be identified to staff. Parents must also check in at the office prior to visiting with a teacher or visiting a classroom. Visitor passes will be issued by the office while visiting the school site.

Each building site will install necessary signs to assure visitors ready access to locations within each of the buildings.

Section 7: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Any regularly scheduled school days missed because of inclement weather, etc. will be reviewed for possible make-up by the board at the next regularly scheduled board meeting.

Article 2 – Employment, Compensation, & Benefits

Section 1: Contract Days

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

Section 2: Contract Release, Policy 4056

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Section 3: Employment

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

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 as per Policy 4056.

Section 4: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement.

The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 5: Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 6: Grievances & Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy 4013 and 2006.

Section 7: Compensation

Regular Salary and Extra-Duty Compensation

Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement

Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the District Office with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before October 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments

Salary is payable over twelve installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

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

Section 8: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at per diem basis for such teacher's extended time.

Section 9: Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan

requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections during in-service days of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is found in Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan. Notices of Health Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with HIPPA.

Section 10: Payroll & Payroll Deductions

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

Section 11: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. **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 not obtained.**

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. **If no receipts or appropriate documentation are provided there will be no reimbursement.** Breakfast $6; Lunch $7; Supper $12. Amounts not applicable if hotel provides breakfasts or meals come with meeting/conference. Receipts are to be submitted for expenses.

Section 12: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan,

including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 13: Moving on the Salary Schedule, Policy 4029 & as per Negotiated Agreement

Any teacher going to school and moving across on the salary schedule will be allowed to move according to their educational graduate hours as allowed in the nine-hour increment schedule. However, only one step vertically will be allowed regardless of the number of years of experience accumulated. In addition, to receive consideration for movement on the salary schedule for the current school year, all official transcripts of the hours earned must be on file in the Superintendent's Office by October 1. No adjustments will be made to an individual's salary until the transcript is actually received. Transcripts received after October 1 will not be considered for movement until the next school year. Retroactive pay will not be made in a lump sum. It will be divided equally over the remaining pay periods.

Section 14: Insurance

For the convenience of certified personnel employed in the Cozad Community Schools, an Educator's Health Alliance Insurance group policy is maintained. (See Negotiated Agreement) Questions regarding any fringe benefits should be directed to the business manager or the Office of the Superintendent.

Section 15: Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Section 16: Personnel Reduction, Policy 4037

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1.Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number of percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.

2. Restriction of Right to Administrative Position. Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

3. Criteria for Reduction in Force. The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.

    a. Programs to be offered;

    b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

    c. State and federal laws or regulations that may mandate certain employment practices;

    d. Involvement in the programs and activities sponsored by the school district;

    e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;

    f. The organizational and educational effect caused by multiple part-time certificated employees; g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. Consideration of Uninterrupted Service. If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

    a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.

    b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.

c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.

d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. Rights of Recall.

a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.

b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.

c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.

d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. Current Teaching Certificate.

a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.

b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. Address Records.

a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.

b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Section 17: Professional Growth, Policy 4032

Every six years permanent certificated employees shall give evidence of Professional Growth as approved by the Cozad Board of Education in order to remain eligible for continued employment. College credit, professional publications, workshops, or other educational activity as approved by the board of education may be accepted as evidence of "Professional Growth". Professional Growth Period-a six year period of time, beginning on September 1, 1982, or first year of employment after that date and ending August 31, six years later. The beginning of the seventh year starts the

second six-year period. Professional Growth Points-all permanently certificated staff must earn a total of 24 Professional Growth Points during each Professional Growth Period. Each activity of Professional Growth has its own criteria for acceptance and evaluation. Six hours of college credit meet this requirement. It is the permanently certificated staff's responsibility to show that the activity did actually contribute to their professional development and to their increased effectiveness in the capacity in which they are employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, presentations, etc. Procedure for applying for Growth Credit-Application for credit for Professional Growth shall be made on forms prescribed by the Professional Growth Committee. A separate application will be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. After the educational growth activity has been completed, an application which includes evidence of completion of the work shall be given to the Professional Growth Committee. Applications will only be considered for the current school year. For professional growth point purposes, the “school year” runs from September 1st-August 31st. Any activities completed during the summer or month of August must be turned in by September 15th. Applications received after September 15thfor the previous school year will not be approved. After the committee has acted on the application, the applicant shall be notified of the decision of the committee. A copy will then be forwarded to the superintendent's office, where it will be kept on file for future reference. No applications will be considered for less than one growth point. Forms for application will be available in all offices of the school's administrators. A Professional Growth Committee will be appointed by the superintendent. Classifications of activities-listed below are the activities for which growth points may be required. The maximum number of points for each activity is also shown. Points earned during one growth period may not be carried over into the succeeding growth period. An applicant for the Professional Growth Points may appeal the decision of the Professional Growth Committee to the superintendent of schools.

Activity	Max Points Per Year	Max Points Per Period	Notes
College Class	24	24	**1 semester hour= 4 points**
Conference, Convention or Workshop	8	20	**1 point per half day**
Coaching Clinic	1	6	**1 point per day**
Professional Presentation	2	12	**2 points per presentation**
District Committee	6	12	**3 points per year per committee** *Includes: CICC, Cozad Cares, Kick-off, Maker Fair, MTSS, Reading Mastery, School Improvement, Steering, Stem*
In-School District Focus Activity	1	6	**4 one-hour sessions= 1 point** *Includes: Blended Learning, Google Certification, technology trainings, Marzano training, medical trainings*

			(CPR, Asthma, Stop the Bleed, etc.)
School Visitations	2	4	**Other than CCS- 1 point per day**
Serving as a Cooperating Educator or New Teacher Mentor	8	16	**8 week supervision= 4 points 16 week supervision= 8 points Mentoring= 4 points per year**

***Applications will only be considered for the current school year & documentation of the activity must be provided. Please see the application form for more details.**

Article 3 – Absences from Work

Section 1: Paid Leave

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact building principal or secretary before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made by the building secretary as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, **must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty.** This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2: Sick Leave

Refer to Negotiated Agreement.

Section 3: Bereavement Leave

Refer to Negotiated Agreement.

Section 4: Personal Leave

Refer to Negotiated Agreement.

Section 5: Professional Leave

Refer to Negotiated Agreement.

Section 6: Absences / Unpaid Leave Requests

Refer to Negotiated Agreement.

Section 7: Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/185 of total salary.

Section 8: Legal & Civil Duty Leave, Policy

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a

jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 9: Family and Medical Leave, see Policy 4011

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA).

The "leave year" for purposes of the FMLA shall be the school district's fiscal year. Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent or the board of education. Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the board of education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the school board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employees serious health condition, or from a sick leave taken by reason of the employee illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent of the board of education based upon the nature of the illness or other circumstances surrounding the leave. An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employee, be any administrative, teaching, or instruction related position for which the employee is qualified by reason or endorsement, college preparation or experience; in the case of coaching or other similar extracurricular duty assignments, and in the case of other employees or position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent of the Board of Education.

Section 10: Military Leave, see Policy 4011.1

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act(NFMLA). The terms used in Policy 4001.1 shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed in the district’s FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both.

Article 4 – Duties & Responsibilities

Section 1: Hour of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.
The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools may have differing starting and ending times for the student day. Certificated employees assigned to a building are required to spend a minimum of seven hours and 45 minutes on site, including lunch & 30 minute break. Duty-free lunch time can be spent offsite. The principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 45 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2: Teachers, Time of Arrival and Departure of, Policy 4114

Teachers shall report for duty at 7:45 a.m. on all contractual days. All teachers shall remain on duty until 4:00 p.m. All requests must contain reasons for the deviations of this policy. The Principal has the right to approve or disapprove this request. **Occasionally, the Principal will call meetings that extend beyond these hours and the teacher will be at these meetings.** During the school day, teachers are to be in their assigned classroom before each period begins to assure that students are not unsupervised within the classroom.

Section 3: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period are asked to notify the Principal's office.

Teachers are to notify and get administrative approval if leaving the building during regular duty hours. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and

make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4: Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. The plans must be in the plan book (electronic or hardcopy). Lesson plan book, class record book, and seating chart should be kept available in the teacher's desk. Teachers should turn lesson plans for the coming week in to the principal's office by 8:00 a.m. of the first day of the school week. The principal should be notified if due to unusual circumstances the lesson plans are not completed.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5: Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class using the power grade system. A complete accounting of all recorded grades for each student is to be kept. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). However, be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Section 6: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

Use of Cell Phones

Teachers and paraprofessionals shall not use personal cell phones for any non-school purpose during teacher duty time.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. The teacher aides' main responsibility is working with students in carrying out instructional

activities under the direction of the teacher. Paraprofessionals may also help to supervise students, copy tests and other written material, organizing class materials, and preparing and designing bulletin boards. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

Use of Student Aides

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

Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee unless approval is granted by building administrator.

Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

Teacher Mail Box

Each teacher will be assigned a mailbox located in the lounges. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communication regarding school business.

Teachers Meetings

Teachers' meetings will be called by the building or program administrator. **ALL** teachers are expected to be present for their particular meeting, unless they are absent from school for good cause or have made prior arrangements.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students.

Proper Supervision

Report to all duty assignments on time. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can

provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
Be careful with touching students. Use of corporal punishment is prohibited at Cozad Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).

Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication devise (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

All searches will be done by school administration.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline:

- On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
- It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
- If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
- If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator will inform the teacher of the consequences.
- Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

- Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
- Read and understand the student handbook and the student conduct rules of the District.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: School Nurse and Dispensing Medication

Cozad Community Schools employs a full time school nurse to cover all students in all buildings. She is responsible for appraising the health status of students, enforcing the rules of immunization, physicals and communicable disease of the State of Nebraska, and providing emergency service for injury or illness occurring in the school setting. Please notify the nurse if you have questions or concerns regarding your students.

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse, see Policy 4054

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

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

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

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.
Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglector participates in a judicial proceeding resulting from such a report.

Section 11: Activity Accounts

Procedures: School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, secretaries, and in some cases, counselors. No students should ever have access to the vault or safe.

Efforts should be made to reduce the amount of money that is ever on hand at the school. The secretary in charge of activity funds should deposit money as often is necessary. During games and major fundraisers, money will not be left in the safe until the conclusion of the fundraiser.

All sponsors should turn money into the designated building secretary or principal. Do not keep money in the classroom. **All money turned in will be marked with clear indication of which organization or activity group should be credited.** Do not place the money on an unattended secretary's desk. Money may be withdrawn from a student account only by a class sponsor and principal. During fundraisers, checks are to be made out to the organization, not to the student. If the customer fails to fill in the organizations name, sponsors should fill the organizations name in when the checks are turned in. Sponsors should see that students indicate on the order form if items were purchased by check or by cash. A list of persons who have made purchases should be kept somewhere other than the vault.

Section 12: Agents, Policy 2226

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals shall meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Section 13: Athletic Contests and Activity Events

If you are unable to make your scheduled time, it is your responsibility to find a replacement and let the activities director know the change.

Section 14: Attendance at School Activities

All teachers are encouraged to attend school activities. Sponsors of productions should feel free to call upon other teachers to aid them as necessary. To be most successful, school presentations often require the cooperation of the entire faculty.

Section 15: Blood Borne Pathogens, Policy 4132

It shall be the policy of Dawson County School District 11 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with blood borne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practice for purposes such as, but not limited to, identifying employees with occupational exposure risks from blood borne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate where possible, risks to employees from blood borne pathogens. "Employee" will mean an employee of Dawson County School District 11 or a student teacher assigned to and under the supervision of Dawson County School District 11.

Section 16: Books

Keep a good record of books issued to students. All books are to be numbered. These numbers can be kept in your grade book. Try to impress on your students the care of books. This should also apply to school property. Students who have lost or damaged books or school materials should be reported to the principal for assessment of fines.

Section 17: Budget

Teachers must be aware of their budget limitations. Current budget information is available in the office. Needs of the school year must be taken into consideration during preparation of the budget. **Teachers may <u>not</u> exceed their budget without permission of the Superintendent.**

~~Section 18: Bring Your Own Device (BYOD) Program~~

~~Prior to purchase, the staff member will gain approval from the technology director or building principal to ensure that the mobile or laptop computer will meet the minimum standards necessary to perform work duties as assigned by the district. Staff member will purchase an approved mobile or laptop computer at their personal expense. While Cozad Community Schools may offer advice in the purchase or assist in verification of educator status, the district will not assist materially and no school sales tax number or funds will be used to make the purchase. After purchase, staff member will provide a copy of the original receipt which will include the machine specifications, serial number, and final cost of the computer.~~

~~Upon the staff member meeting the first three conditions above, Cozad Community Schools will reimburse the staff member for the value of the purchase, up to but not to exceed $1500, in 36 equal installments to be included in the staff member's monthly payroll check. Reimbursements will begin for the salary year with the September paycheck or the first pay check following a pre-approved purchase and continue for a period of 36 months or until the staff member departs for whatever reason and is no longer an employee of the school district, whichever occurs first. In the latter case, the monthly reimbursement payments will terminate and end regardless of whether or not the staff member has received the up to amount set forth in paragraph 4. In addition, the administration may terminate the monthly reimbursement payments and this agreement at any time in the event of staff misuse of the mobile or laptop computer for school purposes.~~

~~Reimbursements are considered a taxable benefit and will be reflected on the staff member's W-2 or other appropriate tax forms provided by the district and the staff member is responsible for following all IRS tax laws and regulations related to the purchase and reimbursements. The staff member is financially and materially responsible for maintenance and any and all repair and/or replacement costs on the mobile or laptop computer for the entire term of the agreement. Should the mobile or laptop computer need repair, the district in its discretion may elect to provide a temporary replacement which shall meet the minimum specifications as required by the staff member's duties, to be determined by the technology department and administration.~~

~~Software and peripherals determined by the technology department and administration to be necessary for the fulfillment of the staff member's duties shall be provided by the district. Such software and peripherals shall be owned and managed by the district for the duration of this agreement and shall be returned to the district and/or uninstalled by the district upon termination of the agreement or at such time as the staff member leaves for whatever reason and is no longer an employee of Cozad Community Schools.~~

~~Once the agreement is signed, the staff member is not eligible to enter another such agreement with the district for a period of 36 months.~~

~~The staff member shall abide by the current Responsible Use Agreement and public use laws when on school premises or when using school owned or managed computer and network resources.~~

~~As to use of the mobile or laptop computer and any electronic data or information stored on it, the staff member agrees to comply with the Family Education Rights and Privacy Act (FERPA) and all other related student and personnel confidentiality and privacy laws and upon termination of this agreement or at such time as the staff member leaves for whatever reason and is no longer the an employee of the district to transfer all such electronic data or information to the administration and/or immediately delete same as directed by district administration.~~

~~Except for staff members with current agreements and except for terminations as provided herein, the district reserves the right to terminate and cancel the BYOD program at any time.~~

Section 19: Controversial Issues, see Policy 6144

As free objective discussion of controversial issues is the heart of the free process of representative government, freedom of speech and free access to information is among our most cherished traditions. It is the responsibility of the teachers to uphold these traditions, but policy on controversial issues should be defined in terms of the rights of pupils rather than in terms of the rights of teachers. With regard to controversial issues in the public schools, the pupil has four rights to be recognized:

- The right to study any controversial issue which has political, economic or social significance and concerning which (at his level) he should begin to have an opinion.
- The right to have access to all relevant information, including the materials that circulate freely in the community.
- The right to study under competent instruction in an atmosphere free from bias and prejudice.
- The right to form and express his own opinions on controversial issues without thereby jeopardizing his relations with his teacher or the school.

To guarantee these rights of the pupil, it is therefore the duty of the teacher to see that the area of controversial issues is objective and scholarly, with a minimum emphasis on opinion. The teacher must approach controversial issues in the

classroom in an impartial and unprejudiced manner and must refrain from using his classroom privileges and prestige to promote a partisan or factional point of view.

Section 20: Copyright Policy, Policy 3020

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Section 21: Corporal Punishment, see Policy 4018

Each teacher is responsible for the conduct of the student. Any discipline problems which the teacher feels inadequate to handle shall be reported to the principal.

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

A staff member may only use reasonable physical restraint against a student without advance notice to the principal or others, when it is necessary for self-defense, to preserve order, or for the protection of other persons or the property of the school district. "Horseplay" or "Funning" with students which involves any type of physical restraint is not permitted and teachers must refrain from this type of action.

Under no circumstances, except in self-defense, may a school employee strike, kick, hit, slap, forcibly grab, push, or pull a student to discipline him. Any incidence of the above must be reported immediately to the Principal.

Sarcasm and abusive language directed toward students will not be permitted.

Section 22: Custodians

All orders and requests from teachers to custodians shall be made through the Principal, except in the event of unsatisfactory room temperature or emergency.

Section 23: Disciplinary Guidelines

See Student Handbook

Section 24: Drug Free School and Community Policy, see Policy 4002

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

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

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

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

Section 25: Grading

Grading pupils' work is one of the most important parts of your teaching job. Be fair and conscientious in your grading. It isn't quantity of work done, but the quality.

All must cooperate to see that grades perform their intended functions and that students find their real inspiration and motivation not in seeking grades but in the acquisition and use of knowledge and growth in intellectual stature and wisdom.

Also, each teacher should hold to rigid requirements in neatness, penmanship, spelling, punctuation, capitalization, sentence structure, and use of words.

Section 26: Internet – Acceptable Use, see Policy 6163

Acceptable Use guidelines will be developed by the Superintendent, in conjunction with the technology committee that will insure the appropriate use of internet access for employees, students, and community members, while using the Cozad Community Schools net. These guidelines will identify registration procedures and consequences for the inappropriate use of the system. Guidelines shall be placed in the staff and student handbooks.

Section 27: Keys

Teachers should report lost keys immediately to the administration.

Section 28: Letters and Publications

A copy of all letters and publications pertaining to school business to be sent to papers, parents, or students must be sent to the building principal.

Section 29: Inventory

Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms or departments. The completed inventory is to be filed with the Superintendent.

Section 30: Purchase Orders

It is the policy of the board of education that all supplies and books are ordered through the District Office. Upon approval of the building principal and Superintendent, a purchase order will be issued, and the order will be placed by the employee or District Office.

Purchase orders shall be used unless special permission is given by Administration to do so. Otherwise, items purchased may be turned down when bills are presented for payment. Receipts and employee signatures will be required on all purchases.

Section 31: Sponsors

Sponsors have important duties in the matter of class organization, class citizenship, finance, and parties. Teachers, sponsors, and coaches are reminded that they should familiarize themselves with the Student Fee Policy (~~5130.2~~ 5045) and work to ensure confidentiality of fee waiver students. It is the duty of the sponsor to conduct class meetings, organize for class functions, stress good conduct and citizenship (counsel if necessary) and oversee fundraising projects.

Sponsors are reminded that activities are school functions and all rules of behavior associated with school are in effect. Sponsors will be responsible for the behavior of the students at school activities. Teachers, sponsors, and coaches are reminded that at no time should students be left in the building without supervision.

It is the teacher's responsibility to remain with the group until all students have left the building. Failure to do so will be considered negligence on the part of the teacher.

Section 32: Teachers, Substitute, Policy 4028

The Superintendent may empower the principals to ~~shall~~ employ and assign substitute teachers as the needs arise.

Arrangements should be made so that a substitute teacher, either in a planned or unplanned absence, may function in a manner that would allow the learning process to continue with the least possible disruption. Those arrangements should include:

- Assignments that will fully utilize the students time.
- A class roll and seating chart for students.
- A daily schedule which will indicate lunch schedule, special arrangements, etc.

Section 33: Transportation

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. All members of a team will return from a contest by the same transportation provided taking them to the contest. Exception: A student may be released after a contest by following the procedure outlined in the student handbook~~. Transportation will be provided for the pep club when sufficient interest is shown.~~ All departments in the Cozad system will follow the same rules as the activity transportation.

Section 34: Fair Dismissal Procedures, Policy 4116.1

The Cozad Board of Education may dismiss or not re-employ teachers under the guidelines of a fair dismissal policy. The policy shall be that all teachers shall be notified in writing of any undesirable traits or practices which may endanger his/her maintaining his/her position. The teacher shall be given sufficient time to improve except in extremely serious circumstances. If the teacher is not satisfied with the Board's decision, he may appeal to the Board for a hearing.

Section 35: Workmen's Compensation

Workmen's Compensation Insurance is made available to all personnel employed by the Cozad Community Schools District. Employee accidents/incidents should be reported as soon as possible. Claims for Workmen's Compensation should be made to the Superintendent's office. An employee that has an accident or injury will be asked to submit to a mandatory drug test, per Administrative Guidelines for Policy 4213.

Section 36: Money Handling Procedures

These guidelines must be followed to ensure proper safekeeping of all money handled by school-district employees.

Any discrepancies will be reported immediately to the Office of the Superintendent.

The Cozad Community Schools' Board of Education will be furnished with the following reports at each regular scheduled board meeting:

- District Treasurer
    - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund if used, and the Activities Account
- District Bookkeeper
    - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund if used, Employee Benefit Fund, Depreciation Fund, Student Fee Fund, and Hot Lunch Fund
- Activities Secretary
    - Activities Account with all organizations

Activities Account statements are to be given to each sponsor monthly or when requested. Sponsors are responsible for verifying statements.

Money Handling

All cash (money) received by district personnel must be receipted and deposited according to State of Nebraska laws and auditing requirements:

- Monies need to be turned into the *office* on a daily basis.
- All checks should be stamped with school stamp
- All cash (checks) must be receipted on pre-printed, pre-numbered Cozad Community Schools' receipts.
- Money must be deposited intact, which means we must deposit it in the same form it was received.
- Accept checks for the exact amount only. (Checks cannot be written for a higher amount so that change can be given back to the customer.)
- Do not accept post-dated checks.
- It is illegal to have a checking or savings account on behalf of the Cozad Community Schools without prior approval by the school board at an official board meeting.

- No stamped signatures will be allowed.
- Good money handling practices are essential within the school district.
- All money taken in should be counted as soon as possible, receipted, endorsed, and deposited in the appropriate district account. (General Fund, Building Fund, Bond Fund, Depreciation Fund, Employee Benefit Fund, Qualified Capital Purpose Fund, Student Fee Fund, Activities Fund, and Hot Lunch Fund.)
- No large sums of money should be allowed to accumulate.
- Night game gate receipts must be secured in the school's vault or safe if a nightly deposit is not feasible.
- Hot lunch funds will be deposited daily
- Large sums of money should not be left in the vault over the weekend with the exception of petty change funds. (This means deposits must be made daily or taken to the bank's night depository to be counted the next day.)
- School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, administrative assistants, and in some cases, counselors. No students should ever have access to the vault or safe.
- All sponsors will turn money into the office for placement in the vault. Do not keep money in the classroom.
- Funds will be turned into the designated building secretary with clear indication of which organization or activity group should be credited. Checks made out to Cozad Community Schools should have the organization written in the "memo" section of each check.
- Do not place the money on an unattended secretary's desk.

Money counting verification process:

- Activities Account ○ Sponsor or Activities Director ○ Activities Secretary ○ Bank
- Hot Lunch Daily Sales ○ Food Service Line Operator ○ Hot Lunch Secretary ○ Bank
- Hot Lunch Account Deposits ○ Hot Lunch Secretary
    - District Office Administrative Assistant
    - Bank
- General Fund / Building Fund / Qualified Capital Purpose Fund / Bond Fund ○ Business Manager
    - District Treasurer ○ Bank
- Employee Benefit Fund / Depreciation Fund ○ School Board Authorization ○ Business Manager ○ Bank
- Student Fee Fund ○ Sponsor ○ Business Manager
    - Bank

Check Signatures Required

- Activities Account – 3 ○ Superintendent ○ Activities Director ○ Activities Secretary ○ High School Secretary ○ Administrator ○ Business Manager
- Hot Lunch Account – 2 ○ Business Manager
    - District Office Administrative Assistant ○ Superintendent
- General Fund Account – 2 ○ Board of Education President ○ Board of Education Secretary ○ Superintendent – in emergency
- Bond Fund / Depreciation Fund / Employee Benefit Fund / Qualified Capital Purpose Fund – 2 ○ Business Manager
    - Superintendent

Fundraising

All Fundraising must be approved by your administrator prior to the event.

Sponsors should see that students indicate on the order forms if items were purchased by check or by cash. During fund raisers, sponsors should emphasize that checks be made out to the organization, not to the student.

If the customer fails to fill in who the check is written to, see that the organizations name is written in as soon as possible. A list of persons who have made purchases should be kept somewhere other than where the money is kept.

District Receipt Documentation

Submit form for all credit card charges and reimbursement requests. No reimbursement will be made unless the form is completed and documentation provided.

Article 5 – Personal & Professional Conduct

Section 1: Professional Ethics Standards

The Cozad Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair professional judgment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.
- Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- Shall permit no commercial or personal exploitation of his or her professional position.
- Shall use time on duty and leave time for the purpose for which intended.

Section 2: Certificates

It is each teacher's personal responsibility to procure and register a valid Nebraska Teaching Certificate. A teaching contract is not valid until such a certificate is registered at the office. Teachers may not be issued a payroll check until their teaching certificate is on file at the District Office.

Section 3: Evaluations, Policy ~~2224~~ 4030

Teacher Evaluation should provide the teacher a picture of self, including both strengths and weaknesses. Hopefully it will help the teacher teach with a greater effectiveness. The Cozad Community Schools shall provide an effective staff evaluation system which will insure the best possible learning climate for each student enrolled. It shall also support the personal development of the staff within the system. They shall be responsible for recommendations to the Superintendent for the rehiring of each member of the staff.

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 4: Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 5: Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board polices, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 6: Professional Attire

The staff of Cozad Community Schools has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project.

The district's objective, in establishing the professional appearance guidelines, is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for these expectations.

Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals a person's cleavage, back, chest, stomach or underwear is not appropriate for a professional work environment.

Even in a business casual work environment, clothing should not be wrinkled. Footwear should be polished (when appropriate) and free from excessive soiling.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged.

Certain days may be declared dress down days or theme days. On these days, jeans (not faded, torn or frayed) and a more casual approach to dressing (although never potentially offensive to others) is allowed.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for school or office are listed, too. Neither list is all-inclusive and both are open to change. The lists explain what is generally acceptable, and not acceptable, as business casual attire.

No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at your building. If you experience uncertainty about acceptable, professional business casual attire for work, feel free to discuss with an administrator.

Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial and nutrition services staff (certain other production- oriented jobs may also be included). *(See Custodial guidelines below)*

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, Capri's and nice looking dress synthetic pants are acceptable.

Inappropriate slacks or pants include denim jeans (not including industrial arts teachers), sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through) and muscle shirts are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee, are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for school. Mini-skirts and spaghetti-strap dresses are also inappropriate for the office or school. Skorts are acceptable so long as they are of a length and style that does not look like shorts.

Shirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, knit and linen/silk tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the school/office, if they violate none of the listed guidelines.

Inappropriate attire includes tank tops; sweatshirts; midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or spaghetti straps; and t-shirts.

Shoes and Footwear

Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit (females only). In many cases wearing no socks may be acceptable for female staff member however under no circumstances would this be considered appropriate for male staff members. Athletic shoes, thongs (beach type), flip-flops and slippers are not acceptable at the school/office. Closed toe and closed heel shoes are required in the custodial and operations area (except office staff).

Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable**.**

Tattoos must be covered.

Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed. (Modest, temporary head coverings utilized during medical treatments are acceptable)

Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

Custodial Staff

Due to the nature of the work performed, attire guidelines for custodial staff are different from other classroom and office positions.

Custodial staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process.

Pants/slacks should also be clean, well maintained (absent of holes, rips fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pant/slack for custodial work. Seasonally (June - August), custodial staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs or jean shorts). Athletic style (nylon, mesh) gym shorts are not acceptable.

Shoes should provide safety to the feet (including heels and toes). Boots (work, cowboy, trucker, hiking) and shoes (loafer, walking, hiking, athletic) are acceptable. Like all articles of attire, they should be clean and in good condition (free of holes, stain, excessive wearing) that would compromise safety or a professional image. Toes and heels must be covered in selection of footwear, to provide maximum safety and protection.

Conclusion

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

Section 7: Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

- The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- The teacher is not to provide private tutoring in a school building.
- The teacher is not to provide private tutoring during duty time.
- The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 8: Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 9: Social Media Guidelines, see Policy 5151 and Policy 4120.1

Cozad Community Schools has adapted the following guidelines to provide direction for instructional employees, students and the school district community when participating in online social media activities.

Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion, it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by CCS District teachers and students is a reflection on the entire district and is subject to the District's Acceptable Use Policy.

By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

Personal Responsibility

Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the website's server for a longer period of time.

It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a CCS employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at C.C.S.
When posting anything online, be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the CCS. DO NOT name the School District if you do not clearly state that it is your personal opinion.

It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).

Engaging in social-networking friendships with students or students' parents/guardians on MySpace, Facebook, or other social networking site is discouraged. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Professional Responsibility

C.C.S. employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Remember that social media in the classroom are an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

Teachers who use their personal online presence to interact with students in social networking sites must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please contact appropriate personnel if you have questions on how to set up this type of interaction.

When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.

Use a Disclaimer

Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are individual opinions and do not necessarily reflect my school district’s positions, strategies, or opinions.”

This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines.

If asked by media to comment on a school related issue, refer them to Superintendent’s office

Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a District employee.

Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships.

Do not denigrate or insult others including students, staff, administrators, parents, or other districts.

Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

Build Community/Positively Represent School

Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community.

Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and supports your organization.

It is a good idea to monitor your profile page to ensure that all material posted by others doesn’t violate these guidelines. Once posted you can’t take it back.

School Logos

Obtain permission before using any school or district logo or image. School logos may only be used in a professional capacity.

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video.

Anything you post online should represent you in a professional manner as others will see you as connected to the school district. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate.

Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, Twitter or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Article 6 – Academic Matters

Section 1: Purpose and Goals of Academic Achievement

The Cozad Board of Education has adopted the State Standards as determined by the Nebraska Department of Education. Staff is required to be acquainted with the content standards in general and specifically for their own content area.

The state standards known as L.E.A.R.N.S. may be accessed via the NDE website.

Staff is also expected to have a working knowledge of the criteria used in designing appropriate assessments known as STARS which can be accessed via the NDE website.

The Cozad Board of Education is committed to providing a quality education for all Cozad students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2: Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3: Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades

Each teacher shall record grades by the first day of the week in the Power School grade book. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales

Teachers are to use the grading scales that are set forth in each building's Student Handbook. Teachers are expected to use said grading scales according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" means that credit hours will not be granted.

- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester.
- Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All requests for reduced credit are to be submitted for consideration to the Principal.

Transfer Grades

A student transferring into Cozad Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grades reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student’s grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about

areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 5: Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. Each teacher is responsible for individual conferences with parents of students in academic difficulty or having behavioral problems. These individual conferences should be held early enough to inform parents of student's problems.

Teacher attendance at Parent-Teacher Conferences will be a priority. Efforts shall be made to eliminate any activity conflict. Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the building principal. See school calendar for dates and times of Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher Conference.

Section 6: Graduation Requirements

Faculty members with senior students who may be in jeopardy of failing a class must notify the principal, counselor, and parent in writing of this possibility as early as possible.
Also see High School Student Handbook.

Article 7 – Workplace Environment & Use of School Equipment

Section 1: Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence

of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace, Policy 4118.1

In accord with Nebraska's clean indoor act and in support of the drug free schools and community efforts, the Cozad Board of Education hereby prohibits the use of tobacco in any form in all school buildings and school vehicles. This includes all visitors who may be attending school functions and athletic events. The student smoking policy remains in effect as stated in the student handbook.

Section 3: Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, metal knuckles, or throwing star;
- Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4: Use of District Computer Network and Internet Policy 4012,4012.1

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

- Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- If a teacher downloads public domain programs for personal use or non- commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission.
- Teachers will not copy, change, read, or use another person's files.
- Teachers will engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity.

Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.

- The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
- The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:

- who has successfully completed district training by the on proper disabling circumstances and procedures, • with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of a building administrator.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5: Use of School Equipment, Policy ~~4170~~ 3014

All School District #11 property and facilities and services are for use by the public for educational purposes. The use of the district's property by employees for personal use is not to be considered a benefit of employment and will not be tolerated except by administrative approval on an each occasion basis. Absolutely no use of school property by employees will be tolerated for use where monetary gain to the employee is involved.

Section 6: Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 7: Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 8: Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 9: Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 10: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 7:45 a.m. and 4:00 p.m. on all day's school is in session. If you are required to be at work earlier than 7:45 a.m., the hours are extended to that earlier time as well.

Section 11: Solicitations, Policy 1321

There shall be no collection of money, food or clothing except as authorized by the Superintendent. Any proposed sale or selling of any merchandise for the purpose of raising money will not be permitted without the permission of the building principal.

Section 12: Building Security

Teachers and sponsors of organizations are responsible for the security of the school buildings whenever you use them. The following rules of security will be followed at all times when groups you are sponsoring are using the building.

- At no time will students be admitted into the building unless a faculty member or parent is present.
- If your group is going to use a part of the building, notify them in advance as to the location of the meeting.
- Be on time to your meeting, to avoid student congestion.
- Allow only those students in the building that are in your group.
- Confine the activities of your group to one location, and insure that all are doing what they are supposed to be doing.
    - For example: If you are to have play practice, there will be no basketball playing, etc.

  Allow no wandering about the building, in the halls, or loitering in the rest rooms.
- When your meeting is over, disperse the group immediately. Check the building (including rest rooms) to insure that all students have left the building.
- Shut off ALL inside lights.
- Make sure that ALL outside doors are locked.
- Report any disciplinary problems or unusual incidents to the Principal the next school day.

Section 13: Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 14: Video Surveillance

Video cameras may be used in locations as deemed appropriate by the Superintendent. The purpose of which is to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment.

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 15: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 16: Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statue 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: Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 18: Safety, Policy 4132.1

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, expensive legal action, and even death. Thus, it shall be the policy of the Cozad Community School District #11 to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education and this system's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for a loss control program designated to supply a systematic approach to preventing on-the-job injuries and illnesses. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

Safety Committee Function

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all work place accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices. Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss or productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
    - Completed. ○ Not complete, but in process.
    - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken. Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers association.
- Contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.

-
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

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

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

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – State & Federal Programs

Section 1: Notice of Nondiscrimination

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 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.

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. • Title VI ○ Coordinator: High School Principal

- Title IX ○ Coordinator: High School Principal / Assistant High School Principal, Activities Director
- Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) ○ Coordinator: High School Principal
- Section 504 of the Civil Rights Act ○ Coordinator: Special Education Director
- Homeless Student Laws ○ Coordinator: District Nurse
- Safe and Drug Free Schools and Communities ○ Coordinator: Activities Director

Section 3: Anti-discrimination & Harassment Policy, Policy ~~4113.1~~ 3057-attached

In compliance with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and the Nebraska Equal Opportunity and Education Act, Cozad Community School Policy prohibits discrimination based on race, color, age, sex, marital status, handicap, or religious or political affiliation.

~~*Purpose*~~

~~To establish procedures for handling allegations of sexual harassment of~~

- ~~School employees by other school employees,~~
- ~~School employees by school students, • School students by school employees, and~~
- ~~School students by other school students.~~

Policy

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 herein.

Regarding school employees

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- Submission to sexual conduct is made either explicitly or implicitly a tern or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.

Regarding students

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school sanctioned program;
- Submission to or rejection of such conduct by an individual is used as a basis for any decision that may affect the educational standing of an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive environment.

Responsibility

All Cozad Community School employees have the responsibility of keeping school officers informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual harassment. It is the responsibility of each administrative officer, principal, department head, and supervisor to provide a working and academic environment free of sexual harassment or sexual intimidation. The school will take prompt action to investigate and act upon instance of alleged sexual harassment.

Procedures regarding complaints of sexual harassment

Allegations of sexual harassment will be thoroughly investigated. A person who believes he/she has been sexually harassed, or persons having knowledge of incidents of alleged sexual harassment, (hereinafter referred to as "complainant"), should notify one of the following individuals concerning the alleged action: School Nurse; Senior High Guidance, Middle School Guidance; or Elementary Principal. Such notification shall be the most direct means possible and shall be considered confidential. The complaint shall be made within thirty (30) days of the alleged incident.

Any school employee contacted by a complainant shall advise complainant to notify one of the above-mentioned individuals. The contacted employee shall not take any action with regard to this matter. Upon notification of conduct which allegedly constitutes sexual harassment, the person notified by the complainant will investigate the complaint and attempt to resolve the situation on an informal basis. After the informal investigation has been completed and the

investigator feels there is sufficient cause to further investigate the complaint, and the complainant is a student, the investigator shall notify the complainant's parents or legal guardians, in writing, that their student has filed a complaint.

Informal Procedures
The person notified by complainant shall:

- Meet with the complainant to determine the nature and extent of the alleged incident. A record shall be kept of the complaint, including names of the complainant and the person accused of sexual harassment, date, time, location, description of the incident, witnesses and any redress sought by the complainant.
- If the complainant is a student, and the matter has not been resolved, refers the complaint to the Principal, Principal's designee or Counselor and encourages the student to consult with her/him.
- Meet with the person accused of sexual harassment and inform him/her that a complaint of sexual harassment has been made against him/her. A record of information furnished by the person accused of sexual harassment shall be made.
- If the complainant is a student, his/her parents or legal guardians shall be notified and allowed to be present at any further conferences or meetings regarding this incident.
- Meet with witness for the complainant, if any, and record information gathered.
- Meet with witness for the accused, if any, and record information gathered. The accused shall be allowed to have a representative of his/her choice present.
- Determine if the education or work situation of the complainant is threatened and, if so, takes appropriate corrective measures.
- Conclude the informal investigation in a period, not to exceed thirty (30) days, with one of the following findings:
    - Resolve the matter to the satisfaction of both the complainant and person accused of sexual harassment.
    - Find that the parties are unable to resolve the matter informally, in which case a formal complaint may be filed by the complainant.

Upon filing of a formal complaint, the file of the informal procedure shall be forwarded to the individual conducting the formal procedure. If no formal complaint is filed, the record of the informal investigation shall be kept in a confidential file in the District Office. If the complaint involves the District Office Administrator or employee, the file shall be kept at the Office of the School Attorney.

Formal Procedures
If the complainant of the sexual harassment is not satisfied with the result of the informal procedure, he/she may file a formal written complaint to the Superintendent and/or Secretary of the Board of Education. The complainant must include information on the alleged incident such as names, date(s), time(s), location(s), description of the incident(s), and redress requested. The complainant must be filed within 30 days of the final determination under the informal procedure. The report of the informal complaint investigation shall become part of the formal complaint.

If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a nonintimidating or non-hostile atmosphere. These changes may include transfer or work situations, change of instructor, and if pertinent, waiver of academic requirements, decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he/she has allegedly been sexually harassed.

~~The Superintendent and/or the Board of Education who is conducting the formal procedure will render a written decision concerning the validity of the formal complaint within 15 class days after receiving the formal complaint. In determining whether conduct constitutes sexual harassment, the Superintendent and/or the Board of Education who is conducting the formal procedure will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incident occurred. The determination will be on a case-by-case basis. Copies of the decision shall be furnished to the complainant and the person accused of sexual harassment. The record of the formal investigation will be kept in a confidential file in the District Office. If the complaint involves a District Office Administrator or employee, the file shall be kept at the Office of the School Attorney.~~

~~The complainant may withdraw a complaint and stop the proceedings at any time. In the event a complaint is withdrawn, all records of the proceedings shall be expunged from the files of the individuals involved and complete confidentiality shall be maintained. Any person who is found to have engaged in sexual harassment of a subordinate, coworker, or student will be subject to disciplinary sanctions, which may include, but not be limited to; written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. A student who is found to have engaged in sexual harassment against an employee or fellow student will be subject to disciplinary sanctions, which may include, but not be limited to, written reprimand, disciplinary probation, suspension and/or expulsion. Bad faith allegations of sexual harassment or use of this policy for purposes unrelated to its clear intent are expressly prohibited.~~

~~*Sexual Assault*~~
~~If criminal charges for sexual assault have been formally filed against an employee, certificated or non-certificated, on the basis of alleged criminal conduct committed on the school premises or within the scope of school employment, the employee shall be suspended with pay without prejudice pending the outcome of the trial. No hearing regarding or evaluation of, the alleged conduct shall be made until the criminal matter is dismissed or decided.~~

Section 4: Complaint and Grievance Procedures, Policy 2006

The purpose of this grievance procedure is to provide a method for quick and final determination of every question of violation, misinterpretation, noncompliance or inequitable application of any of the terms of any negotiated agreements of the school district, thus preventing the protracted continuation of misunderstanding which may arise from time to time concerning such questions.

Definitions

- Grievance ○ Any alleged violation, misinterpretation, noncompliance, or inequitable application of any of the terms of negotiated agreements of the school district.
- Days ○ Calendar days except weekends and school holidays. It is understood that during the summer months any change in grievance procedures shall be by mutual agreement of the parties in interest.

Grievance and Complaint Procedure Steps

- Step 1: To the Principal ○ The grievance shall be presented orally within ten school days after the grievance occurred, by the teacher aggrieved with or without a representative of the Cozad Education Association to the building principal or the teacher's immediate supervisor. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.

- Step 2: To the Principal in Writing ○ If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the principal. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 3: To the PR & R ○ If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee within five (5) school days after the decision at Step 2. Within five school days after receiving the written grievance, the PR &

  R Committee shall provide an opportunity for all parties directly involved in the grievance to meet with the PR & R Committee for the purpose of reviewing the grievance; a written opinion regarding the merits of the case and the association's position on further support shall be given to all parties directly involved in the grievance. If the PR & R Committee decides that the grievant should not pursue the matter further, they are hereby absolved from any further legal or financial obligations.
- Step 4: To the Superintendent ○ If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent, who will within five (5) school days thereafter present a decision in writing to the grievant.
- Step 5: To the PR & R, then hearing by Superintendent ○ If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee. Within five (5) school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for the parties directly involved to meet with the PR & R for the purpose of reviewing the grievance; and the committee shall give to the parties directly involved; a written opinion regarding the merits of the case and the association's position on further support.
    - Within three (3) school days after receiving the PR & R Committee opinion, the parties directly involved may file a written appeal with the PR & R Committee for a hearing by the Superintendent. Within two (2) school days of its receipt, the committee, through its chairperson, shall submit such appeal to the Superintendent. Within ten (10) school days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the parties directly involved and with representatives of the Pr & R Committee for the purpose of resolving the grievance. A full record (tape recording recommended) of such hearing shall be kept by the PR & R Committee and made available to the parties involved upon written request. The Superintendent shall within three (3) school days of the hearing render his decision and reasons therefore, in writing, to the parties directly involved, with a copy of the PR & R Committee.
- Step 6: PR & R Presents to Board of Education ○ If the party directly involved is not satisfied with the disposition of his grievance at Step 5, or if no decision has been rendered within three (3) days after he has first met with the Superintendent, he may file the grievance again with the Association's PR & R Committee. When he files this time it should be within three (3) school days after a decision by the Superintendent.
    - Within three (3) school days after receiving such further appeal, the PR & R Committee through its chairperson, shall refer the grievance in writing, to the board of education. Within 25 school days after receiving the written appeal, the board of education, or a committee where from, shall meet with the parties directly involved and with the representatives of the PR & R Committee for the purpose of resolving the grievance. The board's decision on settling the grievance matter will be final.

School administrators or the board of education, through the Superintendent can initiate and process a grievance, through the grievance machinery by excluding unnecessary lower steps in the formal grievance procedure, thereby making the system work both ways. If each step is not followed in the sequence hereby outlined, without mutual agreement between the parties directly involved, no further action may be taken by either party.

This procedure shall become effective upon approval by a majority of the board of education and a majority of the executive committee of the CEA. This grievance procedure may be amended by the mutual consent of the School Board of District #11 and the Executive Committee of the CEA. This procedure may be renewed each school year by the School Board of District #11 and the Executive Committee of the CEA.

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, the complaint may be processed to the Board of Education.

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

Section 5: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth:
    - the name of the Complainant,
    - the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant,
    - a brief description of the alleged violation, and ○ the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the

complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 6: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy 5016 and in the student handbook.

Section 7: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 8: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 9: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

- Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:

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

- Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 10: Parental Involvement

General - Parental/Community Involvement in Schools

The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents

- Play an integral role in assisting their child's learning:
- Are encouraged to be actively involved in their child's education at school;
- Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child

The District intends to meet this expectation through the following activities:

- Involving parents in the joint development of plans and the processes of school review and school improvement.
- Providing coordination, technical assistance, and other support necessary in implementing effective parent involvement activities to improve student academic achievement and school performance.
- Building the schools' and parents' capacity for strong parental involvement.
- Coordinating and integrating parental involvement with other programs.
- Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. To develop and encourage parent involvement the following activities will be supported:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- Offer a flexible number of meetings, such as meetings in the morning or evening.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

- Provide parents of participating children ○ Timely information about programs under Title I,
    - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
    - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Section 11: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The School Nurse serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 12: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 13: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Health Information Privacy Practices

This Notice of Heath Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers, including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms "protected health information" (PHI).

Protected Health Information (PHI) is information communicated by a covered entity orally, on paper, or by electronic means that individually identifies and relates to an individual employee's, dependent's, or retiree's past, present, or future medical condition, provision of medical care, enrollment, premium, physical or mental health status, or treatment and personal demographic information.

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual's spouse or other family members, without the written authority of the individual. The provisions of this act become effective on April 14, 2003.

The Cozad Community Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary, from time to time, for the Cozad Community Schools to obtain health information related to the employment policies of the Cozad Community Schools and to comply with state and federal law.

For the Cozad Community Schools to obtain employment related, health information about you from a third party, you must provide written authorization for the Cozad Community Schools to do so. The appropriate authorization forms are available from the Cozad Community Schools.

Cozad Community Schools needs health information under the following circumstances:

- Enrollment of employees in the BCBS health plan, vision care, dental, and other insurance plans.
- Accounting for sick leave under the Cozad Community Schools' sick leave policy.
- Filing worker's compensation claims for employees injured on the job.
- Seeking medical certification for eligibility for short-term or long-term disability insurance.
- Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
- Medical information necessary for the Cozad Community Schools to comply with the Americans with Disability Act.
- Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
- Medical information necessitated by compliance with OSHA.
- On other occasions to allow the employer to be assured that the employee is medically capable of performing all of the necessary duties required by the Cozad Community Schools, including suspected drug or alcohol abuse.
- For costing out negotiation proposals affecting coverage and single or marital status.
- To comply with state and federal law.
- Other employment related matters

In order for the employee to be assured of the benefits to which he or she is entitled under the provision of state or federal law and the policies and negotiated agreement of the Cozad Community Schools, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Cozad Community Schools will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Cozad Community Schools will not provide or share this information with any other individual or party, except for legitimate employment related matters and then only on a need-to-know basis or unless you provide written authorization to release of information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Cozad Community Schools in violation of federal law or the Cozad Community Schools employment policies jeopardizes the financial interests of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctors appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Cozad Community Schools.

Employment Forms

The Cozad Community Schools will request personal information regarding insurance coverage's, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing form single to married status.

Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Cozad Community Schools verbally of any injury as soon as practicable but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Cozad Community Schools to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Cozad Community Schools may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific requests by you or by the Cozad Community Schools for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form requesting PHI. The Cozad Community Schools will maintain a copy as part of the employer's employment record. All information acquired under the provisions of this policy will be maintained by the Cozad Community Schools as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Cozad Community Schools.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Cozad Community Schools may obtain from you or about you:

- Right to Inspect and Copy ○ You have a right to inspect and copy medical information the Cozad Community Schools maintains in the course of your employment related activities, except any information compiled in anticipation of or for use in any civil, criminal administrative action or proceeding.
- Right to Amend ○ If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate. The request for amendment, along with the reasons provided, will be filed with your related employment documents.
- Restrictions or Confidential Communications ○ You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions or directives must be filed in writing

and may not be retroactive in nature. Such restrictions may not be in conflict with necessary business practices or provisions of law.

- Right to Accounting of Disclosure ○ The Cozad Community Schools has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with law. The Cozad Community Schools will not disclose any PHI which is part of your employment record under any other circumstances, including disclosure to other family members, unless the Cozad Community Schools receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Cozad Community Schools is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure requests prior to April 14, 2003.
- Right to Revocation of Disclosure ○ If you authorize disclosure of any information, either to the Cozad Community Schools and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Cozad Community Schools and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.
- Complaint Alleging Violation ○ If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Cozad Community Schools or with the US Department of Health and Human Services.
- Change of Notice of Health Information Privacy Practices ○ The Cozad Community Schools has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made, the Cozad Community Schools will abide by the terms of this Notice.

2006
Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the staff member involved.

      1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

      2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

   b) Strongly encourage the complainant to reduce his or her concerns to writing.

   c) Interview the complainant to determine:

      1) All relevant details of the complaint;

      2) All witnesses and documents which the complainant believes support the complaint;

      3) The action or solution which the complainant seeks.

   d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

   c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision

within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

   a) This appeal must be in writing.

   b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

   c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

   d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

   e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

   a) Determine whether the complainant has discussed the matter with the superintendent.

      1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

   b) Strongly encourage the complainant to reduce his or her concerns to writing.

   c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

   d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.
Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____

3057

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator**." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. **Definitions.** As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the

Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent

because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under

any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**.

5.1. **General Requirements**.

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. **All District Employees and Board Members**. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals**. The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence

subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;

5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping**.

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools**.

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or

intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Title IX Coordinator: Jeremy Yilk/Activities Director or Superintendent
Investigators: Building Principals
Final Decision Maker: Superintendent

Adopted on: 8/17/2020
Revised on: _____
Reviewed on: _____