Cozad Community Schools
Board of Education Regular Meeting
Monday, July 17, 2023 7:00 PM
Office of the Superintendent

Mission: Cozad Community Schools, in partnership with family and community, prepares students to be successful lifelong learners through quality education.
Vision: Cozad Creates Success
Values - Guiding Principles
Respect - Trust, appreciate, celebrate, value, act with urgency
Integrity - Do the right thing, deliver highest quality instruction and practice full accountability
Teamwork - Teamwork at all levels districtwide, recognize and celebrate, have fun and enjoy
Innovation - Positive attitude, open to new ideas,
Courage - Embrace change and take calculated risk, encourage others, communicate directly with respect

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

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

    1.2. **Swearing In Newly Elected Board Member Will Geiger**

    Will Geiger, do you solemnly swear that you have read and will abide by the Board Member Code of Ethics as stated in the Cozad Community Schools Board Policy 2012?

    If so answer, I do.

    Optional: New board members are welcome to take and sign off on the Oath of Office attached.

    Sign Potential Conflict of Interest Statement

2004
Oath of Office

No board member is required to take an oath of office pursuant to Nebraska law. However, new board members may voluntarily take the following oath before entering into their official duties:

> I, ……, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of member of the board of education, according to law, and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board members may affirm the oath orally or in writing. Copies of written oaths will be retained as official records of the school district in the main administrative office and such other places as may be required by law. Board members who give the oath orally will be noted in the minutes.

Adopted on: 3/16/2020
Revised on:_____
Reviewed on:2/13/2023

2012
Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;

3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;

5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;

6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;

7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;

8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;

10. Refrain from discussing the confidential business of the board in any setting except a board meeting;

11. Refrain from micro-managing the affairs of the school district;

12. Recognize the superintendent as the executive officer of the board;

13. Work constructively and collegially with the other members of the board, students, staff and patrons.

14. Refer complaints to the superintendent or building principal, as appropriate;

15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.

16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: 03/08/2004
Revised on: 09/15/2008
Revised on: 11/14/2016
Revised on: 03/20/2017
Revised on: 4/17/2023
Reviewed on: _____

NEBRASKA
ACCOUNTABILITY AND
DISCLOSURE COMMISSION
1225 L St., Suite 400
P.O. Box 95086
Lincoln, NE 68509
(402) 471-2522

BEFORE COMPLETING THIS FORM
READ THE FILING REQUIREMENTS
ON PAGE 3

POTENTIAL CONFLICT OF INTEREST STATEMENT

NADC FORM C-2A

(Village, City, School Officials Except Omaha and Lincoln Officials)

POSTMARK DATE	
MICROFILM NUMBER	

OFFICE USE ONLY

- An official of a village or city holding elective office or an official of a school district holding elective office must file this form if he or she has a potential conflict of interest.
- **Officials of** the cities of **Lincoln and Omaha** holding elective office with a potential conflict of interest **should not use this form**. Use Form C-2.
- This form should be filed with the person who normally keeps records for the school district, city or village. **There is no requirement to file this form with the Nebraska Accountability and Disclosure Commission.**
- Persons who fail to disclose a potential conflict of interest or who otherwise do not comply with the law are subject to penalties.

ITEM 1 **NAME, ADDRESS AND TELEPHONE NUMBER**

Name _____ Telephone No. _____
Last First Middle

Address _____
STREET ADDRESS OR RURAL ROUTE City STATE ZIP CODE

ITEM 2 **TITLE, AGENCY (City, Village, School), ADDRESS AND PHONE**

Your Title _____ Agency _____

Agency Address _____

Agency Phone _____

ITEM 3 **DESCRIBE POTENTIAL CONFLICT OF INTEREST IN DETAIL (Use Item 6 Continuation, if necessary)**

Date action is to be taken or decision is to be made: _____

Description of Potential Conflict:

Revised January 2018

ITEM 4 **PERSONS WHO MAY RECEIVE FINANCIAL BENEFIT OR DETRIMENT**

☐ You
☐ Member of your Immediate Family: _____
NAME

☐ Business With Which You Are Associated (See Definitions) _____
NAME OF BUSINESS

ITEM 5 **NATURE OF FINANCIAL BENEFIT OR DETRIMENT**

ITEM 6 **CONTINUATION**

_____ (SIGNATURE)

_____ (DATE)

General Information - Filing Requirements

I. What is a Potential Conflict of Interest? - A public official has a potential conflict of interest if he or she is faced with taking an official action or making an official decision which may result in a financial benefit or a financial detriment to the public official; a member of his or her immediate family; or a business with which he or she is associated. The financial effect of the action or decision must be distinguishable from the financial effect on the general public or a broad segment of it.

II. Who Must File:

A. An official of a city or village holding elective office who has a potential conflict of interest. An official of the cities of Lincoln or Omaha holding elective office who has a potential conflict of interest should not file this form, but instead should use Form C-2.

B. An official of a school district holding elective office who has a potential conflict of interest.

C. An elective office is a public office normally filled by an election. A person appointed to fill a vacancy in a public office normally filled by election holds an elective office.

III. When and Where to File:

A. This form should be filed as soon as the person holding elective office is aware that he or she may have a potential conflict of interest and prior to the time that the action is to be taken or the decision made.

B. This form should be filed with the person who normally keeps records for the governing body of the official holding elective office. For example, the person who keeps records for a city or village may be the city clerk or village clerk. **This form does not need to be filed with the Commission**.

C. The person filing the form should abstain from participating in or voting on the matter in which he or she has a potential conflict of interest. However, if the person wants an opinion from the Commission as to whether he or she has an actual conflict of interest requiring abstention or non-participation, he or she may send a copy of the form to the Commission along with request for an opinion.

Disclosure of Contractual Interests by Local Officers. If you are a local elected official disclosing an interest in a contract or an open account in which a local governing body on which you serve is a party, use NADC Form C-3, Contractual Interest Statement.

Disclosure of the Employment of Immediate Family Members. If you are disclosing the employment of an immediate family member, use NADC Form C-4, Employment of Immediate Family Members Disclosure Statement.

Definitions

Immediate family shall mean a child residing in your household, your spouse or an individual claimed by you or your spouse as a dependent for federal income tax purposes.

Business shall mean any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity, or entity. NOTE: The definition includes for profit and non-profit entities.

Business with which you are associated shall mean a business: (1) of which you are the sole proprietor; (2) or in which you are a partner, director, or officer; (3) or in which you or a member of your immediate family is a stockholder of closed corporation stock worth $1,000 or more at fair market value or which represents more than a 5 percent equity interest, or is a stockholder of publicly traded stock worth $10,000 or more at fair market value or which represents more than a 10 percent equity interest.

Elective office shall mean a public office filled by an election, except for federal offices. A person who is appointed to fill a vacancy in a public office which is ordinarily elective holds an elective office.

Person means a business, individual, proprietorship, firm partnership, joint venture, syndicate, business trust, labor organization, company, corporation, association, committee, or any other organization or group of persons acting jointly.

Statutory Authority: Section 49-1499.03 Revised Statutes of Nebraska.

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

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

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

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

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

2. **APPROVAL OF THE AGENDA**

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

3. **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 address 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.

4. **PARENT INVOLVEMENT POLICY PUBLIC HEARING**

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

5018
Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

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

c. National Assessment of Educational Progress

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

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 8/14/2017
Revised on: _____
Reviewed on: 7/18/2022

5. **STUDENT FEES POLICY PUBLIC HEARING**

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2022-2023 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.

5045
Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

- Industrial Technology Classes
  - H.S. Woods #1: $60
  - H.S. Woods #2: $50
  - Metals Shop: $15

- Art Classes
  - H.S. Honors Art: $20

- Family and Consumer Science Classes
  - 7th F.C.S. Sewing Project: $10
  - 8th F.C.S. Sewing Project: $10

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

5. Technological Devices

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

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

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

6. Extracurricular Activities.

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

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

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

    - Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- National Honor Society: $40
- Cheerleading, Jazz Team: $1800
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: $ 300
    - Students must provide their own football shoes and undergarments
- Golf: $500
    - Students must provide their own golf shoes, undergarments, and clubs
- Softball: $300
    - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: $300
    - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: $40
- FCCLA: $165
- FFA:
    - State and Local Dues: $35
    - Jacket:$80
    - Clothing: $120
- Physicals: $50
    - Students are required to have a physical taken for participation in athletics.
- High School Pep Club: $35
- SKILLS USA: $25
- Spirit Club: $10
- Field Trips: $40
    - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

7. Post-Secondary Education Costs.

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

Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

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

9. Copies of Student Files or Records.

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

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

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

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

11. Participation in Summer School or Night School.

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

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that

students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

13. Charges for Musical Extracurricular Activities.

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

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

(waived if student participates in Fall Choir Fundraiser)

14. Contributions High School Class Extracurricular Activities.

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

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: 7/15/2019
Revised on: 7/18/2022
Reviewed on: _____

DATE	CK #	ENTRY	CASH IN/OUT	Interest	Skills USA	Activities	NHS	STAND	FBLA	Pep Club	Tri M	SR Class (2022)	JR Class (2023)	SO Class (2024)	FR Class (2025)	Band Inst Ins	MS Act: Guitar Rental	Device Ins	FCCLA	FFA	LINE TOTAL	BALANCE
9/1/2022	BEG	Balance Forward	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9/29/2022	DEP	Activity fee	$3,902.50			$3,902.50															$3,902.50	$3,902.50
9/30/2022	DEP	Interest	$0.09	$0.09																		
10/12/2022	DEP	Activity fee	$105.00			$105.00															$105.00	$105.00
10/14/2022	DEP	Activity fee	$140.00			$140.00															$140.00	$140.00
10/20/2022	DEP	Activity fee	$35.00			$35.00															$35.00	$35.00
10/31/2022	DEP	Interest	$1.95	$1.95																		
11/2/2022	DEP	Activity fee	$35.00			$35.00															$35.00	$35.00
11/15/2022	DEP	Activity fee	$70.00			$70.00															$70.00	$70.00
11/30/2022	DEP	Interest	$2.24	$2.24																		
12/30/2022	DEP	Interest	$2.33	$2.33																		
1/31/2023	DEP	Interest	$2.33	$2.33																		
2/28/2023	DEP	Interest	$2.11	$2.11																		
3/6/2023	DEP	Activity fee	$70.00			$70.00																
3/31/2023	DEP	Interest	$3.18	$3.18																		
4/30/2023	DEP	Interest	$3.74	$3.74																		
5/15/2023	5386	Sweetwater	($1,519.98)			($1,519.98)																
5/31/2023	DEP	Interest	$3.96	$3.96																		
6/31/2023	5387	Heartland Seating	($2,855.49)	($17.97)		($2,837.52)																
6/31/2023	DEP	Interest	$2.12	$2.12																		
			$0.00									$0.00									$0.00	$0.00
		ENDING BALANCE	$6.08	$6.08	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6.08	$6.08

STAYS IN THIS ACCOUNT - DOES NOT GET TRANSFERRED AT EOY

6. **PRINCIPAL/ADMINISTRATIVE REPORTS**

6.1. **Annual Census Report**

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 2021-2022 is estimated at $81 (ADA)/ $80 (ADM).

SCHOOL DISTRICT CENSUS REPORT 2023

NDE 02-023
Data Submitted: 6/27/2023
Date Final: July 20

County-District Number:	District Name:	District City:	Class of District:
24-0011-000	COZAD COMMUNITY SCHOOLS	COZAD	3

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

Age	COUNTY NAMES AND NUMBERS						
	DAWSON 24	CUSTER 21					
Age 5	57	0					
Age 6	74	0					
Age 7	69	0					
Age 8	89	0					
Age 9	77	0					
Age 10	74	0					
Age 11	75	0					
Age 12	64	0					
Age 13	66	0					
Age 14	76	0					
Age 15	73	0					
Age 16	63	0					
Age 17	73	0					
Age 18	57	0					

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

2023 CENSUS REPORT

Respectfullly Submitted by Brenna Richie

Dated: July 7, 2023

AGE	BOYS																					
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	DIFF
Less than 1	9	22	17	14	21	6	16	22	19	23	20	13	15	12	14	14	7	11	10	9	5	(4)
1	26	14	21	25	21	18	22	24	29	18	35	19	16	19	15	15	18	11	9	13	13	0
2	30	28	19	31	25	22	30	24	28	37	19	32	23	17	25	20	22	22	20	12	15	3
3	34	31	31	23	37	31	28	32	31	34	37	27	39	26	27	29	27	18	32	21	14	(7)
4	29	34	36	38	27	43	38	30	41	35	38	36	32	47	35	30	36	26	18	33	16	(17)
5	34	35	35	46	43	32	62	45	39	56	42	47	45	41	46	37	41	39	37	31	33	2
6	31	37	29	36	46	42	46	60	45	42	60	47	52	51	36	50	40	35	45	34	34	0
7	35	32	42	30	32	51	47	41	62	54	47	53	49	53	44	36	51	40	31	43	38	(5)
8	30	36	30	40	38	42	45	51	40	61	42	49	56	40	49	36	36	53	34	32	44	12
9	26	29	39	35	38	44	40	50	50	42	59	44	45	57	48	55	43	30	45	37	38	1
10	43	28	31	44	34	32	45	36	49	49	42	57	41	39	56	46	58	42	29	47	36	(11)
11	36	42	29	36	47	45	41	46	35	47	48	45	53	39	45	45	48	56	38	34	41	7
12	40	39	38	27	40	42	40	42	47	42	48	48	42	60	45	45	48	46	48	31	29	(2)
13	48	40	30	43	33	37	43	36	42	52	43	50	49	49	65	46	39	55	44	44	33	(11)
14	42	56	43	26	48	40	42	55	37	45	53	46	51	57	51	66	43	40	42	41	39	(2)
15	44	48	43	43	30	39	38	47	49	37	49	50	46	54	58	54	65	50	39	41	40	(1)
16	45	45	36	48	47	45	41	36	43	49	38	48	53	49	56	57	56	67	37	40	37	(3)
17	48	47	35	38	48	47	34	52	32	37	51	38	49	54	51	58	58	53	50	37	37	0
18	47	49	36	39	37	50	51	36	50	31	39	47	39	54	53	47	61	57	36	48	30	(18)
19	47	47	35	32	38	48	48	54	34	47	31	39	42	36	50	53	45	58		37	36	(1)
20	45	46	31	34	33	38	35	48	51	34	48	30	41	34	44	48	41	47		18		(18)
TOTAL AGE 0 - 4	**128**	**129**	**124**	**131**	**131**	**120**	**134**	**132**	**148**	**147**	**149**	**127**	**125**	**121**	**116**	**108**	**110**	**88**	**89**	**88**	**63**	**(1)**
TOTAL AGE 5-18	**549**	**563**	**496**	**531**	**561**	**588**	**615**	**633**	**620**	**644**	**661**	**669**	**670**	**697**	**703**	**678**	**687**	**663**	**555**	**540**	**509**	**(15)**
TOTAL AGE 7-15	**344**	**350**	**325**	**324**	**340**	**372**	**381**	**404**	**411**	**429**	**431**	**442**	**432**	**448**	**461**	**429**	**431**	**412**	**350**	**350**	**338**	**0**
TOTAL AGE 5-20	**641**	**656**	**562**	**597**	**632**	**674**	**698**	**735**	**705**	**725**	**740**	**738**	**753**	**767**	**797**	**779**	**773**	**768**	**555**	**595**	**545**	**40**

AGE	GIRLS																					
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	DIFF
Less than 1	21	20	21	17	14	8	26	19	16	21	17	15	17	16	15	12	9	17	12	7	5	(2)
1	21	24	22	25	18	16	21	33	24	19	26	20	18	16	25	18	13	10	12	15	8	(7)
2	33	26	23	27	31	16	22	30	38	27	20	31	27	32	26	28	24	14	19	11	18	7
3	26	39	30	24	30	21	33	29	29	39	28	22	37	22	31	34	31	23	18	17	14	(3)
4	30	28	32	29	32	36	42	39	32	39	48	44	37	35	30	37	33	35	31	21	17	(4)
5	33	29	30	38	30	39	47	49	48	47	42	58	43	44	38	36	52	45	41	37	24	(13)
6	43	37	30	34	48	37	35	51	53	58	45	47	61	41	40	46	39	46	46	39	40	1
7	34	43	28	31	34	36	43	49	45	54	53	54	41	50	40	40	46	39	35	39	31	(8)
8	53	34	34	32	33	40	60	37	45	46	45	55	41	46	53	40	44	44	37	39	45	6
9	40	56	28	34	34	27	42	58	36	43	33	48	50	37	45	46	50	39	36	35	39	4
10	36	41	36	35	37	36	42	48	59	40	45	38	50	46	42	44	52	43	34	38	38	0
11	37	35	38	42	38	53	40	44	50	59	39	43	40	44	52	38	41	54	35	34	34	0
12	27	33	34	37	53	50	37	41	43	51	58	38	46	42	54	49	42	43	42	36	35	(1)
13	37	28	37	38	33	40	55	35	40	44	53	59	44	44	39	48	46	41	38	43	33	(10)
14	43	41	36	38	39	44	52	51	39	45	49	58	64	45	48	48	48	44	31	36	37	1
15	48	45	32	41	39	40	40	55	50	41	46	53	60	62	46	43	49	42	33	29	33	4
16	46	49	43	32	42	34	51	40	46	48	44	44	55	62	66	49	43	48	44	36	26	(10)
17	43	45	31	45	33	38	45	48	36	45	45	43	47	52	61	67	43	42	35	41	36	(5)
18	45	44	38	30	42	40	44	43	44	36	46	47	44	49	57	63	64	44	33	30	27	(3)
19	46	43	38	35	30	37	36	41	43	43	37	43	51	46	46	51	57	62		34	34	0
20	47	45	20	38	34	33	45	38	41	43	43	30	56	32	49	49	44	61		15		(15)
TOTAL AGE 0 - 4	**131**	**137**	**128**	**122**	**125**	**97**	**144**	**150**	**139**	**145**	**139**	**132**	**136**	**121**	**127**	**129**	**110**	**99**	**92**	**71**	**62**	**(7)**
TOTAL AGE 5-18	**565**	**560**	**475**	**507**	**535**	**554**	**633**	**649**	**634**	**657**	**643**	**685**	**686**	**664**	**681**	**657**	**659**	**614**	**520**	**512**	**478**	**(94)**
TOTAL AGE 7-15	**355**	**356**	**303**	**328**	**340**	**366**	**411**	**418**	**407**	**423**	**421**	**446**	**436**	**416**	**419**	**396**	**418**	**389**	**321**	**329**	**325**	**(68)**
TOTAL AGE 5-20	**658**	**648**	**533**	**580**	**599**	**624**	**714**	**728**	**718**	**743**	**723**	**758**	**793**	**742**	**776**	**757**	**760**	**737**	**520**	**561**	**512**	**(217)**

AGE 5-18 SUMMARY	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	DIFF
BOYS	549	563	496	531	561	588	615	633	620	644	661	669	670	697	703	678	687	663	555	540		**(540)**
GIRLS	565	560	475	507	535	554	633	649	634	657	643	685	686	664	681	657	659	614	520	512		**(512)**
TOTAL	**1114**	**1123**	**971**	**1038**	**1096**	**1142**	**1248**	**1282**	**1254**	**1301**	**1304**	**1354**	**1356**	**1361**	**1384**	**1335**	**1346**	**1277**	**1075**	**1052**		**(1052)**

AGE	BOYS AND GIRLS																					
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	DIFF
Less than 1	30	42	38	31	35	14	42	41	35	44	37	28	32	28	29	26	16	28	22	16	10	(6)
1	47	38	43	50	39	34	43	57	53	37	61	39	34	35	40	33	31	21	21	28	21	(7)
2	63	54	42	58	56	38	52	54	66	64	39	63	50	49	51	48	46	36	39	23	33	10
3	60	70	61	47	67	52	61	61	60	73	65	49	76	48	58	63	58	41	50	38	28	(10)
4	59	62	68	67	59	79	80	69	73	74	86	80	69	82	65	67	69	61	49	54	33	(21)
5	67	64	65	84	73	71	109	94	87	103	84	105	88	85	84	73	93	84	78	68	57	(11)
6	74	74	59	70	94	79	81	111	98	100	105	94	113	92	76	96	79	81	91	73	74	1
7	69	75	70	61	66	87	90	90	107	108	100	107	90	103	84	76	97	79	66	82	69	(13)
8	83	70	64	72	71	82	105	88	85	107	87	104	97	86	102	76	80	97	71	71	89	18
9	66	85	67	69	72	71	82	108	86	85	92	92	95	94	93	101	93	69	81	72	77	5
10	79	69	67	79	71	68	87	84	108	89	87	95	91	85	98	90	110	85	63	85	74	(11)
11	73	77	67	78	85	98	81	90	85	106	87	88	93	83	97	83	89	110	73	68	75	7
12	67	72	72	64	93	92	77	83	90	93	106	86	88	102	99	94	90	89	90	67	64	(3)
13	85	68	67	81	66	77	98	71	82	96	96	109	93	93	104	94	85	96	82	87	66	(21)
14	85	97	79	64	87	84	94	106	76	90	102	104	115	102	99	114	91	84	73	77	76	(1)
15	92	93	75	84	69	79	78	102	99	78	95	103	106	116	104	97	114	92	72	70	73	3
16	91	94	79	80	89	79	92	76	89	97	82	92	108	111	122	106	99	115	81	76	63	(13)
17	91	92	66	83	81	85	79	100	68	82	96	81	96	106	112	125	101	95	85	78	73	(5)
18	92	93	74	69	79	90	95	79	94	67	85	94	83	103	110	110	125	101	69	78	57	(21)
19	93	90	73	67	68	85	84	95	77	90	68	82	93	82	96	104	102	120	0	71	70	(1)
20	92	91	51	72	67	71	80	86	92	77	91	60	97	66	93	97	85	108	0	33		(33)
TOTAL AGE 0 - 4	**259**	**266**	**252**	**253**	**256**	**217**	**278**	**282**	**287**	**292**	**288**	**259**	**261**	**242**	**243**	**237**	**220**	**187**	**181**	**159**	**125**	**(33)**
TOTAL AGE 5-18	**1114**	**1123**	**971**	**1038**	**1096**	**1142**	**1248**	**1282**	**1254**	**1301**	**1304**	**1354**	**1356**	**1361**	**1384**	**1335**	**1346**	**1277**	**1075**	**1052**	**987**	**(69)**
TOTAL AGE 7-15	**699**	**706**	**628**	**652**	**680**	**738**	**792**	**822**	**818**	**852**	**852**	**888**	**868**	**864**	**880**	**825**	**849**	**801**	**671**	**679**	**663**	**(48)**
TOTAL AGE 5-20	**1299**	**1304**	**1095**	**1177**	**1231**	**1298**	**1412**	**1463**	**1423**	**1468**	**1463**	**1496**	**1546**	**1509**	**1573**	**1536**	**1533**	**1505**	**1075**	**1156**	**1057**	**(28)**

6.2. **Patty Wolfe Report**

Director of Technology Board Report
July 17, 2023
Patty Wolfe - Director of Technology

Summer Projects Update

1. ESU 10 Contract 2023-2024
    a. Network Support & Repair Services (95 hours)
    b. Offsite Backup Service
    c. ODIE Staff Evaluations
    d. 10 Zoom Licenses
    e. Fortinet EDR licenses (9)
    f. Powerschool Service & Support
    g. Powerschool Alert Creator
    h. Powerschool Hosting
2. Infrastructure and Hardware
    a. Christie Irish currently setting up HS Lab and MS Lab PC's (reimaging devices)
    b. Staff rotation of devices & new staff devices–completed
        i. All new certified staff have been given accounts and devices
    c. Working on Chromebooks for elementary (grades 3-5)
3. Data management and District Software/Programs
    a. PowerSchool roll-over completed–Set up for the 2023-24 school year
    b. Syncing programs and curriculums
4. Notification System–updating our call lists and data it pulls from PowerSchool

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6.3. **Corey Fisher Report**

Cozad High School

Home of the Haymakers

Corey Fisher, Principal
Phone: (308) 784-2744
Fax: (308) 217-4505

1710 Meridian Ave.
Cozad, NE 69130
E-mail: corey.fisher@cozadschools.net

DATE: July 17, 2023
RE: Board Report (HS)

***Strategic Plan Framework-Guiding Principles**
CozadStratPlanFramework2020-24.docx

CHS SUMMER SCHOOL CREDIT RECOVERY PROGRAM (SPF-GP 2.1, 3.1, 3.5):

The CHS Summer School Credit Recovery Program was held June 5th - Thursday, June 28th with classes being held Monday - Thursday during the four weeks. **19** students initially enrolled and **15** students completed the program requirements. A total of **135** credits were recovered. Thank you to Mr. Haarberg and Mrs. Ziebell for their work to run the program this summer.

AG. EDUCATION TEACHING POSITION / FFA ADVISOR / WELDING COURSES (SPF-GP 2.1):

Mrs. Katelyn Day has been hired to teach three Ag. Education courses via Distance Learning (DL) starting this fall semester. The three courses that Mrs. Day will be teaching are listed below.

- ☑ Introduction to Agriculture (3 periods)
- ☑ Animal Science (2 periods)
- ☑ Ag. Leadership/Ag. Business (1 period)
- ☑ 1 Period for Planning and 1 Period for Student Access

- We will utilize the **iCEV** Online Curriculum for our Ag. Education courses. You can learn more about the **iCEV** online curriculum by accessing this link: https://www.icevonline.com/agricultural-science
- At this time, I plan to assume the responsibility for the two Welding classes (Welding I and II). I will be working to invite individuals with welding skills to offer demonstrations for our Welding I students.
- Parent letter regarding Ag. Ed. (DL) and Welding was sent on July 7th: Ag. & Welding Info. Letter for Fall 2023
- Mrs. Haarberg will serve as the Cozad High School FFA Advisor for the 2023-2024 school year. She has done a great job initially as she transitions to leading our FFA Organization. She will be attending an FFA Officer Retreat in late July in Gothenburg with the Cozad High School FFA Officer Team.

MIDDLE/HIGH SCHOOL HANDBOOKS (SPF-GP 1.2, 4.1):

- As I shared in June, the **2023-2024 Middle and High School Student Handbook** has been updated and is ready for your review. The DRAFT Handbook document was included in your July Board Materials. Content that is in red type and highlighted in yellow is new content.
- The **2023-2024 Alternative Education Program Handbook for Middle and High School** will also have a few changes/updates and we will present it to you at the August Board meeting.

SMARTPASS - Digital Hall Pass Program (SPF-GP 3.5, 4.1):

After researching two digital (web based) hall pass programs, we have selected and purchased SmartPass Digital Hall Pass for the 2023-2024 school year.

- A digital pass solution allows school staff to:
  - ☑ Increase safety
  - ☑ Manage hallways & track individual students or groups of students.
  - ☑ Increase student engagement time in the classroom.
  - ☑ Curb vandalism
- You can learn more about **SmartPass* by visiting their website using this link: https://www.smartpass.app/
- SmartPass Parent Informational Letter (will be sent in early August): SmartPass Parent Letter

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MISSION STATEMENT

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

SCHOOL IMPROVEMENT GOALS - COZAD HIGH SCHOOL (SPF-GP 1.3,2.3,4.3,5.1,6.1,6.2)

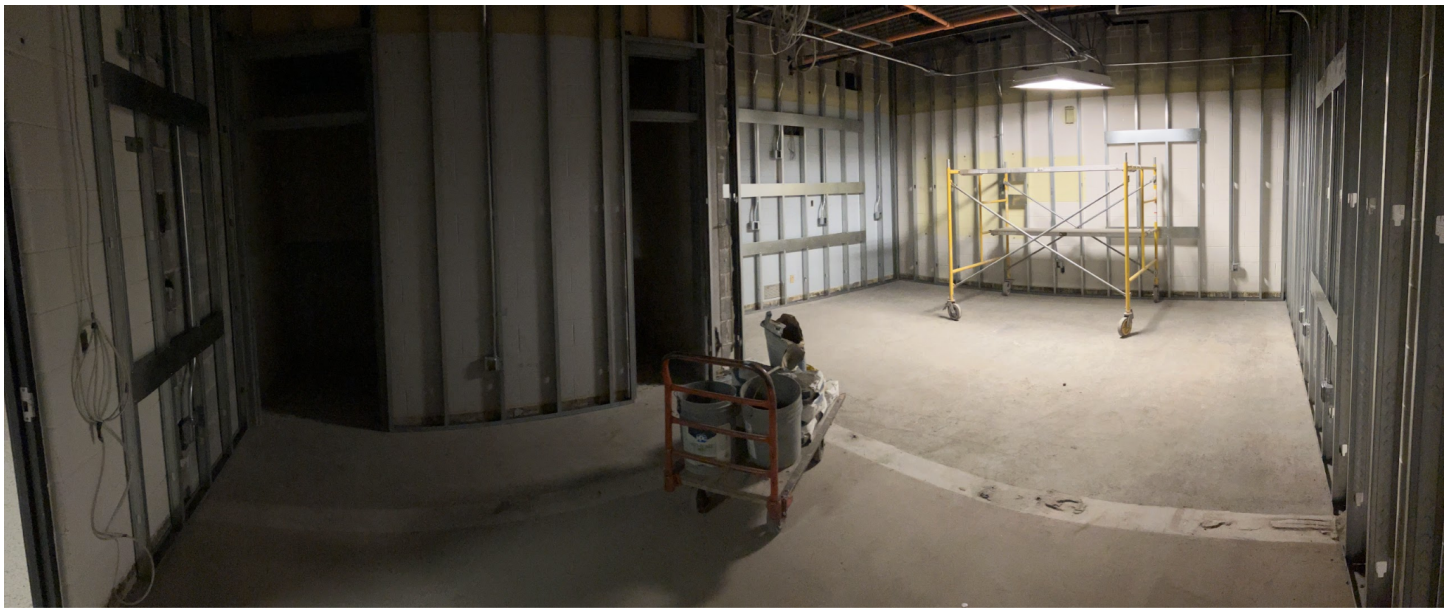
Academic Goal:
Cozad High School will have 60% of its students reach their individual expected growth goals on both the MAP Reading and Math RIT scores.
Culture Goal:
Cozad High School will have 97% or more of its students earn full credits in a given semester. Credit acquisition will be measured each semester using PowerSchool reporting at the end of each semester.

Construction at the High School continues to progress through the summer. Crews have been working daily with the primary focus being the classrooms, restrooms and halls needed to start school in August. Please feel free to stop in any time to check out the progress. I really look forward to the completion of the Science classrooms as they will be a tremendous improvement for our students. The restrooms, hallway ceilings and teacher work room renovations will also be a positive for our students and staff as they return in August. (SPF-GP 3.5, 5.1, 6.1, 6.2)

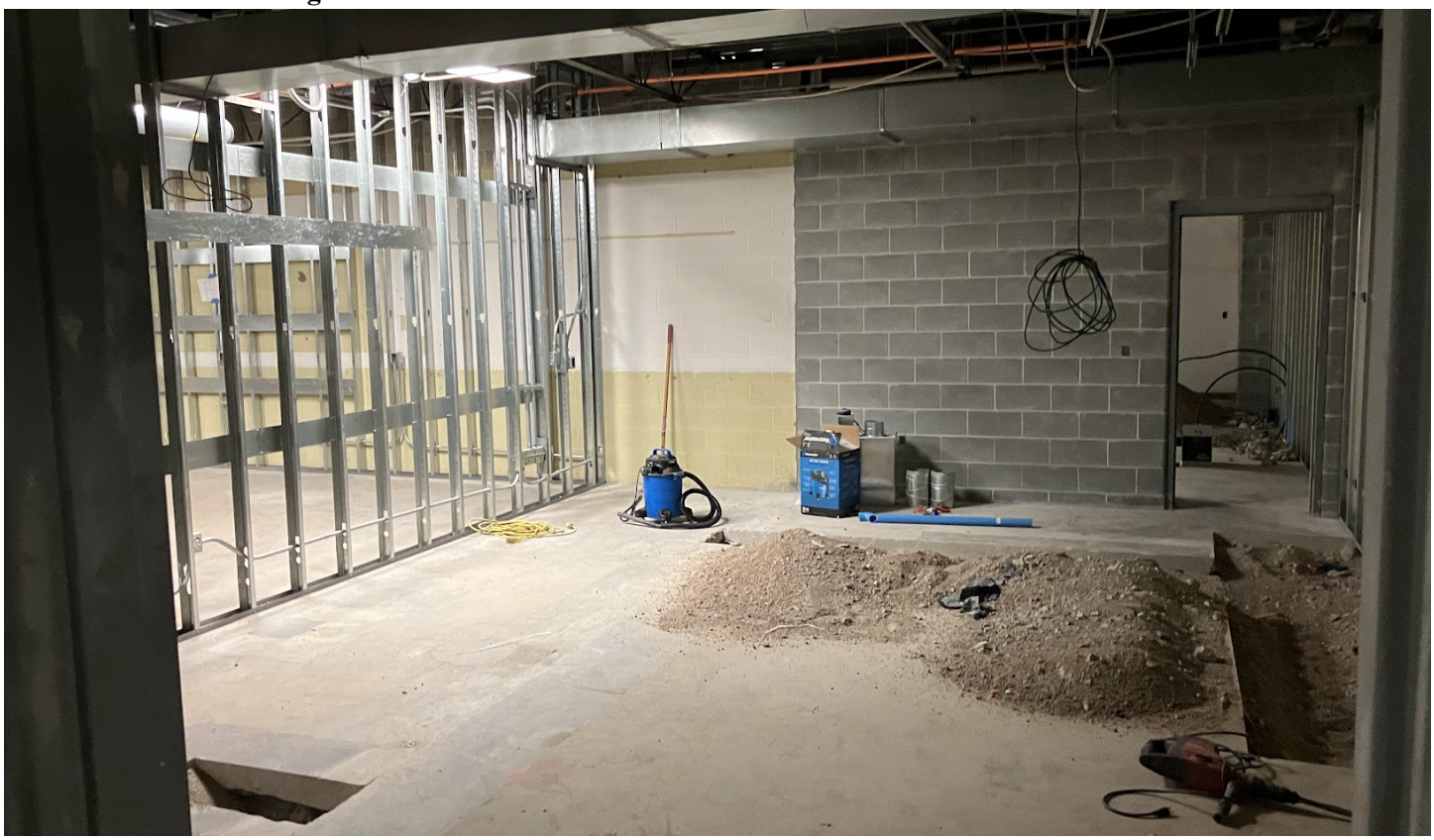
NE Corner of New District Office and SE Corner of Gym

Panoramic of Inside of New Gym

Renovation of Teacher Workroom



Renovated Science Storage Room



New Art Classroom

New Science Classroom

Renovated Science Classroom

Renovated Science Classroom

Renovated Special Education Classroom

6.4. **Jeremy Yilk Report**

CCS ACTIVITIES REPORT

JEREMY YILK 7.17.2023

1. Summer Activities Update

    a. Facilities
        i. New bus wraps are complete
        ii. Gym painting is in progress

    b. NCA Multi-Sports Coaches Clinic
        i. July 25th-27th @ Lincoln

    c. Fall Sports Parents Meeting
        i. July 31st - 7:00 pm HS Auditorium

6.5. **Brian Regelin Report**

6.6. **Kyle Hoehner Report**

6.7. **Jessica Edeal Report**

CEEC Administrator & SPED Director: Jessica Edeal

My appointment officially began on July 1st and since then, my focus has been on learning more about Cozad Community Schools. The summer focus at CEEC is and will continue to be on preparing for the 2023-2024 school year. We have many things to be excited about, but we will be working diligently to prepare for the new tenant joining our building in January. This comes with extra communication, collaboration and coordination among CEEC staff and the external organization. Strategic preparation is underway to make sure we are accommodating, but yet making sure there will be limited disruption to the learning of our students.

In addition to the building needs, the CEEC office is working on updating the program handbook, reviewing the CEEC CIP goals and working to strategize how CEEC can continue to provide excellent education to our students. I am eager for staff and students to be back in the building to begin the new year!

From the lens of the special education director, I have been reviewing information, supporting the district reporting process, and assessing the need(s) for staffing across the district. Preparation for the return of teachers includes updates on policies and procedures, review of new legislation, as well as preparation for professional development of staff.

New SPED staff will participate in content work days and returning teachers are gearing up to attend training later this month. We are working to expand our knowledge to appropriately support and address the needs of all our students.

6.8. **Connor Williams Report**

Director of Teaching and Learning: Connor Williams

Our focus this summer at Cozad Community Schools has been working to update our instruction and pacing for the 2023-24 school year. This includes making changes to our newly adopted curriculum resources, while also preparing to roll out our new curriculum resources. Below are updates on the happenings of this summer, as well as some insight on what's to come.

All Content Areas:

- This summer the district held an all content work day to allow a space for you to collaborate, work on any pressing items, and receive support in any area of curriculum and instruction.

CTE:

- Our CTE teachers will begin the process of evaluating and reviewing potential resources in order to adopt at the end of the 2023-24 school year. In order to best serve our students, we will be reviewing our offered programs and the currently used curriculum resources we have. This includes our new implementation of ICEV Ag. Education resources that we are using, as well as the pilots of other possible curriculum resources.

Science:

- Our science teachers will begin the process of evaluating and reviewing potential resources at the end of this year, in order to adopt for the 2024-25 school year. This will realign us with the standard updates from the state level, ensuring that we adopt resources that cover the new standards.

Math:

- Our MS/HS teachers received their overview training in June of Reveal Math. All hard copy resources are in and teachers have begun building their instructional guides and pacing.
- Our Elementary teachers have also received all hard copy materials, begun building their instructional guides and pacing, and are preparing for their presentation in early August.
- Both Elementary and MS/HS will be piloting a supplemental program to help engage our HAL students, as well as support our struggling math learners.
    - Example Instructional Guides:
      EXAMPLE: 23-24 6th Grade Math (&Honors) Instructional Guide.

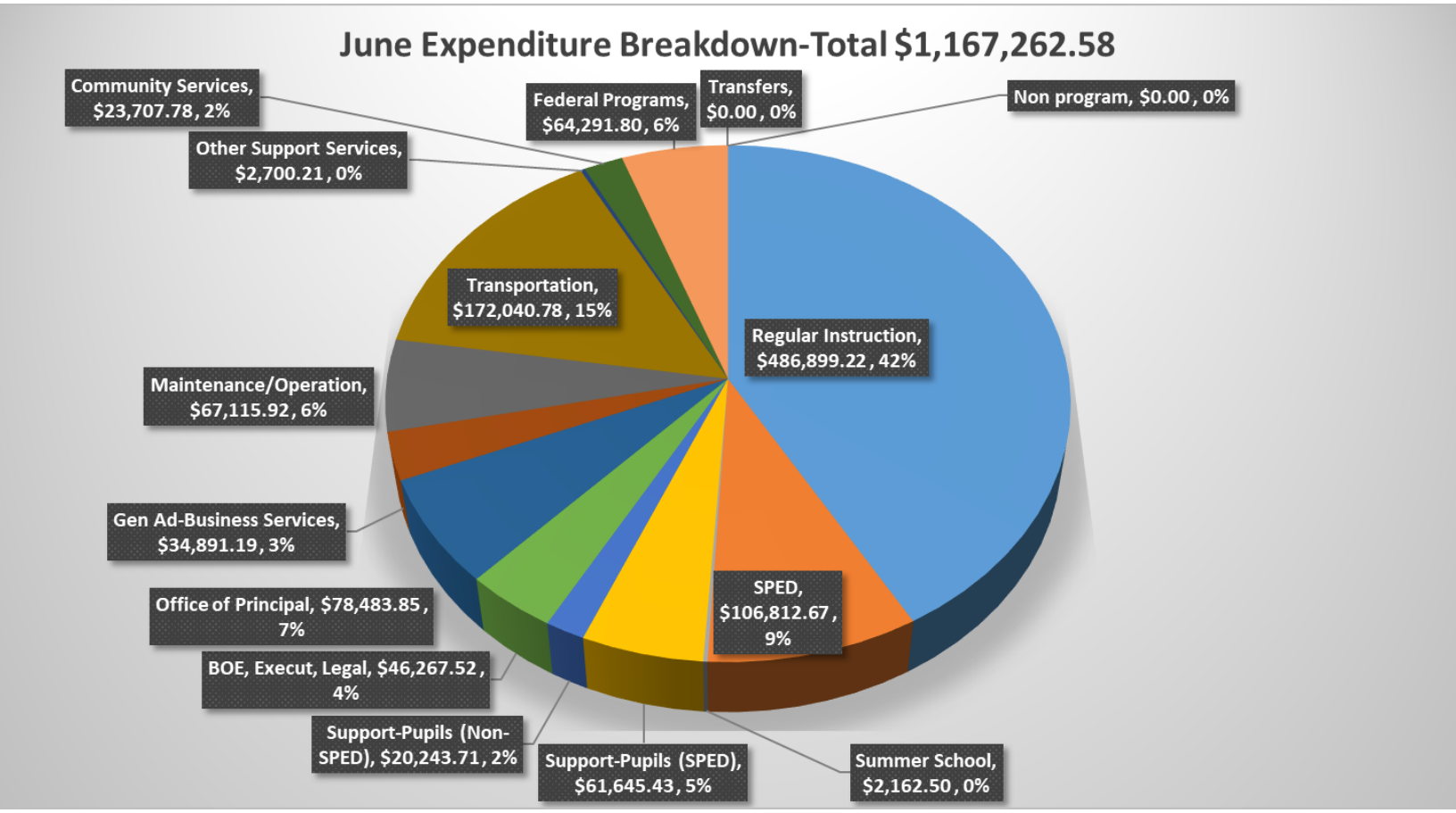
ELA:

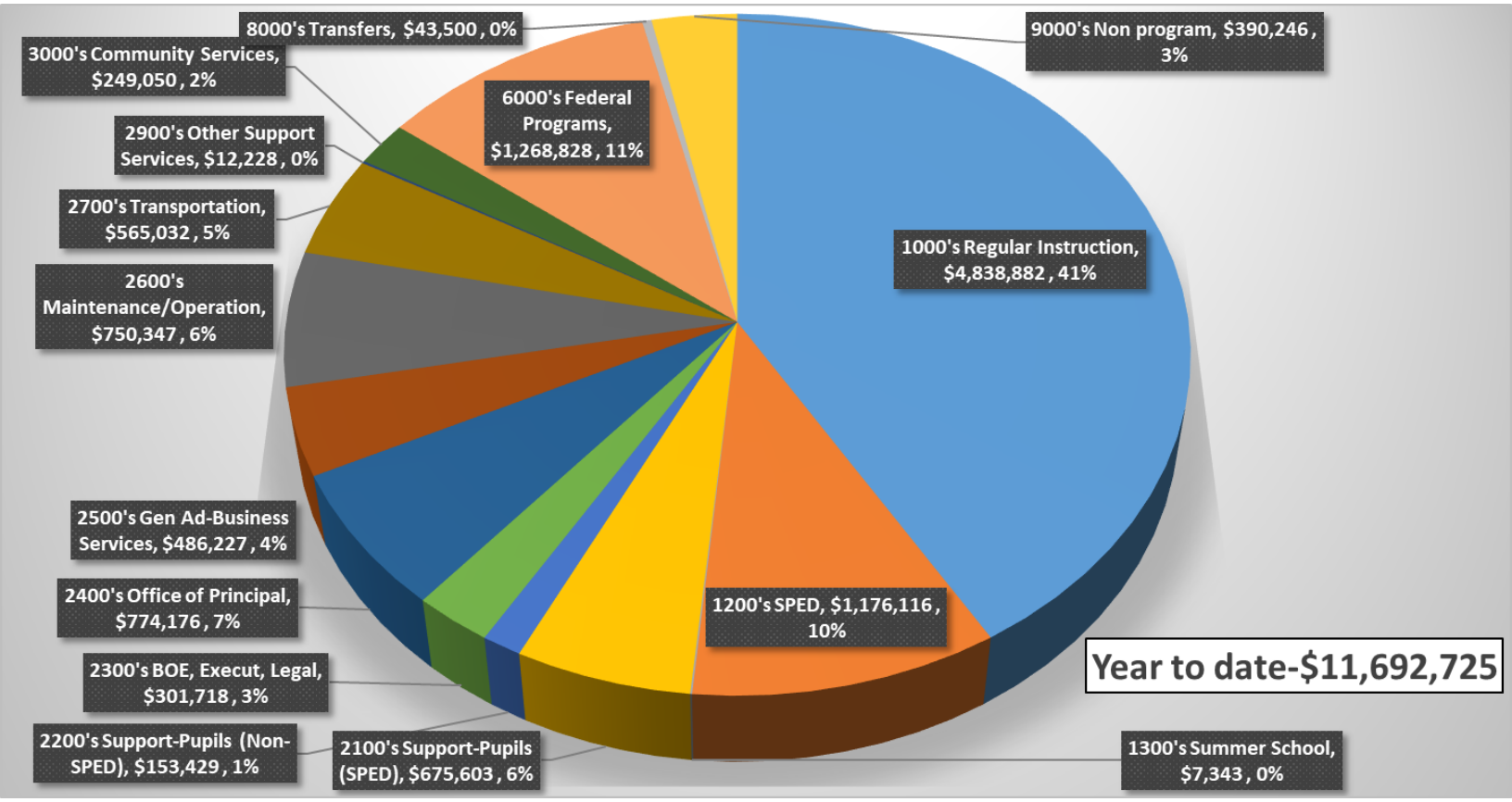
- Our elementary, MS, and HS teachers have also been working to update pacing, rearrange units, and modify content to fit the needs all and get the most out of our resources.
- During a recent meeting with the elementary school teachers, our goal was to find a middle ground, where we are relaying accurate information, but also as comfortable as possible in our relay of instruction.
    - All instructional decisions for CKLA are public on our website:
      Cozad CKLA Instructional Decisions

7. **SUPERINTENDENT REPORT**

Topics of Discussion:

- Budget update
- CCS Community Organizational Flowchart
- Beginning of the year, planning, Welcome Back




8000's Transfers, $43,500, 0%
9000's Non program, $390,246, 3%
3000's Community Services, $249,050, 2%
6000's Federal Programs, $1,268,828, 11%
2900's Other Support Services, $12,228, 0%
2700's Transportation, $565,032, 5%
1000's Regular Instruction, $4,838,882, 41%
2600's Maintenance/Operation, $750,347, 6%
2500's Gen Ad-Business Services, $486,227, 4%
2400's Office of Principal, $774,176, 7%
1200's SPED, $1,176,116, 10%
2300's BOE, Execut, Legal, $301,718, 3%
2200's Support-Pupils (Non-SPED), $153,429, 1%
2100's Support-Pupils (SPED), $675,603, 6%
1300's Summer School, $7,343, 0%
Year to date-$11,692,725

8. **COMMITTEE REPORTS**

Policy Committee 6-29-23: In attendance Kiley Goff, Michele Starman, and James Ford

- Monthly Policy for Review- 3007_review_of_bills.pdf
3007.1_accounting_1.18.2021.pdf
3008_gifts_grants_and_bequests (1).pdf 3009_audit.pdf
3007.2_settlement_of_claims_1.18.2021.pdf
    - We will refrain from reviewing these policies at the July meeting and instead focus on the recommended policies below.

- Policy review from previous board meeting-
3059 Audio and Video Recording.pdf 6004 Curriculum Development.pdf
6320--Parent Requests for Exclusion.docx
    - Mr. Ford will coordinate with Perry and make revisions to the 6320 policy to better communicate the policy's intent to increase and specifically honor authority for parent autonomy.

- Highly recommended policies for board consideration-
Cozad Schools_20230629_132534.pdf 23 24 Annual Notices.pdf
3059, 5045, 5062, 5063, 6004, 6320

Finance and Personnel Committee 7-3-23: In attendance Michele Starman, Joel Carlson, Ann Burkholder, and James Ford

- Open positions and current staff roster
  - Additional cost considerations with Ag position
    Q-19639-20230621-1604.pdf
    - *Discussion centered around increasing costs for the ag position and making the new system work effectively via DL.*

- Discussions on banking options
  - Security First- SFB Cozad Community School Proposal.pdf
  - Homestead- Cozad-scanner@homesteadbank.com_20230607_154756.pdf
  - Waypoint- Cozad Schools_20230510_093125.pdf
    - *Mr. Ford will gather information and put it together in an easy-to-read chart for comparison.*

- Depreciation projection

- Next year's preliminary budget

- Gym floor
  - Cozad, NE Base ALP LP proposal (4) - FLR Quote.pdf
  - KC-6605-020521-51858457 (2) - Egan Supply Quote.PDF
  - Gym Floor PO.pdf
    - *Mr. Ford will reach out to have Jacob or someone perform an evaluation and give us a cost estimate to fix any needed/necessary repairs.*

- Lunch Info- Lunch Fund 2022-2023
  - *The committee recommended staying at the current rates, but we will continue to evaluate to try to ensure sustainability in the lunch fund.*

- Scoreboard and playground discussion
    - Cozad Schools_20230621_134553 (1).pdf
        - *Discussion around how the new ad buys and purchasing of the scoreboard could work with a partnership with the Foundation.*

- Greg Long- F061523104565.pdf
    - *Carrie and Mr. Ford have been gathering information from Greg Long to potentially make a change if it is cost-effective and easy for staff to have one designated rep to consult.*

PAULSEN
INC.
P.O. BOX 17, 1116 EAST HWY 30
COZAD, NE 69130
PHONE 308-784-3333
FAX 308-784-3110

7-11-2023 PROGRESS MEETING AGENDA

Construction Progress

West Elementary School

- Windows and doors end of this week
- Parking lot getting started
- Interior finishes moving right along

East Elementary School

- Foundations nearly complete
- Under floor rough in and slab on going

High School

- Structural steel erection underway
- Drywall and interior finishes getting started

Field Observations / Issues

- ETI to check on removal of old boiler electrical – ETI to check with Mid Plains

Submittals

Progressing well – 5 pending approval

RFIs

- Fire Sprinkler Zoning
- East Elementary Ramp

Proposal Request

PR 09 – Sign Options

Change Orders – No new change orders this month.

1) 001 – Deduct $18,130.00 – Roof Drains & ASI 01
2) 002 – Add $29,292.00 – Additional storm sewer
3) 003 – Add $50,609 – Gym Speakers back into project
4) 004 – Add $3,778.00 – Additional rebar ASI 01
5) 005 – Add $3,108.00 -PR 03 & 04
6) 006 – Add $6,716.00 – PR 05 Elem. Storefront and Bulkhead
7) 007 – Add $8,495.00 – PR 06 Tile Changes HS
8) 008 – Add $7,475.00 – PR 07 Panel Relocation
9) 009 – Add $1,325.00 – PR 08 Electrical Fixture Changes

Net Changes Add $92,615.00

Contingency Usage – No contingency usage this month

1) 001 - $10,678.00 – Precast ASI 01 & Haunch Design

Contingency Remaining - $489,322.00

Fabrication and Delivery

9. **CONSENT AGENDA**

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

June 13, 2023- Board of Education Regular Meeting, 7pm

Board of Education Regular Meeting
Monday, June 12, 2023 7:00 PM
Office of the Superintendent
1910 Meridian Ave
Cozad, NE 69130
Posted Locations:

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

Posted Date: 6/8/2023
The meeting was called to order at 7:00 PM

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

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

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 West wall of the meeting room.

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

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

1.3. Excused/Unexcused Board Member Absence

All board members were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda Passed with a motion by Ann Burkholder and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

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

3. 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 address 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 members of the public spoke.

4. INTERVIEWING BOARD CANDIDATE APPLICANTS

Interviewing board candidates who submitted an application by Friday, June 9 at 12:00pm

- Will Geiger
- Teresa Osborn
- Martin Rascon

The board interviewed board candidates.

5. DISCUSS, CONSIDER AND TAKE ACTION TO APPOINT A BOARD MEMBER

Motion to appoint Will Geiger a qualified voter of the Dawson County School District to fill the vacancy on the Cozad Board of Education of this district created by the resignation of Judy Eggleston, a member of the Board of Education. This appointment will be for the remainder of the unexpired term of Judy Eggleston, which ends on the first Thursday after the first Tuesday in January 2026 Passed with a motion by John Peden and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

The board thanked those who applied for the board position before choosing Will Geiger.

6. CONTINUOUS IMPROVEMENT PROCESS REPORT FROM ADMINS

Admin spoke to the board about the CIP Report and Strategic Planning Process.

7. SUPERINTENDENT REPORT

Mr. Ford gave the board updates on the auction and traffic flow plan.

8. REVIEW OF SCHOOL BOARD POLICIES

Board policies 3003.1, 3004.1, 3004, 3005, 3006 were reviewed.

9. COMMITEE REPORTS

Committee's reported on recent committee meetings.

10. CONSENT AGENDA

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

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

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

- Monday, May 15, 2023- Regular Board of Education Mtg
- Tuesday, May 23, 2023- Special Board of Education Mtg

10.2. Congratulations, Condolences, Correspondences

10.3. Classified Resignations

- Bruce Hird, Route Bus Driver
- Abby Worrell, CEEC Para

10.4. Classified Hires

Michelle Gibson, Middle School, SpEd Para

10.5. Standing Reports

10.5.1. Sub Reports

10.5.2. Nutrition Services SNP Claim for Reimbursement Summary

State Reimbursement: May 2023

School Nutrition Program- $30,318.18
Summer Food Service Program-$1,491.78

Total State Reimbursement-$31,809.96

10.5.3. Bus Route Averages

10.6. Salary Advancement Applications

Jill Albrecht, University of Nebraska-Kearney, Consult & Collaboration with Families, 3 hours
Jill Albrecht, University of Nebraska-Kearney, Teaching Social Skills Students with ASD, 3 hours

11. DISCUSS, CONSIDER AND TAKE ACTION ON THE PURCHASE OF A 2007 MCI BUS

Motion to approve the purchase of the 2007 MCI for $145,000 Passed with a motion by Kiley Goff and a second by Joel Carlson.

John Peden: Nay, Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, Michele Starman: Yea
Yea: 4, Nay: 1

2007 MCI

- 649,000 miles
- 54 passenger
- $145,000

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

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

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

12.1. Financial Report by Account

12.2. Financial Claims

13. BUILDING FINANCIAL CLAIMS

Motion to approve the building financial claim as presented, including monthly expenditures, which reflects the current financial standing of the District Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

14. BOND FINANCIAL CLAIMS

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

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

15. RESIGNATION OF CERTIFICATED STAFF AT THE END OF THE 2022-2023 CONTRACT YEAR

Motion to approve the resignation of certified staff member McKenzie Bivins at the end of the 2022-2023 contract year Passed with a motion by Kiley Goff and a second by John Peden.

Joel Carlson: Nay, Ann Burkholder: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 4, Nay: 1

16. DISCUSS, CONSIDER AND TAKE ACTION ON CERTIFICATED STAFF CONTRACTS FOR NEW HIRES FOR THE 2023-2024 SCHOOL YEAR

Motion to approve the contract for Katelyn Day, Ag Teacher for the 2023-2024 school year Passed with a motion by John Peden and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

Katelyn Day, Ag Teacher

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

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

John Peden: Nay, Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, Michele Starman: Yea
Yea: 4, Nay: 1

18. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2023-2024 RESPONSIBLE USE AGREEMENT

Motion to approve the 2023-2024 Responsible Use Agreement Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

19. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2023-2024 TAKE HOME AGREEMENT

Motion to approve 2023-2024 Take Home Agreement Passed with a motion by Ann Burkholder and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

20. DISCUSS, CONSIDER AND TAKE ACTION OF BOARD POLICY 6320 PARENTS REQUEST FOR EXCLUSION

Motion to table policy 6320 Parents Request for Exclusion for the July 17th regular board meeting Tabled with a motion by Joel Carlson and a second by Kiley Goff.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

Policy from Perry Law

21. ANNUAL NOTICES OR POLICY REVIEWS REQUIRED OF NEBRASKA SCHOOL BOARDS

22. DISCUSS, CONSIDER AND TAKE ACTION ON KSB REVISIONS TO POLICIES 3001, 3033, 3059, 4003, 4045, 4059, 5003, 5004, 5035, 5049, 5052 , 6003 AND 6004

Motion to approve KSB revisions for board policies 3001, 3033, 4003, 4045, 4059, 5003, 5004, 5035, 5045, 5049, 5052 6003 Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

Motion to table 3059 and 6004 for the July 17th regular board meeting Tabled with a motion by Kiley Goff and a second by John Peden.
Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

22.1. Policy 3001: Budget and Property Tax Request

We have revised this policy to provide a link to the website at which information on statewide receipts and expenditures and comparisons of cost per pupil and performance to other school districts is available. We also updated a statutory reference. Finally, we amended the policy to follow the changes in LB 243 that make clear that a school may only increase its property tax request by more than the allowable growth percentage "to the extent allowed by law." This change is required.

22.2. Policy 3033: Lending Textbooks to Children Enrolled in Private Schools

Section 79-734 requires public schools to purchase and loan textbooks, upon individual request, to children who are enrolled in kindergarten to grade 2 twelve of a private school which is approved for continued legal operation under rules and regulations established by NDE. LB 705 transfers this obligation to NDE effective July 1, 2024. We have amended this policy to end the public school's obligation to provide textbooks to private schools effective July 1, 2024. This change is effective three months after adjournment of the Unicameral, approximately September 2, 2023. This change is required.

22.3. Policy 3059: Audio and Video Recording (Relocating of policy 5063)

POLICY 3059: AUDIO AND VIDEO RECORDING (RELOCATION OF POLICY 5063)
Now that most middle-high school students, staff members, parents, and patrons have smartphones and other devices, it was time to revisit this policy. While this certainly does not address all technology-based conduct, we have made a few changes that apply to more than just students. This is why it will be relocated into the 3000 series. For example, previously the policy did not prohibit staff from making secret recordings. We made that change. We also updated the security camera footage section and made a few other tweaks to better align the policy to school practices. These changes are not required but are highly recommended. Relocation is required even if you don't amend the policy for ease of tracking future changes.

22.4. Policy 4003: Drug Policy Regarding Drivers

We made a minor revision to fix a clerical error regarding the term Medical Review Officer. This change is required.

22.5. Policy 4045: Milk Expression

President Biden signed into law the Providing Urgent Maternal Protections for Nursing Mothers Act ("PUMP for Nursing Mothers Act") at the end of 2022. The Act expands protections for salaried employees such as teachers and also requires the break to be paid if the employee is also working while expressing breast milk. We changed our policy to include language regarding the frequency at which an employee can request to pump. This change is required.

22.6. Policy 4059: Behavioral and Mental Health Training (Formerly Suicide Prevention Training)

Section 79-2,146 currently requires nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel to receive at least one hour of suicide awareness and prevention training each year. LB 705 amends this section to require "all public school employees who interact with students and any other appropriate personnel" as determined by the superintendent to receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. NDE will develop a list of approved training materials. Please note, we left the proposed October 31 or within 30 days of initial employment wording in the policy. This is not required by law, so you can adjust the completion deadlines as you see fit. These changes are effective three months after adjournment of the Unicameral, approximately September 2, 2023. This change is required.

22.7. Policy 5003: Admission of Part-Time Students

LB 705 (Sec. 75) will amend Nebraska's part-time enrollment statute, section 79-2,136. Prior to the amendments, the statute contained only one section and generally deferred to school board policy for most part-time enrollment considerations. LB 705 contains some new requirements for the admission of part-time students. First, the statute creates an ambiguity regarding which classes a part-time student can take. LB 705 added a clause into the original statute, which now reads: "Each school board shall allow the part-time enrollment of students, for all courses selected by the students...." We know many schools limit the classes available to part-time students, in addition to limitations based on class sizes and things like that. It is unclear whether the Unicameral intended the new clause to mean students can select any courses they want, or if they intended that to mean any courses offered to part-time students but not necessarily all courses they might be eligible to take if they were full-time students. We left the general restrictions based on class sizes and resources intact but remained silent on strict class availability for part-time students (e.g., only essential courses or only specials) giving each school the opportunity to decide whether they want to make all courses available or continue to limit courses a part-time student can take even if you have capacity. Second, LB 705 requires school boards to establish policies and procedures relating to participation in extracurricular activities. It requires schools to permit part-time students to participate in extracurriculars "subject to the same requirements, conditions, and procedures" as your full-time students. This means they must comply with all academic, behavioral, and other eligibility rules established by the school, including your student code of conduct. We've also specified that this includes being eligible for NSAA participation, or eligible based on the governing body of any activity not subject to NSAA rules. The statute has two specific limitations. Current NSAA rules require students to be enrolled in at least 20 credit hours, 10

of which must come from the public school. The statute changes now state that part-time students must be allowed to participate if they are enrolled in 5 credit hours in the public school. This change will reduce the public school enrollment requirement from 10 to 5 hours, and we anticipate the NSAA will make any changes necessary on its end to allow schools to comply with this statute. 5 The statute also prohibits schools from giving a preference in team selection to full-time students over part-time students. As for transportation, the statute does not require schools to provide transportation for school attendance purposes, but it does require schools to provide extracurricular transportation or mileage to a part-time student on the same terms as you provide extracurricular transportation to your full-time students. For example, if you drive a bus from the school parking lot to away contests or off-site practices, the part-time student gets to ride the bus to those events. The part-time student would be responsible for getting himself or herself to the designated pick-up point. Finally, this change also raises a timing issue. Schools will have their policies and handbooks updated to start the year, but these requirements do not go into effect until approximately September 10, 2023. This begs the question of whether a student is subject to the various credit hour and other requirements at the beginning of the fall season, or only after the law becomes effective. To avoid having to do mid-year changes to enrollment, handbooks, and policies, our recommendation is to begin applying the new requirements with the start of fall seasons, assuming the NSAA will provide flexibility for the flex time between the start of fall seasons and the effective date of the new requirements. These changes are effective three months after adjournment of the Unicameral, approximately September 2, 2023. This change is required.

22.8. Policy 5004: Option Enrollment

LB 705 made three substantive changes to the option enrollment laws. 1. Special education capacity determinations must and may only be determined on a case-by-case basis. If an option application indicates that a student has an individualized education plan (IEP) or has been diagnosed with a disability, the application must be evaluated by the director of special education services or the director's designee who shall determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. 2. If the school board wishes to declare a program, class, or school unavailable for the following school year, the board must pass a 6 resolution with such a declaration prior to October 15th of the previous school year. 3. Schools must annually establish, publish, and report the capacity for each school building under the district's control according to procedures, criteria, and deadlines established by the Nebraska Department of Education These changes are effective three months after adjournment of the Unicameral, approximately September 2, 2023. This change is required.

22.9. Policy 5035: Student Discipline

PK-2nd Grade Students. LB 705 provides that schools will no longer be able to suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a school vehicle, or to a school-sponsored activity or athletic event. Schools must develop a policy to implement this new limitation and must include disciplinary measures inside the school as an alternative to suspension. Completing Missed Work. Any student who is suspended must be given an opportunity to complete any classwork, homework, examinations, or other work missed during the period of

suspension. "Must" used to say "may." Schools must develop and adopt guidelines that provide any suspended student with the opportunity to complete classwork and homework. The guidelines may not require the student to attend the school district's alternative programs for expelled students in order to complete classwork and homework. The guidelines must be provided to the student and a parent or guardian at the time of suspension. Short-Term Suspensions. When a principal suspends a student for up to five school days, he or she must give a written notice of the suspension to the parent or guardian within 24 hours "or such additional time as is reasonably necessary." LB 705 has revised this requirement to state that the principal only has an additional 48 hours (a total of 72 hours) to send the written notice of the suspension. The principal has always been required to make a "reasonable effort" to hold a conference with the parent or guardian when the student returns to school. Now there is an additional requirement that the principal document such effort in writing. 7 Post-Expulsion Requirements. LB 705 includes a new requirement. At the conclusion of an expulsion, a school district must reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska-accredited institution or institution accredited by one of the six regional accrediting bodies in the United States. Long-Term Suspension, Expulsion, or Mandatory Reassignment. The decision to recommend long-term suspension, expulsion, or mandatory reassignment did not have a timeline associated with it. Now, the decision must be made within two school days after learning of the alleged student misconduct. Also, if a student is suspended pending the outcome of a hearing for a long-term suspension, expulsion, or mandatory reassignment, the student must be allowed to complete classwork, homework, examinations, and other work during the period of suspension. Hearing Examiner. When a hearing is requested under the Student Discipline Act, the superintendent now "recommends" the appointment of a hearing examiner within two school days after receiving the hearing request. Parents have two days to request the designation of a different hearing examiner. Upon receiving the request, the superintendent: ? Must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned; and ? May also provide an additional list of hearing examiners that may include hearing examiners employed by or under contract with the school district. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended, provided as an alternative hearing examiner, or included on an additional list, if any, and must notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of the notice. The Hearing. Previously, the hearing had to be "scheduled" within five school days after it was requested. Now, the hearing must be "held" within five school days after the appointment of the hearing examiner. Previously, students and their parents had the right to examine records and written statements "at a reasonable time" before the hearing. Now, the 8 school must provide copies of records, written statements, and required affidavits no later than 48 hours before the hearing. The school must make available those witnesses who have knowledge of or were involved in the alleged misconduct and subsequent discipline of the student if such witnesses are requested by the student or the student's parent, guardian, or representative and if such witnesses are employees or under contract with the school district. With changes from LB 705, the hearing examiner now has ten calendar days to provide the findings and recommendations to the superintendent, and the superintendent has five school days after receiving the report to make his or her determination. Previously, there

was no time limit for either action. Appeal. If the student or parent appeals the superintendent's decision, the superintendent's determination will no longer take immediate effect. School Board Decision. In the event of an appeal, the school board now must take final actions within three calendar days after the hearing. Previously, there was no time limit on the board's ability to make a final decision. The changes are effective three months after adjournment of the Unicameral, approximately September 2, 2023. However, Policy 5035 has been revised to reflect these new requirements so that you do not have to change policies and handbooks in September. These changes are required.

22.10. Policy 5049: Firearms and Weapons

LB 77 authorizes anyone, other than a minor or prohibited person, to carry a concealed handgun anywhere in Nebraska, with or without a concealed handgun permit. However, the law still prohibits people from carrying a concealed or unconcealed handgun into a public school or on public school property. This prohibition does not apply to a qualified law enforcement officer or qualified retired law enforcement officer carrying a concealed handgun pursuant to 18 U.S.C. 926B or 926C. We have revised this policy to remove the reference to an exception based on possessing a concealed handgun permit. This change is required.

22.11. Policy 5052: School Wellness

The link to the website at the bottom of the policy that contains the evidence-based strategies used in the policy has been updated. This change is required.

22.12. Policy 6003: Instructional Program

We have updated the policy to reflect the minimum number of instructional hours for each corresponding grade as required by Nebraska law and NDE regulations. You may adjust these hours upward if desired. This change is required.

22.13. Policy 6004: Curriculum Development

We have updated the policy to reflect the new requirement that goes into effect for the 2023-24 school year that all students take at least one course in financial literacy. This required coursework may not be embedded in other curricula throughout a high school student's secondary education. Rather the course must be a standalone class equaling five (5) high school credits or an equivalent one-semester course. The Nebraska Department of Education has curricular resources for the financial literacy course here. The Financial Literacy Act requires the district to submit a report to the board of education about your compliance with the Act no later than December 31, 2024. You do not need to worry about reporting for the 2023-24 school year. We will provide you with the necessary information for that report in the years they will be required and will add them to our running list of annual notices, hearings, and reports at that time. The Financial Literacy Act was passed as a companion statute to the Computer Science and Technology Act. LB 705 pushed back the effective date of the Computer Science and Technology Act to the 2027-28 school year. As a side note, Policy 6004 has a table that sets out a schedule for curriculum review and textbook adoption. This table will need to be edited to reflect your district's practices. For example, if your district staff reviews the curriculum in one year and then actually adopts a textbook in the following

year, you would adjust the content of the "textbook adoption" cell down a level. This year is also a good time to check the dates that your district has filled in under the "school year" column and to update them as necessary. The financial literacy curriculum is required for 23-24, but we have added both financial literacy and computer science to the curriculum review chart.

23. AGENDA SETTING AND FUTURE MEETINGS

Monday, July 17, 2023- Board Retreat, 6:30pm

Monday, July 17, 2023- Regular Board of Education Meeting, 7pm

The board wanted to have a board retreat at 6:30 PM before the regular July board meeting to go look at the construction.

24. ADJOURNMENT

Motion to adjourn the meeting at 9:59pm Passed with a motion by Kiley Goff and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 5, Nay: 0

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

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

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

The meeting was adjourned at 9:59 PM.

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

9.2. **Classified Resignations**

Melanie Castillo, High School SpEd
Maricruz Sosa, Elementary Title

Carrie Haynie <carrie.haynie@cozadschools.net>

Fwd: Leaving

1 message

James Ford <james.ford@cozadschools.net> Mon, Jun 12, 2023 at 9:40 AM
To: Carrie Haynie <carrie.haynie@cozadschools.net>

Another para opening

---------- Forwarded message ---------
From: **Corey Fisher** <corey.fisher@cozadschools.net>
Date: Mon, Jun 12, 2023 at 9:07 AM
Subject: Fwd: Leaving
To: James Ford <james.ford@cozadschools.net>

Received this email this morning just a bit ago.

Corey A. Fisher
Principal, Cozad High School
308-784-2744 - Office | corey.fisher@cozadschools.net
https://www.cozadschools.net/
1710 Meridian, Cozad, NE 69130

---------- Forwarded message ---------
From: **Melanie Castillo** <melanie.castillo@cozadschools.net>
Date: Mon, Jun 12, 2023 at 8:53 AM
Subject: Leaving
To: Corey Fisher <corey.fisher@cozadschools.net>, Marcie Kostrunek <marcie.kostrunek@cozadschools.net>

Hey there,

After long consideration, I have decided to move to Kearney, and with that said, I will not be coming back in the fall for the 2023-2024 school year. I really wanted to stay and help these students for another year, but employment opportunities showed up and it seemed to be what's best for myself and my daughter at this time.

Please let me know how to go about returning the key fob and school keys.

I hope you are having a great summer.

Thanks

Melanie.

--
The secret in education lies in respecting the student.

#HaymakerWay

James Ford
Interim Superintendent
Cozad Community Schools

June 29, 2023
Maricruz Sosa

Dear Mr. Hoehner and Mr. Williams

I have enjoyed working with Cozad Elementary School Immensely over 4 years as SPED Para. It's a hard decision because I love my job, I enjoy it a lot. I wouldn't want to resign, but I don't have someone to take care of my kids. I don't know many people in Cozad and people who I know can't. However, the time has come for me to move and pursue to be with my kids, enjoy them because they grow very fast. Also, I would like to pursue my personal career and continue with education goals.

It has been a genuine pleasure working for Cozad Elementary School and I will miss all the kids and teachers here. I hope in the future I can still be part of Cozad Elementary School. Thank you for this great learning opportunity and for believing in me.

Sincerely,
Maricruz Sosa

9.3. **Classified Hires**

9.4. **Standing Reports**

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

SFSP Claim For Reimbursement Summary

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

Confirmation #: FCEFAD

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jun 2023	0	07/07/2023	07/07/2023		Original

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	2	22	41	0
AM Snack	0	0	0	0
Lunch	2	22	116	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	878	0	0	0	0	0	878
AM Snack	0	0	0	0	0	0	0
Lunch	2,532	0	0	0	0	0	2,532
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	878	2.5700	2,256.46
AM Snack	0	1.0400	0.00
Lunch	2,532	4.4800	11,343.36
PM Snack	0	1.0400	0.00
Supper	0	4.4800	0.00
Total			**13,599.82**

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	878	0.2550	223.89
AM Snack	0	0.1275	0.00
Lunch	2,532	0.4700	1,190.04
PM Snack	0	0.1275	0.00
Supper	0	0.4700	0.00
Total			**1,413.93**

Claim Reimbursement Total **15,013.75**

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	13,599.82	1,413.93	15,013.75
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	13,599.82	1,413.93	15,013.75
Net Claim Reimbursement Total	**13,599.82**	**1,413.93**	**15,013.75**

Hide Site Meal Details

Site Meal Totals

0002 Cozad Elementary

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	33	721	0	2.8250	2,036.82
Lunch	22	79	1,718	0	4.9500	8,504.10
					Site Total	**10,540.92**

0005 Cozad High School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	22	8	157	0	2.8250	443.52
Lunch	22	37	814	0	4.9500	4,029.30
					Site Total	**4,472.82**

9.5. **Salary Advancement Applications**

Jill Albrecht, University of Nebraska Kearney, Overview of Assistive Technology, 3 hours

SALARY ADVANCEMENT APPLICATION

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

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

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

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

Name: Jill Albrecht Date: 7-10-2023

College granting course credit: UNK

Course number: TE 805 Course term date: Summer 2023

Number of graduate course hours: 3

Course title: Overview of Assistive Technology

Course description: This course examines the applications of assistive technology for individuals with disabilities as it relates to teaching + learning.

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

This course will provide me with new research data for students with special needs while exploring technology + assistive technology to better meet the needs of students. This course will help me as an SLP be able to support students using assistive technology with their communication skills.

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

DISTRICT OFFICE USE ONLY

X Approved ___ Not Approved for school year: 2024-2025 Board notified: 07/17/2023

Superintendent of Schools: [signature] Date: 7-11-23

Transcripts received by: _____ Date: _____

9.6. **Local Sub**

Sasha Rutkowski

Cozad Community Schools

Home of the Haymakers

James Ford, Superintendent of Schools
Corey Fisher, High School Principal
Brian Regelin, Middle School Principal
Kyle Hoehner, Elementary Principal

Jeremy Yilk, Activities Director
Jessica Edeal, Special Education Director
Patty Wolfe, Director of Technology
Connor Williams, Director of Teaching & Learning

July 12, 2023

Teacher Certification Office

P.O. Box 94987

Lincoln, NE 68509-4987

Fax: 402-742-2359

To Whom It May Concern:

The use of a local substitute teaching certificate has been approved by the board of education of the Cozad Community Schools. I request that you issue a local teaching certificate to:

SASHA RUTKOWSKI

NDE Staff ID: 1328305256

Sincerely,

Mr. James Ford, Superintendent

Cozad Community Schools

District Office
1910 Meridian Ave
Cozad, NE 69130

308-784-2745

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

Treasures Report	Statement Balance	Disbursements	Balance/Disbursements Differential
September			
17-18	$3,577,968	$1,020,203	$2,557,765
18-19	$3,382,832	$1,134,349	$2,248,483
19-20	$3,915,719	$1,002,989	$2,912,730
20-21	$4,432,817	$875,601	$3,557,216
21-22	$4,547,402	$980,625	$3,566,777
22-23	$4,285,482	$1,333,866	$2,951,616
Average	**$4,023,703**	**$1,057,939**	**$2,965,765**
October			
17-18	$2,969,296	$1,037,445	$1,931,850
18-19	$2,733,719	$1,164,351	$1,569,369
19-20	$3,588,137	$1,004,781	$2,583,356
20-21	$4,056,551	$984,156	$3,072,395
21-22	$4,102,591	$1,040,487	$3,062,103
22-23	$3,470,392	$1,504,247	$1,966,145
Average	**$3,486,781**	**$1,122,578**	**$2,671,000**
November			
17-18	$2,270,602	$904,859	$1,365,743
18-19	$2,036,207	$1,100,336	$935,871
19-20	$2,825,571	$1,288,980	$1,536,591
20-21	$3,497,161	$895,316	$2,601,845
21-22	$3,477,163	$962,774	$2,514,389
22-23	$2,741,180	$1,086,735	$1,654,445
Average	**$2,807,981**	**$1,039,833**	**$1,768,147**
December			
17-18	$1,996,013	$909,968	$1,086,046
18-19	$1,848,520	$686,156	$1,162,364
19-20	$2,385,828	$1,083,717	$1,302,112
20-21	$3,156,397	$1,179,213	$1,977,184
21-22	$2,875,459	$982,147	$1,893,312

Treasures Report	Statement Balance	Disbursements	Balance/Disbursements Differential
22-23	$1,990,513	$1,178,130	$812,383
Average	**$2,375,455**	**$1,003,222**	**$1,372,233**
January			
17-18	$2,419,429	$1,054,216	$1,365,213
18-19	$2,047,970	$1,178,079	$869,891
19-20	$2,910,842	$979,576	$1,931,267
20-21	$3,594,213	$976,565	$2,617,648
21-22	$3,881,909	$933,353	$2,948,556
22-23	$2,731,624	$1,001,621	$1,730,003
Average	**$2,930,998**	**$1,020,568**	**$1,910,430**
February			
17-18	$2,668,286	$774,244	$1,894,043
18-19	$2,191,379	$774,474	$1,416,905
19-20	$3,207,237	$979,575	$2,227,662
20-21	$3,682,747	$900,020	$2,782,727
21-22	$3,835,478	$967,405	$2,868,073
22-23	$3,057,792	$1,066,265	$1,991,527
Average	**$3,107,153**	**$910,331**	**$2,196,823**
March			
17-18	$2,158,859	$1,071,088	$1,087,771
18-19	$1,720,359	$1,055,927	$664,432
19-20	$2,811,187	$1,173,908	$1,637,279
20-21	$3,490,297	$912,396	$2,577,902
21-22	$3,649,611	$982,753	$2,666,858
22-23	$2,595,717	$1,258,271	$1,337,446
Average	**$2,737,672**	**$1,075,724**	**$1,661,948**
April			
17-18	$1,826,350	$717,007	$1,109,343
18-19	$1,267,858	$884,313	$383,544
19-20	$2,674,161	$785,550	$1,888,611

Treasures Report	Statement Balance	Disbursements	Balance/Disbursements Differential
20-21	$3,277,108	$965,854	$2,311,254
21-22	$3,162,463	$944,486	$2,217,977
22-23	$2,583,564	$1,053,631	$1,529,933
Average	**$2,465,251**	**$891,807**	**$1,573,444**
May			
17-18	$3,459,603	$1,519,726	$1,939,877
18-19	$3,218,417	$1,011,714	$2,206,703
19-20	$4,910,442	$897,088	$4,013,353
20-21	$5,196,577	$1,111,602	$4,084,975
21-22	$5,081,058	$1,003,836	$4,077,222
22-23	$4,068,892	$1,072,064	$2,996,828
Average	**$4,322,498**	**$1,102,672**	**$3,219,826**
June			
17-18	$3,496,438	$669,619	$2,826,819
18-19	$2,993,475	$906,115	$2,087,360
19-20	$5,068,020	$847,302	$4,220,717
20-21	$4,872,579	$1,029,788	$3,842,791
21-22	$5,071,500	$1,025,749	$4,045,751
22-23	$3,794,696	$1,166,546	$2,628,150
Average	**$4,216,118**	**$940,853**	**$3,275,265**
July			
17-18	$2,717,758	$890,008	$1,827,749
18-19	$2,370,240	$794,968	$1,575,271
19-20	$4,423,075	$850,018	$3,573,057
20-21	$2,907,933	$1,262,758	$1,645,175
21-22	$4,198,200	$991,750	$3,206,450
22-23			
Average	**$3,323,441**	**$957,901**	**$2,365,541**
August			
17-18	$2,228,237	$1,134,349	$1,093,888

Treasures Report	Statement Balance	Disbursements	Balance/Disbursements Differential
18-19	$1,787,840	$1,197,842	$589,998
19-20	$1,391,947	$2,063,913	-$671,966
20-21	$2,715,978	$1,442,005	$1,273,973
21-22	$2,578,216	$1,841,629	$736,587
22-23			
Average	**$2,140,443**	**$1,535,948**	**$604,496**
Total Average	***$3,131,985***	***$1,172,138***	***$2,132,076***

	2022-2023 Disbursements					
Month	Total Expenditures	Cumulative Spent	Cumulative % of Budget Spent	Projected % Budget Spent	Notes	
September	$1,333,866	$1,333,866	8.34%	8.33%		
October	$1,504,247	$2,838,113	17.76%	16.67%	***$390,246 paid back to Building Fund***	
November	$1,086,735	$3,924,848	24.55%	25.00%	Lease purchase due	
December	$1,178,130	$5,102,978	31.92%	33.33%	Bond payments due Dec. 15th	
January	$1,001,621	$6,104,599	38.19%	41.67%		
February	$1,066,265	$7,170,864	44.86%	50.00%		
March	$1,258,271	$8,429,135	52.73%	58.33%	***Bus, EL Math Curriculum***	
April	$1,053,631	$9,482,766	59.32%	66.67%		
May	$1,072,064	$10,554,830	66.03%	75.00%	Lease purchase due	
June	$1,166,546	$11,721,376	73.33%	83.33%	Bond payments due June 15th,***BUS***	
July	$980,960	$12,702,336	79.47%	91.67%		
August	$1,575,948	$14,278,284	89.32%	100.00%		
Total	$14,278,284					
2022-23 Budgeted Disbursements	$15,984,711					
	Cumulative:					
	September	October	November	December	January	February
Projected Expenses	$1,332,059	$2,664,119	$3,996,178	$5,328,237	$6,660,296	$7,992,356
Actual Expenses	$1,333,866	$2,838,113	$3,924,848	$5,102,978	$6,104,599	$7,170,864
Difference	-$1,807	-$173,995	$71,329	$225,259	$555,697	$821,491
	March	April	May	June	July	August
Projected Expenses	$9,324,415	$10,656,474	$11,988,533	$13,320,593	$14,652,652	$15,984,711
Actual Expenses	$8,429,135	$9,482,766	$10,554,830	$11,721,376	$12,702,336	$14,278,284
Difference	$895,279	$1,173,708	$1,433,703	$1,599,216	$1,950,315	$1,706,427

General Fund (01)	June	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	$4,554,077	$4,727,824	$5,052,657	$4,679,632	$486,899.22	$4,838,882	$6,174,000	78.38	
12000's	SPED	$1,027,201	$1,052,630	$1,003,146	$1,047,075	$106,812.67	$1,176,116	$1,607,250	73.18	
1300's	Summer School	$3,107	$1,419	$1,634	$1,510	$2,162.50	$7,343	$28,000	26.23	
2100's	Support-Pupils (SPED)	$438,836	$424,314	$408,521	$689,228	$61,645.43	$675,603	$949,000	71.19	
2200's	Support-Pupils (Non-SPED)	$275,100	$176,126	$95,576	$110,762	$20,243.71	$153,429	$404,000	37.98	
2300's	BOE, Execut, Legal	$231,328	$247,683	$235,543	$306,234	$46,267.52	$301,718	$364,000	82.89	
2400's	Office of Principal	$624,738	$493,620	$591,633	$674,040	$78,483.85	$774,176	$1,009,000	76.73	
2500's	Gen Ad-Business Services	$302,392	$451,794	$321,898	$425,073	$34,891.19	$486,227	$753,000	64.57	
2600's	Maintenance/Operation	$794,594	$885,316	$921,389	$717,390	$67,115.92	$750,347	$1,819,000	41.25	
2700's	Transportation	$193,367	$200,365	$210,441	$249,303	$172,040.78	$565,032	$421,900	133.93	bus
2900's	Other Support Services	$0	$0	$20,920	$6,919	$2,700.21	$12,228	$18,100	67.56	
3000's	Community Services	$157,692	$226,562	$185,832	$195,703	$23,707.78	$249,050	$340,000	73.25	
4300's	Architecture and Engineering	$0	$0	$10,743	$4,345					
6000's	Federal Programs	$632,975	$665,133	$673,689	$663,252	$64,291.80	$1,268,828	$408,400	310.68	*ESSER*
8000's	Transfers	$39,500	$49,500	$31,500	$41,500	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$595	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	building fund
Cash Reserve										
Total		$9,275,502	$9,602,493	$9,824,278	$9,811,966	$1,167,262.58	$11,692,725	$15,984,711	73.15	

General Fund (01)	September	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Difference previous year			
1000's	Regular Instruction	$480,732	$502,058	$480,364	$456,779	$482,624	$25,845			
12000's	SPED	$101,358	$96,799	$94,930	$99,249	$109,585	$10,336			
1300's	Summer School					$5,181				
2100's	Support-Pupils (SPED)	$37,794	$30,408	$30,259	$51,380	$51,967	$588			
2200's	Support-Pupils (Non-SPED)	$28,634	$17,466	$8,843	$11,797	$18,773	$6,976			
2300's	BOE, Execut, Legal	$28,502	$33,322	$22,332	$32,432	$32,619	$187			
2400's	Office of Principal	$66,885	$51,079	$66,622	$70,262	$84,666	$14,404			
2500's	Gen Ad-Business Services	$32,841	$88,043	$26,935	$39,071	$70,039	$30,968			
2600's	Maintenance/Operation	$68,562	$149,240	$98,081	$82,908	$85,041	$2,133			
2700's	Transportation	$18,776	$22,023	$13,435	$19,280	$22,479	$3,199			
2900's	Other Support Services					$2,815				
3000's	Community Services	$20,988	$22,388	$18,210	$28,262	$32,579	$4,317			
6000's	Federal Programs	$55,857	$54,347	$56,195	$56,871	$277,204	$220,333			
8000's	Transfers	$19,500	$16,500	$16,500	$39,500	$43,500	$4,000			
9000's	Non program	-	-	-	-	-	-			

Cash Reserve										
Total		$960,429	$1,083,674	$932,706	$990,221	$1,319,073	$328,851			
General Fund (01)	**October**	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	**Budgeted**	**% Spent**	**Notes**
1000's	Regular Instruction	$940,739	$987,981	$976,499	$936,648	$477,486.15	$958,862	$6,174,000	15.53	
12000's	SPED	$205,864	$207,483	$201,810	$207,374	$128,934.78	$238,520	$1,607,250	14.84	
1300's	Summer School				$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$96,151	$79,840	$76,777	$137,068	$88,402.40	$140,370	$949,000	14.79	
2200's	Support-Pupils (Non-SPED)	$53,398	$38,921	$19,269	$22,593	$20,632.79	$39,406	$404,000	9.75	
2300's	BOE, Execut, Legal	$51,693	$62,599	$45,679	$76,547	$43,062.96	$75,682	$364,000	20.79	
2400's	Office of Principal	$130,547	$100,108	$132,661	$139,099	$85,891.49	$170,557	$1,009,000	16.90	
2500's	Gen Ad-Business Services	$57,603	$146,329	$72,931	$79,552	$76,024.80	$146,064	$753,000	19.40	
2600's	Maintenance/Operation	$140,114	$258,467	$174,997	$174,341	$78,084.18	$163,125	$1,819,000	8.97	
2700's	Transportation	$44,100	$47,930	$39,918	$52,905	$30,548.82	$53,028	$421,900	12.57	
2900's	Other Support Services				$4,813	$2,576.43	$5,392	$18,100	29.79	
3000's	Community Services	$43,362	$44,476	$35,409	$46,756	$24,246.66	$56,825	$340,000	16.71	
6000's	Federal Programs	$113,523	$117,872	$130,469	$125,509	$64,395.09	$342,848	$408,400	83.95	
8000's	Transfers	$19,500	$39,500	$18,500	$39,500	$0.00	$43,500	$192,000	22.66	
9000's	Non program	-	-	-	-	$390,246.00	$390,246	$498,711	78.25	
Cash Reserve										
Total		$1,896,862	$2,131,507	$1,924,920	$2,042,805	$1,510,532.55	$2,829,605	$15,984,711	17.70	
	November	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	**Budgeted**	**% Spent**	
1000's	Regular Instruction	$1,408,618	$1,456,333	$1,470,926	$1,399,931	$484,431.28	$1,443,293	$6,174,000	23.38	
12000's	SPED	$312,860	$318,269	$308,004	$316,090	$125,520.33	$364,040	$1,607,250	22.65	
1300's	Summer School				$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$139,940	$129,404	$121,858	$209,393	$76,945.48	$217,315	$949,000	22.90	
2200's	Support-Pupils (Non-SPED)	$81,469	$57,236	$29,175	$33,866	$12,650.92	$52,057	$404,000	12.89	
2300's	BOE, Execut, Legal	$72,576	$85,082	$66,781	$104,984	$16,847.71	$92,530	$364,000	25.42	
2400's	Office of Principal	$192,785	$150,907	$198,231	$206,402	$82,093.66	$252,651	$1,009,000	25.04	
2500's	Gen Ad-Business Services	$80,736	$182,120	$111,446	$107,950	$37,076.02	$183,140	$753,000	24.32	
2600's	Maintenance/Operation	$323,494	$442,073	$242,867	$237,181	$75,451.95	$238,577	$1,819,000	13.12	
2700's	Transportation	$66,092	$87,244	$62,451	$77,526	$30,108.57	$83,137	$421,900	19.71	
2900's	Other Support Services				$6,969	$2,516.43	$7,908	$18,100	43.69	
3000's	Community Services	$58,349	$66,607	$52,679	$65,171	$24,265.95	$81,091	$340,000	23.85	
4300's	Architecture and Engineering				$384	$0.00				
6000's	Federal Programs	$181,770	$189,286	$197,206	$191,758	$112,288.06	$455,136	$408,400	111.44	
8000's	Transfers	$19,500	$39,500	$18,500	$41,500	$0.00	$43,500	$192,000	22.66	
9000's	Non program					$0.00	$390,246	$498,711	78.25	
Cash Reserve										
Total		$2,937,906	$3,204,067	$2,881,317	$2,999,205	$1,080,196.36	$3,909,801	$15,984,711	24.46	

General Fund (01)	December	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	$1,858,602	$1,926,508	$1,946,378	$1,862,419	$479,981.11	$1,923,274	$6,174,000	31.15	
12000's	SPED	$417,819	$424,973	$412,981	$426,098	$127,592.81	$491,633	$1,607,250	30.59	
1300's	Summer School	-	-	-	$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$184,383	$179,338	$167,162	$275,812	$74,613.77	$291,929	$949,000	30.76	
2200's	Support-Pupils (Non-SPED)	$106,407	$73,941	$39,660	$44,639	$13,042.38	$65,099	$404,000	16.11	
2300's	BOE, Execut, Legal	$97,883	$108,627	$89,812	$130,037	$30,819.19	$123,349	$364,000	33.89	
2400's	Office of Principal	$255,428	$199,406	$261,993	$273,613	$81,206.47	$333,857	$1,009,000	33.09	
2500's	Gen Ad-Business Services	$119,797	$252,570	$154,038	$155,079	$42,118.05	$225,258	$753,000	29.91	
2600's	Maintenance/Operation	$377,696	$510,951	$414,586	$313,354	$62,336.46	$300,914	$1,819,000	16.54	
2700's	Transportation	$87,009	$108,015	$81,766	$102,726	$25,101.53	$108,238	$421,900	25.65	
2900's	Other Support Services	$0	$0	$0	$9,121	$2,401.45	$10,310	$18,100	56.96	
3000's	Community Services	$72,507	$90,478	$71,109	$84,235	$23,640.03	$104,731	$340,000	30.80	
4300's	Architecture and Engineering	$0	$0	$0	$494	$0.00				
6000's	Federal Programs	$246,867	$253,162	$265,038	$256,303	$214,396.27	$669,532	$408,400	163.94	*ESSER*
8000's	Transfers	$19,500	$39,500	$18,500	$41,500	$0.00	$43,500	$192,000	22.66	
9000's	Non program	-	-	$7,479	$0	$0.00	$390,246	$498,711	78.25	building fund
Cash Reserve										
Total		$3,843,898	$4,167,468	$3,930,503	$3,975,529	$1,177,249.52	$5,087,051	$15,984,711	31.82	

General Fund (01)	January	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	$2,304,153	$2,395,499	$2,480,007	$2,325,606	$471,047.10	$2,394,322	$6,174,000	38.78	
12000's	SPED	$516,372	$532,586	$510,592	$524,567	$121,577.16	$613,210	$1,607,250	38.15	
1300's	Summer School	$0	$310	0	$100		$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$227,329	$228,746	$212,872	$345,351	$69,189.08	$361,112	$949,000	38.05	
2200's	Support-Pupils (Non-SPED)	$131,199	$94,595	$52,024	$55,097	$15,830.96	$80,930	$404,000	20.03	
2300's	BOE, Execut, Legal	$118,883	$130,653	$114,556	$155,572	$18,362.23	$141,717	$364,000	38.93	
2400's	Office of Principal	$315,141	$246,210	$294,459	$338,518	$76,701.63	$391,300	$1,009,000	38.78	
2500's	Gen Ad-Business Services	$155,695	$289,141	$187,025	$185,211	$36,035.27	$261,218	$753,000	34.69	
2600's	Maintenance/Operation	$455,170	$594,732	$483,674	$373,370	$79,557.79	$380,472	$1,819,000	20.92	
2700's	Transportation	$104,316	$128,838	$103,845	$125,356	$26,293.79	$134,532	$421,900	31.89	
2900's	Other Support Services	$0	$0	$10,516	$2,160	$2,150.05	$12,460	$18,100	68.84	
3000's	Community Services	$86,243	$113,621	$91,091	$102,988	$23,344.84	$128,076	$340,000	37.67	
4300's	Architecture and Engineering	$0	$0	$0	$681	$0.00	$0			
6000's	Federal Programs	$306,174	$314,178	$286,599	$323,592	$60,539.89	$749,331	$408,400	183.48	*ESSER*
8000's	Transfers	$29,500	$49,500	$31,500	$41,756	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$0	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	building fund
Cash Reserve										
Total		$4,750,175	$5,118,816	$4,917,916	$4,899,925	$1,000,629.79	$6,087,607	$15,984,711	38.08	

General Fund (01)	February	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	$2,753,916	$2,863,217	$2,972,637	$2,794,250	$477,085.81	$2,871,407	$6,174,000	46.51	
12000's	SPED	$623,114	$635,627	$607,159	$628,534	$112,491.49	$725,702	$1,607,250	45.15	
1300's	Summer School	$0	$310	0	$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$281,490	$260,612	$248,879	$411,285	$68,031.18	$429,144	$949,000	45.22	
2200's	Support-Pupils (Non-SPED)	$154,469	$113,895	$61,214	$66,480	$11,604.61	$92,535	$404,000	22.90	
2300's	BOE, Execut, Legal	$148,075	$158,018	$140,773	$187,780	$32,243.07	$173,960	$364,000	47.79	
2400's	Office of Principal	$378,175	$296,642	$353,440	$405,759	$75,257.08	$466,557	$1,009,000	46.24	
2500's	Gen Ad-Business Services	$183,458	$335,250	$218,370	$217,485	$41,511.67	$302,805	$753,000	40.21	
2600's	Maintenance/Operation	$525,965	$674,251	$541,940	$450,987	$74,978.66	$455,450	$1,819,000	25.04	
2700's	Transportation	$123,803	$152,198	$122,928	$151,929	$44,042.09	$178,574	$421,900	42.33	
2900's	Other Support Services	$0	$0	$12,502	$4,417	$2,460.13	$14,920	$18,100	82.43	
3000's	Community Services	$100,670	$136,663	$109,021	$121,420	$23,400.41	$151,477	$340,000	44.55	
4300's	Architecture and Engineering	$0	$0	$0	$743	$0.00	$0			
6000's	Federal Programs	$371,649	$378,166	$352,085	$384,909	$101,288.48	$850,620	$408,400	208.28	*ESSER*
8000's	Transfers	$29,500	$49,500	$31,500	$41,756	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$595	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	building fund
Cash Reserve										
Total		$5,674,879	$6,054,556	$5,831,604	$5,867,834	$1,064,394.68	$7,152,078	$15,984,711	44.74	

General Fund (01)	March	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes
1000's	Regular Instruction	$3,200,693	$3,337,713	$3,454,345	$3,262,820	$480,588.62	$3,351,996	$6,174,000	54.29	
12000's	SPED	$722,505	$738,063	$704,831	$731,334	$111,581.44	$837,283	$1,607,250	52.09	
1300's	Summer School	$0	$310	0	$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$325,505	$304,090	$291,502	$482,894	$61,804.23	$490,948	$949,000	51.73	
2200's	Support-Pupils (Non-SPED)	$186,171	$130,300	$70,788	$76,942	$12,058.20	$104,593	$404,000	25.89	
2300's	BOE, Execut, Legal	$167,133	$186,114	$161,802	$212,128	$26,687.60	$200,648	$364,000	55.12	
2400's	Office of Principal	$439,478	$346,050	$411,328	$472,512	$76,471.14	$543,028	$1,009,000	53.82	
2500's	Gen Ad-Business Services	$213,394	$368,764	$241,205	$242,335	$72,067.51	$374,947	$753,000	49.79	
2600's	Maintenance/Operation	$599,874	$746,346	$601,512	$516,788	$79,555.04	$535,114	$1,819,000	29.42	
2700's	Transportation	$141,896	$170,917	$143,704	$175,892	$144,327.50	$322,793	$421,900	76.51	bus
2900's	Other Support Services	$0	$0	$14,452	$6,497	$2,282.85	$4,743	$18,100	26.20	
3000's	Community Services	$114,847	$159,339	$126,893	$139,649	$23,983.70	$175,460	$340,000	51.61	
4300's	Architecture and Engineering	$0	$0	$4,172	$743	$0.00				
6000's	Federal Programs	$432,593	$438,156	$405,294	$468,757	$165,088.80	$1,015,708	$408,400	248.70	*ESSER*
8000's	Transfers	$29,500	$49,500	$31,500	$41,756	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$595	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	building fund
Cash Reserve										
Total		$6,574,184	$6,975,869	$6,722,484	$6,831,147	$1,256,496.63	$8,396,188	$15,984,711	52.53	

General Fund (01)	April	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	Budgeted	% Spent	Notes

1000's	Regular Instruction	$3,646,474	$3,792,254	$3,969,401	$3,730,165	$492,669.92	$3,844,666	$6,174,000	62.27	
12000's	SPED	$823,020	$843,176	$808,449	$843,137	$119,219.54	$956,503	$1,607,250	59.51	
1300's	Summer School	$0	$310	$0.00	$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$355,617	$345,308	$330,235	$544,319	$55,651.66	$546,599	$949,000	57.60	
2200's	Support-Pupils (Non-SPED)	$214,485	$146,888	$79,036	$87,598	$11,997.95	$116,591	$404,000	28.86	
2300's	BOE, Execut, Legal	$189,785	$206,582	$189,152	$234,187	$25,490.35	$226,138	$364,000	62.13	
2400's	Office of Principal	$499,705	$395,875	$472,235	$540,345	$78,226.60	$621,254	$1,009,000	61.57	
2500's	Gen Ad-Business Services	$232,088	$404,251	$274,282	$275,560	$49,481.86	$424,504	$753,000	56.38	
2600's	Maintenance/Operation	$669,724	$810,961	$673,797	$574,328	$74,863.23	$609,977	$1,819,000	33.53	
2700's	Transportation	$158,901	$186,306	$164,489	$200,097	$40,682.56	$363,476	$421,900	86.15	**bus**
2900's	Other Support Services	$0	$0	$16,716	$2,351	$2,622.51	$7,365	$18,100	40.69	
3000's	Community Services	$129,335	$182,101	$144,974	$158,556	$24,499.82	$199,960	$340,000	58.81	
4300's	Architecture and Engineering	$0	$0	$7,701	$4,345	$0.00	$0			
6000's	Federal Programs	$505,490	$499,454	$470,467	$535,704	$85,930.65	$1,101,639	$408,400	269.75	***ESSER***
8000's	Transfers	$29,500	$49,500	$31,500	$41,756	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$595	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	**building fund**
Cash Reserve										
Total		$7,454,719	$7,863,173	$7,691,590	$7,772,548	$1,061,336.65	$9,457,599	$15,984,711	59.17	
General Fund (01)	**May**	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	22-23 Expenditures to date	**Budgeted**	**% Spent**	**Notes**
1000's	Regular Instruction	$4,102,398	$4,271,149	$4,531,622	$4,198,738	$507,316.66	$4,351,983	$6,174,000	70.49	
12000's	SPED	$927,165	$949,130	$910,271	$944,185	$112,800.78	$1,069,303	$1,607,250	66.53	
1300's	Summer School	$0	$310	$0.00	$100	$0.00	$5,181	$28,000	18.50	
2100's	Support-Pupils (SPED)	$396,905	$385,364	$369,359	$620,407	$67,357.74	$613,957	$949,000	64.70	
2200's	Support-Pupils (Non-SPED)	$238,957	$161,741	$88,488	$97,662	$16,594.33	$133,185	$404,000	32.97	
2300's	BOE, Execut, Legal	$210,500	$227,236	$211,796	$278,923	$29,312.29	$255,450	$364,000	70.18	
2400's	Office of Principal	$562,263	$445,126	$532,070	$606,602	$74,438.10	$695,693	$1,009,000	68.95	
2500's	Gen Ad-Business Services	$269,104	$433,852	$299,310	$338,532	$26,756.54	$451,261	$753,000	59.93	
2600's	Maintenance/Operation	$727,820	$856,752	$810,613	$637,952	$73,253.87	$683,231	$1,819,000	37.56	
2700's	Transportation	$178,552	$193,937	$189,915	$225,895	$29,516.03	$392,992	$421,900	93.15	**bus**
2900's	Other Support Services	$0	$0	$18,820	$4,417	$2,161.97	$9,527	$18,100	52.64	
3000's	Community Services	$144,125	$204,233	$163,539	$177,331	$25,382.45	$225,343	$340,000	66.28	
4300's	Architecture and Engineering	$0	$0	$9,701	$4,345	$0.00				
6000's	Federal Programs	$567,680	$584,946	$570,558	$598,223	$102,896.76	$1,204,536	$408,400	294.94	***ESSER***
8000's	Transfers	$39,500	$49,500	$31,500	$41,500	$0.00	$43,500	$192,000	22.66	
9000's	Non program	$595	$207	$59,156	$0	$0.00	$390,246	$498,711	78.25	**building fund**
Cash Reserve										
Total		$8,365,564	$8,763,483	$8,796,718	$8,774,812	$1,067,787.52	$10,525,388	$15,984,711	65.85	

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
September	$1,787,840	$1,391,947	$2,715,978	$2,907,933	$4,285,483
October	$3,382,832	$3,915,719	$4,432,817	$4,547,402	$3,470,392
November	$2,733,719	$3,588,137	$4,056,551	$4,102,591	$2,741,180
December	$2,036,207	$2,825,571	$3,497,161	$3,477,163	$1,990,513
January	$1,848,520	$2,385,828	$3,156,397	$2,875,459	$2,731,624
February	$2,047,970	$2,910,842	$3,594,213	$3,881,909	$3,057,792
March	$2,191,379	$3,207,237	$3,682,747	$3,835,478	$2,595,717
April	$1,720,359	$2,811,187	$3,490,297	$3,649,611	$2,583,564
May	$1,267,858	$2,674,161	$3,277,108	$3,162,463	$4,068,892
June	$3,218,417	$4,910,442	$5,196,577	$5,081,058	$3,794,696
July	$2,993,475	$5,068,020	$4,872,579	$5,071,500	
August	$2,717,758	$2,370,240	$4,423,075	$2,578,216	
Low Month	**$1,267,858**	**$1,391,947**	**$2,715,978**	**$2,578,216**	**$1,990,513**
Average Cash	$2,328,861	$3,171,611	$3,866,292	$3,673,000	$3,131,985

Date	Old Bond	New Bond	Loan from Building	Date	Bond Balance
1-15-23	$33,300.49	$221,208.30	$579,456.94	1-15-23	$182,272.37
1-15-23		$2,503.33		1-15-23	$439,284.49
2-3-23	$17,536.13	$80,666.48		2-3-23	$439,483.67
3-7-23	$21,401.10	$84,086.94		3-7	$645,834.73
4-13-23	$27,090.56	$108,484.87		4-13	$783,081.66
5-12-23	$134,348.02	$415,957.82		5-12	$581,708.49

NAME	General levy	PK-12 Enrollmen	Total Levy	21-22 Valuation	Property Tax per $	20-21 TEEOSA Ai	Cost Per Pupil 20-21
BROKEN BOW	$0.84	896	$1.30	$960,082,505	$1,301	$99,689	$13,388
WAYNE	$0.98	987	$1.08	$970,374,093	$1,082	$304,830	$13,426
COLUMBUS LAKEVIEW	$0.58	905	$0.68	$1,631,223,847	$683	$90,625	$13,937
FORT CALHOUN	$0.95	796	$1.24	$505,989,206	$1,244	$4,010,000	$14,454
CHADRON	$1.00	981	$1.05	$590,855,697	$1,050	$4,222,000	$14,949
GOTHENBURG	$0.94	841	$1.03	$869,416,843	$1,034	$723,416	$15,273
MINDEN	$0.74	848	$0.92	$1,214,171,573	$923	$105,673	$15,380
COZAD	$1.01	936	$1.26	$812,086,343	$1,256	$1,900,000	$15,401
HASTINGS ADAMS CENTRAL	$0.66	1000	$0.79	$1,302,676,394	$792	$1,100,000	$15,966
ONEILL	$0.82	807	$0.96	$1,092,028,258	$956	$105,497	$16,940
FAIRBURY	$0.88	914	$1.03	$1,146,581,042	$1,035	$104,413	$18,544
AVERAGE	**$0.85**	**$901**	**$1.03**	**$1,008,680,527**	**$1,032**	**$1,160,558**	**$15,242**

General Fund Exp.									
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
General	$ 9,461,365	$ 10,158,711	$ 10,386,630	$ 10,259,974	$ 10,943,703	$ 10,766,943	$ 11,629,025	$ 11,266,519	$ 12,651,417
% increase		7.37%	2.24%	-1.22%	6.66%	-1.62%	8.01%	-3.12%	12.29%
3 year increase				8%	8%	4%	13%	3%	18%
							(Depreciation)		(HVAC - ESERII)
Tax request	$ 5,653,053	$ 6,891,711	$ 7,796,973	$ 8,409,090	$ 8,564,742	$ 8,539,749	$ 8,608,081	$ 8,061,717	$ 8,183,489
		21.91%	13.14%	7.85%	1.85%	-0.29%	0.80%	-6.35%	1.51%
Valuations	$ 590,978,746	$ 713,201,677	$ 796,440,220	$ 840,899,011	$ 844,899,606	$ 829,101,595	$ 839,380,326	$ 803,195,080	$ 812,086,343
		20.68%	11.67%	5.58%	0.48%	-1.87%	1.24%	-4.31%	1.11%
State Aid	$ 3,003,571	$ 2,684,740	$ 2,094,542	$ 941,819	$ 492,317	$ 423,705	$ 2,852,846	$ 1,906,001	$ 1,976,682
		-10.62%	-21.98%	-55.03%	-47.73%	-13.94%	573.31%	-33.19%	3.71%

Year	Tax Request	Property Tax Request	Operating Budget
September 2018	1.03	$8,539,749.41	$13,826,145
September 2019	1.025528	$8,606,061	$14,217,000
September 2020	1.003706	$8,061,717	$14,547,942
September 2021	1.007712	$8,183,489	$15,728,770
September 2022	1.010866	$8,400,000	$15,984,711

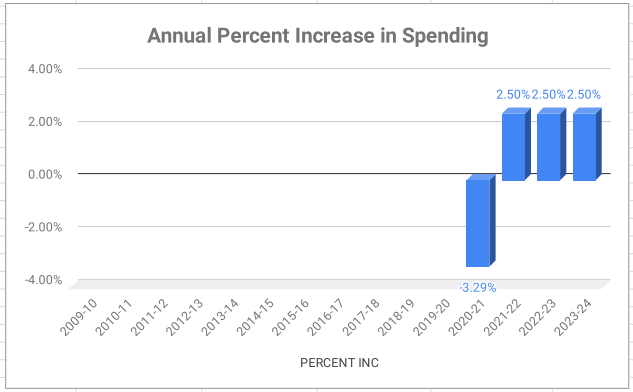
	Reciept Totals	MONTHLY EXPENSES Payroll	Bill Roster	Expense Totals	Revenue/Exp. Difference	EXPENSES running total	Receipts Running total	Running Balance		
										15984711
Sept 2017	$2,369,643	$783,874	$224,086	**$1,007,960**	***$1,361,683***	***$1,007,960***	2,369,643	$3,459,180		
Sept 2018	$2,230,642	$786,208	$174,146	**$960,354**	***$1,270,288***	***$960,354***	2,230,642	$2,953,643		
Sept 2019	$3,526,762	$883,500	$200,000	**$1,083,500**	***$2,443,262***	***$1,083,500***	3,526,762	$3,592,330		
Sept 2020	$2,250,686	$805,683	$125,716	**$931,399**	***$1,319,287***	***$931,399***	2,250,686	$3,916,758		
Sept 2021	$2,620,092	$828,890	$161,280	**$990,170**	***$1,629,922***	***$990,170***	2,620,092	$4,431,987		
Sept 2022	$3,040,218	$904,190	$414,808	**$1,318,998**	***$1,721,220***	***$1,318,998***	3,040,218	$4,164,792	68.55%	8.25%
									#DIV/0!	
Oct 2017	$428,773	$844,236	$194,058	**$1,038,294**	***($609,521)***	***$2,046,254***	2,798,416	$2,849,659	81.31%	
Oct 2018	$515,237	$839,349	$97,007	**$936,356**	***($421,119)***	***$1,896,710***	2,745,879	$2,532,524	89.64%	
Oct 2019	$677,199	$845,583	$202,250	**$1,047,833**	***($370,634)***	***$2,131,333***	4,203,961	$3,221,696	80.70%	
Oct 2020	$607,889	$866,356	$125,702	**$992,058**	***($384,169)***	***$1,923,457***	2,858,575	$3,532,589	87.33%	
Oct 2021	$595,676	$899,042	$153,488	**$1,052,530**	***($456,854)***	***$2,042,700***	3,215,768	$3,975,133	85.42%	
Oct 2022	$687,713	$943,121	$567,347	**$1,510,468**	***($822,755)***	***$2,829,466***	3,727,931	$3,342,037	62.44%	17.70%
									#DIV/0!	
Nov 2017	$206,165	$802,879	$237,437	**$1,040,316**	***($834,151)***	***$3,086,570***	3,004,581	$2,015,508	77.18%	
Nov 2018	$402,823	$828,869	$212,388	**$1,041,257**	***($638,434)***	***$2,937,967***	3,148,702	$1,894,090	79.60%	
Nov 2019	$526,414	$834,871	$260,792	**$1,095,663**	***($569,249)***	***$3,226,996***	4,730,375	$2,652,447	76.20%	
Nov 2020	$335,926	$860,641	$95,753	**$956,394**	***($620,468)***	***$2,879,851***	3,194,501	$2,912,121	89.99%	
Nov 2021	$337,345	$860,189	$96,142	**$956,331**	***($618,986)***	***$2,999,031***	3,553,113	$3,356,147	89.95%	
Nov 2022	$357,523	$912,055	$168,066	**$1,080,121**	***($722,598)***	***$3,909,587***	4,085,454	$2,619,439	84.44%	24.46%
									#DIV/0!	
Dec 2017	$635,738	$802,587	$138,919	**$941,506**	***($305,768)***	***$4,028,076***	3,640,319	$1,709,740	85.25%	
Dec 2018	$498,468	$816,576	$91,682	**$908,258**	***($409,790)***	***$3,846,225***	3,647,170	$1,484,300	89.91%	
Dec 2019	$644,972	$819,044	$144,281	**$963,325**	***($318,353)***	***$4,190,321***	5,375,347	$2,334,094	85.02%	
Dec 2020	$838,448	$839,596	$209,079	**$1,048,675**	***($210,227)***	***$3,928,526***	4,032,949	$2,701,894	80.06%	
Dec 2021	$380,443	$856,911	$119,332	**$976,243**	***($595,800)***	***$3,975,274***	3,933,556	$2,760,347	87.78%	
Dec 2022	$426,486	$923,088	$254,086	**$1,177,174**	***($750,688)***	***$5,086,761***	4,511,940	$1,868,751	78.42%	31.82%
									#DIV/0!	
Jan 2018	$1,477,631	$776,215	$120,564	**$896,779**	***$580,852***	***$4,924,855***	5,117,950	$2,290,592	86.56%	
Jan 2019	$1,377,529	$795,082	$111,408	**$906,490**	***$471,039***	***$4,752,715***	5,024,699	$1,955,339	87.71%	
Jan 2020	$1,504,589	$817,589	$133,475	**$951,064**	***$553,525***	***$5,141,385***	6,879,936	$2,887,619	85.97%	
Jan 2021	$1,414,381	$817,860	$169,604	**$987,464**	***$426,917***	***$4,915,990***	5,447,330	$3,128,811	82.82%	
Jan 2022	$1,939,802	$842,083	$91,508	**$933,591**	***$1,006,211***	***$4,908,865***	5,873,358	$3,766,558	90.20%	
Jan 2023	$1,742,731	$882,624	$117,930	**$1,000,554**	***$742,177***	***$6,087,315***	6,254,671	$2,610,928	88.21%	38.08%
									#DIV/0!	
Feb 2018	$1,023,101	$788,472	$159,916	**$948,388**	***$74,713***	***$5,873,243***	6,141,051	$2,365,305	83.14%	
Feb 2019	$917,884	$824,457	$104,933	**$929,390**	***($11,506)***	***$5,682,105***	5,942,583	$1,943,833	88.71%	
Feb 2020	$976,171	$830,882	$104,783	**$935,665**	***$40,506***	***$6,077,050***	7,856,107	$2,928,125	88.80%	
Feb 2021	$988,553	$834,257	$79,356	**$913,613**	***$74,940***	***$5,829,603***	6,435,883	$3,203,751	91.31%	
Feb 2022	$920,974	$858,787	$109,047	**$967,834**	***($46,860)***	***$5,876,699***	6,794,332	$3,719,698	88.73%	
Feb 2023	$1,392,434	$909,568	$154,827	**$1,064,395**	***$328,039***	***$7,151,710***	7,647,105	$2,938,967	85.45%	44.74%
									#DIV/0!	
March 2018	$561,660	$781,060	$99,760	**$880,820**	***($319,160)***	***$6,754,063***	6,702,711	$2,046,145	88.67%	
March 2019	$584,906	$800,761	$100,396	**$901,157**	***($316,251)***	***$6,583,262***	6,527,489	$1,627,582	88.86%	
March 2020	$777,858	$816,185	$106,189	**$922,374**	***($144,516)***	***$6,999,424***	8,633,965	$2,783,609	88.49%	
March 2021	$719,945	$813,702	$77,103	**$890,805**	***($170,860)***	***$6,720,408***	7,155,828	$3,032,891	91.34%	
March 2022	$778,885	$856,814	$106,424	**$963,238**	***($184,353)***	***$6,839,937***	7,573,217	$3,535,345	88.95%	
March 2023	$796,196	$897,804	$358,691	**$1,256,495**	***($460,299)***	***$8,408,205***	8,443,301	$2,478,668	71.45%	52.60%
									#DIV/0!	
Apr. 2018	$384,498	$780,527	$77,085	**$857,612**	***($473,114)***	***$7,611,675***	7,087,209	$1,573,031	91.01%	
Apr. 2019	$431,812	$792,283	$88,671	**$880,954**	***($449,142)***	***$7,464,216***	6,959,301	$1,178,440	89.93%	
Apr. 2020	$648,524	$799,908	$87,319	**$887,227**	***($238,703)***	***$7,886,651***	9,282,489	$2,544,906	90.16%	
Apr. 2021	$752,664	$847,939	$120,950	**$968,889**	***($216,225)***	***$7,689,297***	7,908,492	$2,816,666	87.52%	
Apr. 2022	$457,338	$861,671	$86,152	**$947,823**	***($490,485)***	***$7,787,760***	8,030,555	$3,044,860	90.91%	
Apr. 2023	$1,041,479	$922,745	$138,607	**$1,061,352**	***($19,873)***	***$9,469,557***	9,484,780	$2,458,795	86.94%	59.24%
							0		#DIV/0!	
May 2018	$3,152,979	$796,570	$138,413	**$934,983**	***$2,217,996***	***$8,546,658***	10,240,188	$3,791,027	85.20%	
May 2019	$2,962,272	$809,320	$100,250	**$909,570**	***$2,052,702***	***$8,373,786***	9,921,573	$3,231,142	88.98%	
May 2020	$2,890,030	$800,045	$100,190	**$900,235**	***$1,989,795***	***$8,786,886***	12,172,519	$4,534,701	88.87%	
May 2021	$3,031,070	$852,068	$253,001	**$1,105,069**	***$1,926,001***	***$8,794,366***	10,939,562	$4,742,667	77.11%	
May 2022	$2,922,431	$862,934	$139,510	**$1,002,444**	***$1,919,987***	***$8,790,204***	10,952,986	$4,964,847	86.08%	
May 2023	$2,557,393	$904,354	$163,433	**$1,067,787**	***$1,489,606***	***$10,537,344***	12,042,173	$3,948,401	84.69%	65.92%
									#DIV/0!	

	Reciept Totals	MONTHLY EXPENSES Payroll	Bill Roster	Expense Totals	*Revenue/Exp. Difference*	*EXPENSES running total*	*Receipts Running total*	Running Balance					
June 2018	$706,454	$806,992	$199,492	**$1,006,484**	***($300,030)***	***$9,553,142***	10,946,642	$3,490,997	80.18%				
June 2019	$681,173	$788,460	$121,414	**$909,874**	***($228,701)***	***$9,283,660***	10,602,746	$3,002,441	86.66%				
June 2020	$1,004,880	$739,888	$100,894	**$840,782**	***$164,098***	***$9,627,668***	13,177,399	$4,698,799	88.00%				
June 2021	$705,789	$816,806	$210,687	**$1,027,493**	***($321,704)***	***$9,821,859***	11,645,351	$4,420,963	79.50%				
June 2022	$1,016,190	$851,025	$186,054	**$1,037,079**	***($20,889)***	***$9,827,283***	11,969,176	$4,943,958	82.06%				
June 2023	$892,411	$899,938	$267,546	**$1,167,484**	***($275,073)***	***$11,704,828***	12,934,584	$3,673,328	77.08%	73.23%			
									#DIV/0!				
July 2018	$111,327	$746,200	$143,992	**$890,192**	***($778,865)***	***$10,443,334***	11,057,969	$2,712,132	83.82%				
July 2019	$171,480	$758,373	$142,100	**$900,473**	***($728,993)***	***$10,184,133***	10,774,226	$2,273,448	84.22%				
July 2020	$205,073	$744,615	$101,538	**$846,153**	***($641,080)***	***$10,473,821***	13,382,472	$4,057,719	88.00%				
July 2021	$190,488	$773,519	$180,997	**$954,516**	***($764,028)***	***$10,776,375***	11,835,839	$3,656,935	81.04%				
July 2022	$117,755	$828,055	$324,630	**$1,152,685**	***($1,034,930)***	***$10,979,968***	12,086,931	$3,909,028	71.84%				
July 2023	$110,000	$839,197	$141,763	**$980,960**	***($870,960)***	***$12,685,788***	13,044,584	$2,802,368	85.55%	79.36%			
									#DIV/0!				
Aug: 2018	$204,432	$725,288	$500,153	**$1,225,441**	***($1,021,009)***	***$11,668,775***	11,262,401	$1,691,123	59.19%				
Aug: 2019	$222,188	$751,889	$581,759	**$1,333,648**	***($1,111,460)***	***$11,517,781***	10,996,414	$1,161,988	56.38%				
Aug: 2020	$356,816	$728,982	$1,353,713	**$2,082,695**	***($1,725,879)***	***$12,556,516***	13,739,288	$2,331,840	35.00%				
Aug: 2021	$225,637	$771,160	$653,486	**$1,424,646**	***($1,199,009)***	***$14,110,434***	13,608,109	$2,457,926	54.13%				
Aug: 2022	$220,722	$820,771	$1,026,903	**$1,847,674**	***($1,626,952)***	***$12,827,642***	12,307,653	$2,282,076	44.42%		22 exp	22 rec	
Aug: 2023	$1,400,000	$840,000	$500,000	**$1,340,000**	***$60,000***	***$14,025,788***	14,444,584	$2,862,368	62.69%	87.75%			
				$0	***$0***	***$11,517,781***	10,996,414	$1,161,988			12634459	12064534	

YEAR	REVENUE	PAYROLL	BILLS	TOTAL EXP	BALANCE	% PAYROLL	Payroll Increase					
17-18 Total	$11,262,401	$9,434,900	$2,233,875	$11,668,775	($406,374)	80.86%						
17-18 Avg	$938,533	$786,242	$186,156	$972,398				10640020				
18-19 total	$10,996,414	$9,591,627	$1,926,154	$11,517,781	($521,367)	83.28%	1.66%	1276802400.0				
18-19 Avg	$916,368	$799,302	$160,513	$959,815								
19-20	$13,739,288	$9,661,092	$2,895,424	$12,556,516	$1,182,772	76.94%	0.72%					
19-20 Avg	$1,144,941	$805,091	$241,285	$1,046,376								
20-21	$12,061,476	$9,899,587	$2,301,434	$12,201,021	($139,545)	81.14%	2.47%					
21-22	$12,307,653	$10,227,172	$2,600,470	$12,827,642	($519,989)	79.73%						
22-23	$14,444,584	$10,778,684	$3,247,104	$14,025,788	$418,796	76.85%	5.39%					1875000
	$0											

Reciept Totals	MONTHLY EXPENSES Payroll	Bill Roster	Expense Totals	*Revenue/Exp. Difference*	*EXPENSES running total*	*Receipts Running total*	Running Balance

PERCENT INC	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	-3.29%	2.50%	2.50%	2.50%



TOTAL RECEIPTS BY PROGRAM								
YEAR	Taxes	Local	State	Federal	Other	Total Rec	Total Exp	Difference
2008-2009						$8,983,128	$9,511,575	-$528,447
2009-2010						$10,308,808	$9,921,036	$387,772
2010-2011						$10,571,506	$9,779,161	$792,345
2011-2012						$9,235,050	$9,467,338	-$232,288
2012-2013						$9,487,404	$9,247,206	$240,198
2013-2014	$5,295,676	$5,763,438	$4,098,701	$792,810	$164,822	$10,819,771	$10,265,556	$554,215
2014-2015	$6,270,806	$6,751,987	$3,873,072	$352,630	$137,973	$11,115,662	$10,904,095	$211,567
2015-2016	$7,308,632	$7,839,325	$3,606,804	$465,282	$114,443	$12,025,854	$10,849,084	$1,176,770
2016-2017	$7,824,730	$8,304,916	$2,346,549	$514,485	$125,253	$11,291,203	$10,794,948	$496,255
2017-2018	$7,765,498	$8,326,191	$1,964,465	$604,095	$202,245	$11,096,996	$11,612,912	-$515,916
2018-2019	$7,801,316	$8,344,585	$1,843,174	$639,955	$148,097	$10,975,811	$11,515,438	-$539,627
2019-2020	$7,920,686	$8,512,565	$4,457,648	$703,883	$265,912	$13,940,008	$12,407,670	$1,532,338
2020-2021	$7,481,305	$8,145,560	$3,398,747	$592,772	$137,399	$12,274,478	$12,111,666	$162,812
2021-2022	$7,353,402	$7,963,234	$3,482,158	$544,220	$74,922	$12,064,534	$12,634,459	-$569,925
2022-2023	$7,895,998	$8,395,998	$3,230,146	$2,000,000	$152,341	$14,444,584	$14,025,788	$418,796
2023-2024	$8,290,798	$8,690,798	$4,156,152	$721,013	$152,341	$13,720,304	$13,664,294	$56,010
2024-2025	$8,705,338	$9,105,338	$4,156,152	$578,904	$152,341	$13,992,734	$14,115,984	-$123,250
2025-2026	$9,140,605	$9,540,605	$4,156,152	$552,165	$152,341	$14,401,263	$14,586,185	-$184,922
2026-2027	$9,597,635	$9,997,635	$4,156,152	$580,670	$152,341	$14,886,798	$15,075,849	-$189,051
2027-2028	$10,077,517	$10,477,517	$4,156,152	$599,902	$152,341	$15,385,911	$15,585,988	-$200,076

Cash Balance of three funds			
YEAR	Gen Fund	Dep Fund	Build Fund
2008-2009	1,160,466	$458,434	$526,804
2009-2010	600,959	$485,270	$429,593
2010-2011	$796,660	$387,459	$349,642
2011-2012	$1,462,756	$327,760	$397,632
2012-2013	$1,261,831	$130,454	$498,644
2013-2014	$688,163	$133,595	$498,644
2014-2015	$1,074,516	$133,595	$386,429
2015-2016	$1,023,418	$232,536	$449,341
2016-2017	$1,864,248	$591,507	$579,867
2017-2018	$2,097,497	$758,938	$695,851
2018-2019	$1,683,355	$1,029,912	$546,922
2019-2020	$1,149,068	$1,072,500	$520,444
2020-2021	$2,597,471	$1,363,445	$389,433
2021-2022	$2,802,065	$1,336,990	$14,162,478
2022-2023	$2,443,572	$1,344,240	$403,194
2023-2024	$2,862,368		
2024-2025	$2,918,378		
2025-2026	$2,795,128		
2026-2027	$2,610,206		
2027-2028	$2,421,156		

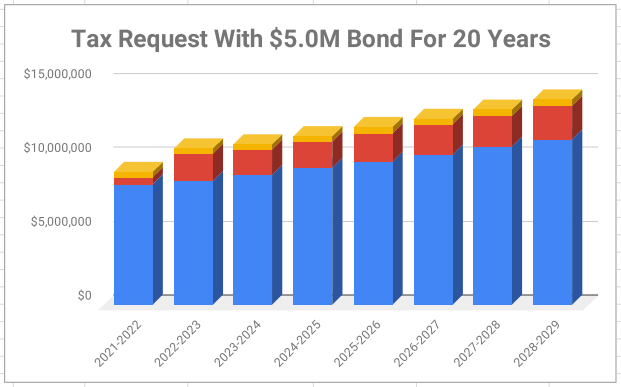
EXPENSES											
Year	Payroll	FICA	Retirement	Insurance	Tot Payroll	Bills	Total Expenses	% increase	Payroll incr	PR % of total	$ Increase
2016-2017	$6,560,017	$501,841	$612,542	$1,400,000	$9,074,400	$1,720,548	$10,794,948				
2017-2018	$6,677,145	$510,802	$623,256	$1,500,000	$9,311,203	$2,301,709	$11,612,912	7.58%	2.61%	80.18%	$817,964
2018-2019	$6,779,036	$518,596	$632,898	$1,600,000	$9,530,530	$1,984,908	$11,515,438	-0.84%	2.36%	82.76%	-$97,474
2019-2020	$6,677,104	$510,798	$615,153	$1,700,000	$9,503,055	$2,904,615	$12,407,670	7.75%	-0.29%	76.59%	$892,232
2020-2021	$6,896,632	$527,592	$650,248	$1,800,000	$9,874,472	$2,237,194	$12,111,666	-2.39%	3.91%	81.53%	-$296,004
2021-2022	$7,147,719	$546,801	$672,203	$1,900,000	$10,266,723	$2,367,736	$12,634,459	4.32%	3.97%	81.26%	$522,793
2022-2023	$7,506,351	$574,236	$748,892	$2,033,000	$10,862,478	$3,300,000	$14,162,478	12.09%	5.80%	76.70%	$1,528,019
2023-2024	$7,694,009	$588,592	$767,614	$2,175,310	$11,225,525	$2,438,769	$13,664,294	-3.52%	3.34%	82.15%	-$498,184
2024-2025	$7,886,360	$603,307	$786,805	$2,327,582	$11,604,053	$2,511,932	$14,115,984	3.31%	3.37%	82.21%	$451,690
2025-2026	$8,083,519	$618,389	$806,475	$2,490,512	$11,998,895	$2,587,290	$14,586,185	3.33%	3.40%	82.26%	$470,200
2026-2027	$8,285,607	$633,849	$826,637	$2,664,848	$12,410,940	$2,664,908	$15,075,849	3.36%	3.43%	82.32%	$489,664
2027-2028	$8,492,747	$649,695	$847,303	$2,851,388	$12,841,132	$2,744,856	$15,585,988	3.38%	3.47%	82.39%	$510,139

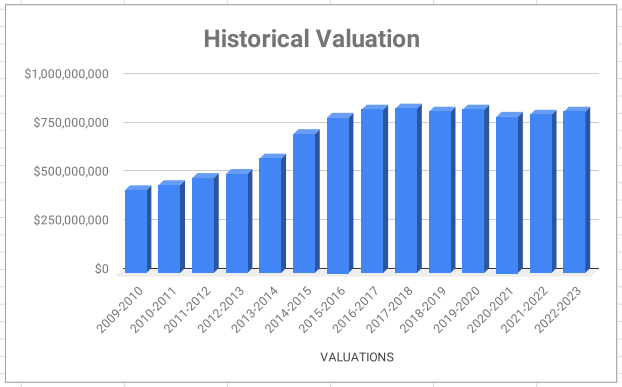
Percent of total receipts by program					
YEAR	Taxes	Total Local	State	Federal	Other
2010-2011					
2011-2012					
2012-2013					
2013-2014	48.94%	53.27%	37.88%	7.33%	1.52%
2014-2015	56.41%	60.74%	34.84%	3.17%	1.24%
2015-2016	60.77%	72.45%	33.34%	4.30%	1.06%
2016-2017	69.30%	73.55%	20.78%	4.56%	1.11%
2017-2018	69.98%	75.03%	17.70%	5.44%	1.82%
2018-2019	71.08%	76.03%	16.79%	5.83%	1.35%
2019-2020	56.82%	61.07%	31.98%	5.05%	1.91%
2020-2021	60.95%	66.36%	27.69%	4.83%	1.12%
2021-2022	60.95%	66.01%	28.86%	4.51%	0.62%

LEVY INFORMATION								
% Inc.	Year	Valuations	General	Bond Valuation	Bond Levy	Building	Total	Gen./Bldg
	2009-2010	$425,090,910	0.9791	$187,800,000	0.325	0.01	1.3141	$0.98910
6.87%	2010-2011	$454,294,150	1.00	$187,500,000	0.2128	0.01	1.22	$1.01000
7.79%	2011-2012	$489,662,099	0.9563	$194,000,000	0.2128	0.0099	1.179	$0.96620
4.64%	2012-2013	$512,381,933	0.9565	$192,920,365	0.2271	0.0099	1.1935	$0.96640
15.34%	2013-2014	$590,978,746	0.9566	$199,593,194	0.2984	0.0099	1.2649	$0.96650
20.68%	2014-2015	$713,201,677	0.9562	$209,951,181	0.2883	0.0099	1.2544	$0.96610
11.67%	2015-2016	$796,440,220	0.979	$218,371,228	0.269	0.0199	1.2679	$0.99890
5.58%	2016-2017	$840,899,011	1.00	$223,189,289	0.2691	0.02	1.29	$1.02000
0.48%	2017-2018	$844,899,606	1.0136	$224,484,786	0.25	0.02	1.2836	$1.03360
-1.87%	2018-2019	$829,101,595	$1.030	$229,111,230	0.25	0.02	$1.300	$1.05000
1.24%	2019-2020	$839,380,326	$1.026	$231,270,352	0.2472	0.0241	$1.297	$1.04960
-4.31%	2020-2021	$803,195,080	1.003706	$234,566,731	0.219619	0.046253	1.269578	$1.04996
1.11%	2021-2022	$812,086,343	1.0077	$234,566,731	0.206328	0.0412	1.255228	$1.04890
2.32%	2022-2023	$830,954,025	1.010886		0.227062	0.039112	1.27706	$1.05000
5.00%	2023-2024	$872,501,726	1.010886	$0	0.200	0.04	1.251	$1.05089
5.00%	2024-2025	$916,126,813	1.010886	$0	0.200	0.04	1.251	$1.05089
5.00%	2025-2026	$961,933,153	1.010886	$0	0.200	0.04	1.251	$1.05089
5.00%	2026-2027	$1,010,029,811	1.010886	$0	0.200	0.04	1.251	$1.05089
5.00%	2027-2028	$1,060,531,301	1.010886	$0	0.200	0.04	1.251	$1.05089
5.00%	2027-2029	$1,113,557,866	1.010886	$0	0.200	0.04	1.251	$1.05089

TOTAL TAX REQUEST						
% Inc	Year	General Fund	Bond Fund	Building Fund	General & Building Fund Tax	LB 243 Limit with 3% growth
	2009-2010	$4,162,065	$610,350	$42,509		
9.15%	2010-2011	$4,542,942	$399,000	$45,429	$4,588,371	
3.08%	2011-2012	$4,682,639	$412,832	$48,477	$4,731,115	
4.66%	2012-2013	$4,900,933	$438,122	$50,726	$4,951,659	
15.35%	2013-2014	$5,653,303	$595,586	$58,507	$5,711,810	
20.63%	2014-2015	$6,819,634	$605,289	$70,607	$6,890,241	
14.33%	2015-2016	$7,797,150	$587,419	$158,492	$7,955,641	
7.85%	2016-2017	$8,408,990	$600,602	$168,180	$8,577,170	
1.84%	2017-2018	$8,563,902	$561,212	$168,980	$8,732,882	
-0.28%	2018-2019	$8,539,746	$572,778	$165,820	$8,705,567	
0.80%	2019-2020	$8,607,845	$571,700	$202,291	$8,810,136	
-6.34%	2020-2021	$8,061,717	$515,153	$371,502	$8,433,219	
1.51%	2021-2022	$8,183,394	$483,977	$334,580	$8,517,974	
2.65%	2022-2023	$8,399,998	$1,886,781	$325,003	$8,725,001	
5.00%	2023-2024	$8,819,998	$1,745,003	$349,001	$9,168,998	$8,566,372
5.00%	2024-2025	$9,260,998	$1,832,254	$366,451	$9,627,448	$8,823,363
5.00%	2025-2026	$9,724,048	$1,923,866	$384,773	$10,108,821	$9,088,064
5.00%	2026-2027	$10,210,250	$2,020,060	$404,012	$10,614,262	$9,360,706
5.00%	2027-2028	$10,720,762	$2,121,063	$424,213	$11,144,975	$9,641,527
5.00%	2028-2029	$11,256,801	$2,227,116	$445,423	$11,702,224	$9,930,773

Percent of annual taxes collected											
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Received	$5,295,676	$6,270,806	$7,308,632	$7,824,730	$7,765,498	$7,801,316	$8,512,565	$7,481,305	$7,353,402	$7,895,998	$8,290,798
Request	$5,653,303	$6,819,634	$7,797,150	$8,408,990	$8,563,902	$8,539,746	$8,607,845	$8,061,717	$8,183,394	$8,399,998	$8,819,998
	93.67%	91.95%	93.73%	93.05%	90.68%	91.35%	98.89%	92.80%	89.86%	94.00%	94.00%





		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	SYSTEM NEEDS						
9967749	Basic Funding	$10,133,806	$10,610,081	$10,611,786	$10,811,786	$11,011,786	$11,211,786
9757482	Poverty Allowance	$377,400		$391,000	$300,000	$300,000	$300,000
	LEP allowance	$78,625		$85,000	$75,000	$75,000	$75,000
	Elementary size allow						
	Summer school allow						
	Instructional Time						
	Special Rec Allow	$647,226	$661,740	$661,740	$661,740	$661,740	$661,740
	Transportation Allow	$72,712	$82,909	$83,000	$83,000	$83,000	$83,000
	Elementary site allow						
	Dist. Ed. allow	$46,262	$23,149	$23,000	$23,000	$23,000	$23,000
	Averaging adjustment						
	Teacher Ed Adj						
	Poverty Allow Correction						
	LEP correction						
	Stdt Growth Adj						
	Tot. Calc. Needs	**$11,356,031**	**$11,377,879**	**$11,855,526**	**$11,954,526**	**$12,154,526**	**$12,354,526**
	Needs Stabilization	$261,622	$239,774				
	Total Formula needs	**$11,617,653**	**$11,617,653**	**$11,855,526**	**$11,954,526**	**$12,154,526**	**$12,354,526**
	Temporary Aid Adj. factor						
	SYSTEM NEEDS	**$11,617,653**	**$11,617,653**	**$11,855,526**	**$11,954,526**	**$12,154,526**	**$12,354,526**
	SYSTEM RESOURCES						
	Local Effort Rate	$8,184,134	$8,123,697	$8,309,540	$8,641,922	$8,987,598	$9,347,102
	Option Funding						
	Income Tax Funds	$100,090	$97,778	$97,000	$97,000	$97,000	$97,000
	Other Rec	$1,453,624	$1,452,241	$1,450,000	$1,450,000	$1,450,000	$1,450,000
	Min Levy Adj						
	Retirement Aid						
	Teache Ed Aid						
	Instructional Time Aid						
	Formula Resources	**$9,737,848**	**$9,673,716**	**$9,856,540**	**$10,188,922**	**$10,534,598**	**$10,894,102**
	Equalization Aid	$1,879,805	$1,943,937	$1,998,986	$1,765,604	$1,619,928	$1,460,424
	Option Funding						
	Income Tax Funds	$100,090	$97,778	$97,000	$97,000	$97,000	$97,000
	None Equal. Min Levy adj						
	Aid Stabilization						
	Retirement Aid						
	Teacher Ed Aid		$0				
	Instructional Time Aid						
	Reorganization Incentive						
	State Aid Calculated	$100,090	$97,778	$97,000	$97,000	$97,000	$97,000
	Prior year deficiencies						
	Prior year Correction	-$3,213	$5,622				
	Total State Aid	**$1,976,682**	**$2,047,337**	**$2,095,986**	**$1,862,604**	**$1,716,928**	**$1,557,424**
					-$233,382	-$145,677	-$159,504

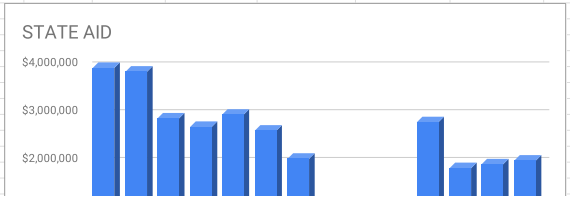
	2022	2023	2024
SYSTEM NEEDS			
Basic Funding	$10,133,806	$10,610,081	$11,279,535
Poverty Allowance	$377,400		$391,000
LEP allowance	$78,625		$85,000
Special Rec Allow	$647,226	$661,740	$627,459
Transportation Allow	$72,712	$82,909	$95,960
Dist. Ed. allow	$46,262	$23,149	$22,186
Summer School			$3,650
Student Growth Ad.			$6,221
LEP Correction			
Tot. Calc. Needs	**$11,356,031**	**$11,377,879**	**$12,511,011**
Needs Stabilization	$261,622	$239,774	
TOTAL SYSTEM NEEDS	**$11,617,653**	**$11,617,653**	**$12,511,011**
SYSTEM RESOURCES			
Local Effort Rate	$8,184,134	$8,123,697	$8,311,849
Option Funding			$33,197
Income Tax Funds	$100,090	$97,778	$111,984
Other Rec	$1,453,624	$1,452,241	$1,346,970
TOTAL FORMULA RESOURCES	**$9,737,848**	**$9,673,716**	**$9,804,000**
Equalization Aid	$1,879,805	$1,943,937	$2,707,011
Option Funding			$33,197
Income Tax Funds	$100,090	$97,778	$111,984
State Aid Calculated	$1,979,895	$2,041,715	$2,852,192
Prior year deficiencies			
Prior year Correction	-$3,213	$5,622	$3,844
Total State Aid	**$1,976,682**	**$2,047,337**	**$2,856,036**

Year	Form Stdt	Basic Fund	State Aid	Valuation
2015-16	937	$8,960,375	$2,094,542	$796,440,220
2016-17	918	$9,220,238	$941,819	$840,899,011
2017-18	923	$9,308,168	$492,317	$844,899,606
2018-19	910	$9,275,382	$423,705	$829,101,595
2019-20	906	$9,757,482	$2,852,846	$839,380,326
2020-21	910	$9,967,749	$1,906,001	$803,195,080
2021-22	874	$10,133,806	$1,976,682	$812,086,343
2022-23	888	$10,610,081	$2,047,337	$830,954,025
2023-24	890	$10,611,786		
2024-25	890	$10,811,786		
2025-26	890	$11,011,786		
2026-27	890	$11,211,786		

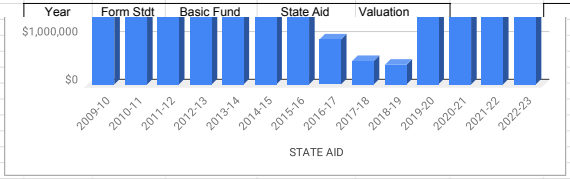
	22-23 Cost Group		
FALLS CITY	754.5	$9,373,124	$12,423
O'NEILL	764.0	$9,434,950	$12,349
MILFORD	787.0	$8,426,994	$10,708
BROKEN BOW	798.9	$9,266,228	$11,598
MINDEN	808.7	$9,976,297	$12,336
GOTHENBURG	810.8	$10,047,384	$12,392
FAIRBURY	822.8	$10,683,695	$12,985
OGALLALA	831.4	$10,679,155	$12,844
AUBURN	844.2	$9,572,973	$11,340
LAKEVIEW	864.2	$9,337,307	$10,805
COZAD	888.5	$10,582,810	$11,911
CHADRON	909.3	$10,822,009	$11,901
ADAMS CENTRAL	932.0	$12,641,177	$13,564
WAYNE	944.6	$9,768,267	$10,342
DOUGLAS CO WES	950.9	$11,176,993	$11,754
HOLDREGE	976.5	$11,283,843	$11,556
ASHLAND-GREENV	1022.8	$10,528,922	$10,295
WAHOO	1072.9	$10,659,838	$9,936
SPRINGFIELD PLAT	1115.4	$14,987,436	$13,437
AURORA	1168.8	$15,403,448	$13,179
SIDNEY	1217.6	$13,802,634	$11,336
		$10,611,786	$11,865
			$10,536,483

Year	State Aid	Valuation 4%	Taxes at $1.00	**TOTAL**	
2015-16	$2,094,542	$796,440,220	$7,964,402	**$10,058,944**	
2016-17	$941,819	$840,899,011	$8,408,990	**$9,350,809**	-$708,135
2017-18	$492,317	$844,899,606	$8,448,996	**$8,941,313**	-$409,496
2018-19	$423,705	$829,101,595	$8,291,016	**$8,714,721**	-$226,592
2019-20	$2,852,846	$839,380,326	$8,393,803	**$11,246,649**	$2,531,928
2020-21	$1,906,001	$803,195,080	$8,031,951	**$9,937,952**	-$1,308,697
2021-22	$1,976,682	$812,086,343	$8,120,863	**$10,097,545**	$159,594
2022-23	$2,047,337	$830,954,025	$8,309,540	**$10,356,877**	$259,332
2023-24	$1,994,986	$864,192,186	$8,641,922	**$10,636,908**	$280,031
2024-25	$1,862,604	$898,759,873	$8,987,599	**$10,850,203**	$213,295
2025-26	$1,716,928	$934,710,268	$9,347,103	**$11,064,031**	$213,828
2026-27	$1,557,424	$972,098,679	$9,720,987	**$11,278,411**	$214,380

STATE AID	
2009-10	$3,989,938
2010-11	$3,905,643
2011-12	$2,934,196
2012-13	$2,753,386
2013-14	$3,003,570
2014-15	$2,684,740
2015-16	$2,094,542
2016-17	$941,819
2017-18	$492,317
2018-19	$423,705
2019-20	$2,852,846
2020-21	$1,906,001
2021-22	$1,976,682
2022-23	$2,047,337



		2021-2022	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**	**2026-2027**



	2022-2023 Budget	This is not Cozad info, but a sample
2022-2023 Disbursements	**$15,984,711**	

2022-2023 Projected Expenses

	September	October	November	December	January	February
Projected Exp	$1,200,000	$1,200,000	$1,100,000	$1,177,174	$1,000,554	$1,064,395
Actual Exp	$1,333,866	$1,504,247	$1,086,735			
Difference	-$133,866	-$304,247	$13,265	$1,177,174	$1,000,554	$1,064,395
Cumulative	$1,333,866	$2,838,113	$3,924,848	$3,924,848	$3,924,848	$3,924,848
% Spent	8.34%	17.76%	24.55%	24.55%	24.55%	24.55%

	March	April	May	June	July	August
Projected Exp	$1,256,495	$1,061,352	$1,067,787	$1,167,484	$980,960	$1,340,000
Actual Exp						
Difference	$1,256,495	$1,061,352	$1,067,787	$1,167,484	$980,960	$1,340,000
Cumulative	$3,924,848	$3,924,848	$3,924,848	$3,924,848	$3,924,848	$3,924,848
% Spent	24.55%	24.55%	24.55%	24.55%	24.55%	24.55%

Month	**Month**	**Cumulative**	**Percent**	**Projected**	Notes
September	$2,023,705	$2,023,705	12.66%	8.33%	
October	$1,667,343	$3,691,048	23.09%	16.67%	
November	$1,920,785	$5,611,833	35.11%	25.00%	
December	$1,600,000	$7,211,833	45.12%	33.33%	
January	$1,500,000	$8,711,833	54.50%	41.67%	
February	$1,600,000	$10,311,833	64.51%	50.00%	
March	$1,600,000	$11,911,833	74.52%	58.33%	
April	$1,600,000	$13,511,833	84.53%	66.67%	
May	$1,600,000	$15,111,833	94.54%	75.00%	
June	$1,600,000	$16,711,833	104.55%	83.33%	
July	$1,700,000	$18,411,833	115.18%	91.67%	
August	$1,600,000	**$20,011,833**	125.19%	100.00%	
Total	**$20,011,833**				

Average per month

	$15,000,000

21-22 Total Expenses

	September	October	November	December	January	February
Projected Exp	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000
Actual Exp	$990,170	$1,052,530	$956,331	$976,243	$933,591	$967,834
Difference	$209,830	$147,470	$243,669	$223,757	$266,409	$232,166
Cumulative	$990,170	$2,042,700	$2,999,031	$3,975,274	$4,908,865	$5,876,699
% Spent	6.19%	12.78%	18.76%	24.87%	30.71%	36.76%

	March	April	May	June	July	August
Projected Exp	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000
Actual Exp	$963,238	$947,823	$1,002,444	$1,037,079	$1,152,685	$1,847,674
Difference	$236,762	$252,177	$197,556	$162,921	$47,315	-$647,674
Cumulative	$6,839,937	$7,787,760	$8,790,204	$9,827,283	$10,979,968	$12,827,642
% Spent	42.79%	48.72%	54.99%	61.48%	68.69%	80.25%

Month	**Month**	**Cumulative**	**Percent**	**Projected**	Notes
September	$1,871,542	$1,871,542	12.48%	8.33%	
October	$1,722,198	$3,593,740	23.96%	16.67%	
November	$1,745,097	$5,338,837	35.59%	25.00%	
December	$1,991,624	$7,330,461	48.87%	33.33%	
January	$1,605,228	$8,935,689	59.57%	41.67%	
February	$1,770,613	$10,706,302	71.38%	50.00%	
March	$1,668,651	$12,374,953	82.50%	58.33%	
April	$1,665,420	$14,040,373	93.60%	66.67%	
May	$1,585,599	$15,625,972	104.17%	75.00%	
June	$1,682,740	$17,308,712	115.39%	83.33%	
July	$1,634,946	$18,943,658	126.29%	91.67%	
August	$1,610,726	**$20,554,384**	137.03%	100.00%	
Total	**$20,554,384**				

Audited **#REF!**

Dawson County Assessed Values Per Acre

2020	Irrigated	72%	100%
Market 1		4224	5867
Market 2		3146	4369
	Dry		
Market 1		1965	2729
Market 2		1152	1600
	Grass		
Market 1		1173	1629
Market 2		603	838
Valuation	803,195,080		
Ag	430,625,182		
Other	252,443,036		

2021	Irrigated	72%	100%
Market 1		4196	5828
Market 2		3112	4322
	Dry		
Market 1		1958	2719
Market 2		1132	1572
	Grass		
Market 1		1051	1460
Market 2		603	838
Valuation	812,086,343		
Ag	424,000,000		
Other	260,490,589		

2022	Irrigated	72%	100%
Market 1		4196	5828
Market 2		3111	4321
	Dry		
Market 1		1957	2718
Market 2		1132	1572
	Grass		
Market 1		1050	1459
Market 2		603	838
Valuation	830,954,025		
Ag	423,858,814		
Other	270,891,005		

2023	Irrigated	72%	100%	
Market 1				10,500
Market 2				
	Dry			
Market 1				
Market 2				
	Grass			
Market 1				
Market 2				
Valuation				
Ag				
Other				

				Levy				
VALUATIONS		GENERAL	Bond Valuation	BOND	BUILDING	TOTAL	Gen./Bldg levy	Percent Chg
2009-2010	$425,090,910	0.9791	$187,800,000	0.325	0.01	1.3141	$0.98910	**6.87%**
2010-2011	$454,294,150	1.00	$187,500,000	0.2128	0.01	1.22	$1.01000	**7.79%**
2011-2012	$489,662,099	0.9563	$194,000,000	0.2128	0.0099	1.179	$0.96620	**4.64%**
2012-2013	$512,381,933	0.9565	$192,920,365	0.2271	0.0099	1.1935	$0.96640	**15.34%**
2013-2014	$590,978,746	0.9566	$199,593,194	0.2984	0.0099	1.2649	$0.96650	**20.68%**
2014-2015	$713,201,677	0.9562	$209,951,181	0.2883	0.0099	1.2544	$0.96610	**11.67%**
2015-2016	$796,440,220	0.979	$218,371,228	0.269	0.0199	1.2679	$0.99890	**5.58%**
2016-2017	$840,899,011	1.00	$223,189,289	0.2691	0.02	1.29	$1.02000	**0.48%**
2017-2018	$844,899,606	1.0136	$224,484,786	0.25	0.02	1.2836	$1.03360	**-1.87%**
2018-2019	$829,101,595	$1.030	$229,111,230	0.25	0.02	$1.300	$1.05000	**1.24%**
2019-2020	$839,380,326	$1.026	$231,270,352	0.2472	0.0241	$1.297	$1.04960	**-4.31%**
2020-2021	$803,195,080	1.003706	$234,566,731	0.219619	0.046253	1.269578	$1.04996	**1.11%**
2021-2022	$812,086,343	1.007712	$234,000,000	0.2472	0.042116	1.297028	$1.04983	**-1.09%**
2022-2023	$803,195,080	1.03	$234,000,000	0.2472	0.02	1.2972	$1.05000	**0.00%**
2023-2024	$803,195,080	1.03	$234,000,000	0.2472	0.02	1.2972	$1.05000	
2024-2025	$803,195,080	1.03	$803,195,080	0.12	0.02	1.17	$1.05000	
2025-2026	$803,195,080	1.03	$803,195,080	0.12	0.02	1.17	$1.05000	
2026-2027	$803,195,080	1.03	$803,195,080	0.12	0.02	1.17	$1.05000	
2027-2028	$803,195,080	1.03	$803,195,080	0.12	0.02	1.17	$1.05000	
2027-2029	$803,195,080	1.03	$803,195,080	0.12	0.02	1.17	$1.05000	

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SUMMARY: One campus districts spend about $100 per student on bulding upkeep and maintenance than multiple campus districts.

This is data from GF expenses in the 2600 code broken down by purchased Serv and Capital it also includes the Building Fund.

			2009-10	2010-11	2011-2012	2012-2013	2013-2014	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
		Purchased Serv											
	640	301										$337,778	
Cozad		Capital 500-701										$6,925	
		BF										$195,000	

The following numbers show GF Expenses for Maintenance of buildings (2600 Code only) for 3 years for districts with one campus vs districts with multiple campuses, and then average for the group

One Site

	Enrollment	2016-17	2017-18	2018-19			
Malcolm	600	$554,528	$563,023	$556,634	$928		
Mitchell	715	$728,595	$697,868	$617,653	$864		
Louisville	687	$699,170	$997,418	$1,177,589	$1,714		
Pierce	665	$828,666	$788,526	$783,048	$1,178		
St. paul	680	$796,972	$928,141	$796,972	$1,172		
Arlington	700	$1,306,563	$1,158,293	$1,024,887	$1,464		
Gothenburg	883	$1,187,288	$1,135,173	$1,173,894	$1,329		
Average	**704.29**	**$871,683.14**	**$895,491.71**	**$875,811.00**	$880,995.29	$1,250.91	

Multiple sites		**2016-17**	**2017-18**	**2018-19**	**3-Year Average**	**1-yr Per Pupil**	**Avg Per Pupil**
Conestoga	718	$1,079,314	$617,843	$691,796	$796,318	$963.50	$1,109.08
Syracuse	756	$799,393	$830,811	$818,150	$816,118	$1,082.21	$1,079.52
O'Neill	816	$1,614,325	$1,678,275	$897,185	$1,396,595	$1,099.49	$1,711.51
Milford	760	$1,047,848	$649,273	$664,796	$787,306	$874.73	$1,035.93
Broken Bow	860	$1,266,364	$1,211,833	$960,159	$1,146,119	$1,116.46	$1,332.70
Minden	834	$1,109,324	$1,382,276	$1,322,207	$1,271,269	$1,585.38	$1,524.30
Falls City	896	$897,192	$924,789	$947,957	$923,313	$1,057.99	$1,030.48
Auburn	937	$940,950	$954,398	$1,110,317	$1,001,888	$1,184.97	$1,069.25
Ogallala	901	$1,009,443	$1,215,785	$1,334,911	$1,186,713	$1,481.59	$1,317.11
Ashland Greenw	964	$1,222,901	$1,409,550	$1,147,434	$1,259,962	$1,190.28	$1,307.01
Lakeview	855	$881,137	$917,154	$1,167,409	$988,567	$1,365.39	$1,156.22
Wayne	943	$952,648	$995,851	$1,020,770	$989,756	$1,082.47	$1,049.58
Gothenburg	883	$1,187,288	$1,135,173	$1,173,894	$1,165,452	$1,329.44	$1,319.88
Adams Central	1005	$1,089,038	$1,268,393	$1,123,464	$1,160,298	$1,117.87	$1,154.53
Average	**866.29**	**$1,078,926**	**$1,051,698**	**$971,942**	**$1,034,189**	**$1,121.96**	**$1,193.82**
Cozad	910	$1,249,855	$1,269,257	$1,229,849	$1,249,654	$1,351.48	$1,373.25
							$190,000
Raymond Cent	640	$979,321	$1,427,988	$909,858	$1,105,722	$1,421.65	$1,727.69

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Regular Instrutional	**1100**											
Salary	100	3,228,017	3,083,005	3,027,261	3,784,824	3,592,660	3,454,418	3,933,765	3,707,856	3,511,970		
Benefits	200	1,540,260	1,485,185	1,484,071	1,606,835	1,614,456	1,604,681	1,946,804	1,699,890	1,634,560		
Contracted Services	300	11,098	149,792	1,723	15,062	30,278	9,877	7,183	2,074	30,856		
Property Serv	400	11,341	26	5,353	1,959	21,579	52,438	28,963	23,549	19,124		
Other Expenses	500	117,416	4,728	123,802	128,724	97,026	9,667	1,879	153,548	74,196		
Supplies	600	23,893	275,096	961	370	532	236,259	288,796	38,333	120,050		
Capital	700	3,933	61,806			22,542	905	4,072	2,030	18,271		
Debt	800		4,671							4,671		
Total		**4,935,958**	**5,064,309**	**4,643,171**	**5,537,774**	**5,379,073**	**5,368,245**	**6,211,462**	**5,627,280**	5,404,473		$7,673,983
percentage of total		39.07%	43.08%	43.93%	46.69%	46.41%	47.00%	44.60%	43.12%	0		
CAREER ACAD	**1115**									#DIV/0!		
Salary	100				23,349			68,526				
Employee Benefits	200				4,036			39,073				
Purchased Services	300				60			929				
Flex Spending	**1125**				2,932					2,932		
Salary	100						58,969			58,969		
Employee Benefits	200						31,192			31,192		
Purchased Services	300											
Supplies	400											
Other Expenses	500											
Supplies	600											
Debt	800											
TOTAL		**0**	**0**		**30,377**	**0**	**90,161**	**108,528**	**0**	38,178		
LEP Programs	**1150**											
Salary	100	92,926		64,217	76,491	270,446		69,819	61,966	108,588		
Employee Benefits	200	40,982		26,592	16,093	126,974		47,487	23,900	48,209		
Purchased Services	300	20			804	205		9	291	327		
Supplies	400	251				42		107		75		
Other Expenses	500					147				147		
	600					78				78		
Total LEP		**134,179**	**0**	**90,809**	**93,388**	**397,892**	**0**	**117,422**	**86,157**	112,238		
Poverty Programs	**1160**											
Salary	100	319,790	212,160	128,492	41,888	108,094		373,627	326,980	198,540		
Employee Benefits	200	138,818	104,385	60,182	29,955	60,851		178,875	136,949	95,200		
Purchased Services	300	1,125				148,886		10,359	20,663	59,969		
Supplies	400					6			3,371	1,689		
Other Expenses	500								30,838	30,838		
Supplies and Materials	600											
Total Poverty		**459,733**	**316,545**	**188,674**	**71,843**	**317,837**	**0**	**562,861**	**518,801**	282,366		
Total Regular Instructional Programs		**5,529,870**	**5,380,854**	**4,922,654**	**5,733,382**	**6,094,802**	**5,458,406**	**7,000,273**	**6,232,238**	5,831,801		
percentage of total		**43.77%**	**45.77%**	**46.58%**	**48.34%**	**52.58%**	**47.79%**	**50.26%**	**47.75%**	**48.50%**		
Early Childhood	**1190**									#DIV/0!		
Salary	100	47,825			62,846	2,712		19,770		28,443		
Benefits	200	24,788			21,340	3,382		15,577		13,433		
Contracted Services	300	900			2,634	4,768		102	65	1,892		
Property Serv	400	374			5,532	56		1,443		2,344		
Other Expenses	500	5,874				33,864		100		16,982		
Supplies	600	303										
Capital	700	93										
BAF(Flex-Spending)	**1195**											
	100											
	200											
	600											
Debt	800											
Total Early Child		**80,157**	**0**	**0**	**92,352**	**44,782**	**0**	**36,992**	**65**	24,884		
percentage of total		0.63%	0.00%	0.00%	0.78%	0.39%	0.00%	0.27%	0.00%	0		
TOTAL 1100		**5,610,027**	**5,380,854**	**4,922,654**	**5,825,734**	**6,139,584**	**5,458,406**	**7,037,265**	**6,232,303**	5,856,686		
SPED	**1200**									#DIV/0!		
Salary	100	791,221	640,939	535,374	689,496	808,590	687,982	1,057,948	872,792	756,160		
Benefits	200	398,044	329,310	199,809	243,822	382,205	368,867	526,837	360,829	344,526		
Contracted Services	300	3,321	14,280	44,143	5,150	2,246	1,450	13,825	30,075	15,881		
Property Serv	400	3,760	1,394	1,676	492,712	47,291	25,844	9,522	19,904	85,478		
Other Expenses	500	15,425	13,723	13,131	15,477	7,154	17,150	16,138	28,300	15,868		
Supplies	600	525	2,220	17,654	1,580	1,269		4,199	7,005	5,655		

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**			
Capital	700		2,484	335					866	1,228			
Other Expenses	800												
SPED AGES 3-5	**1291**												
Salary	100			137,386			2,056		23,677				
Benefits	200			28,936			728		13,734				
Contracted Services	300	140		887		1,075	2,671	58	25				
Property Serv	400	4,032		126	311	3,201	720	2,541	240				
Other Expenses	500			1,086			3,877		250				
Supplies	600			18,566				6					
Capital	700												
Other Expenses	800												
TOTAL 1291													
AGES 0-2	1292					3,275				3,275			
Salary	100			4,804					56,762				
Benefits	200			2,619					25,995				
Contracted Services	300			22					25				
Property Serv	400			90					20				
Other Expenses	500			24									
1295	1295			21									
Salary	100				2,992								
Benefits	200				487								
Total SPED		**1,216,468**	**1,004,350**	**1,006,689**	**1,452,027**	**1,256,306**	**1,111,345**	**1,631,074**	**1,440,499**	1,271,756	0		
SUMMER SCHOOL	**1300**											0	
	100	12,430	31,440		11,146	8,283	12,360	15,981	4,646	13,976			
	200	2,109	5,281		1,949	1,219	1,943	5,561	815	2,795			
	600	3,025			2,168	6,404	182		81	2,209			
	800	100											
TOTAL Summer Schl		**17,664**	**36,721**	**0**	**15,263**	**15,906**	**14,485**	**21,542**	**5,542**	15,637			
percentage of total		**9.63%**	**8.54%**	**9.53%**	**12.24%**	**10.84%**	**9.73%**	**11.71%**	**11.04%**	**10.52%**		2021	Savings
All Instruction including SPED		**6,844,159**	**6,421,925**	**5,929,343**	**7,293,024**	**7,411,796**	**6,584,236**	**8,689,881**	**7,678,344**	7,144,078	0	**$11,981,307**	$5,137,148
percentage of total		**54.17%**	**54.63%**	**56.10%**	**61.49%**	**63.94%**	**57.65%**	**62.39%**	**58.83%**	**59.29%**			
Support Services (Guidance and Health)	**2100**												
Social Workers	**2110**												
Salary	100	400											
Benefits	200	70											
Contracted Services	300	125				6,826				6,826			
Guidance	**2120**												
Salary	100	103,751	263,927	138,639	135,247	98,621	209,981	161,646	143,191	164,465			
Benefits	200	56,474	109,393	54,591	36,384	56,462	111,821	64,999	64,901	71,222			
Contracted Services	300	630	1,935	174	285	13	100	174	610	470			
Property Serv	400	305	674		1,487	2,517	650	2,706	240	1,379			
Other Expenses	500	130	4,825		164		178		3,489	2,164			
Supplies	600		904				1,523			1,214			
Capital	700												
Debt	800												
HEALTH SERV	**2130**												
	100	30,374	46,152	36,833	33,876		38,768	35,988	240	31,976			
	200	9,218	30,864	23,887	7,209		24,459	23,442	221	18,347			
	300	3,760	4,583	455	210		4,063	58	145	1,586			
	400	658	195	663	387			431	220	379			
	500				1,469				302	886			
	600			6749						6,749			
	800												
HEALTH SERV-sped	**2131**												
	100				15,000			59,308		37,154			
	200				4,660			39,043		21,852			
	300				90					90			
	400												
	500												
	600												
PSYCH	**2140**							10,875		10,875			
PSYCH-SPED	2141					1,069				1,069			
	100	70,384	60,648	68,072			45,276	69,392	9,356	50,549			
	200	34,663	32,425	32,077			22,551	19,768	3,649	22,094			

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
	300	537	10,938	247	72,170		25	19	525	13,987		
	500						1,715	6,836	1,038	3,196		
	600		370	2,089				995	6,792	2,562		
	800		1,947	6,208				200		2,785		
Psych-3-5	2142											
Salary	100			6,188						6,188		
Benefits	200			2,916						2,916		
Contracted Services	300			21						21		
	400			119						119		
	500			750						750		
	2143											
	100			3,094						3,094		
	200			1,458						1,458		
	300			31						31		
	500			59						59		
	600			615						615		
Audiology	2150											
SPEECH PATH	2151											
	100	30,069	69,078	120,829	73,795	120,745	111,728	153,860	64,802	102,120		
	200	2,300	26,775	66,301	36,301	68,950	61,055	71,054	34,564	52,143		
	300		11,486	5,041	100	4,300	12,896	325	4,647	5,542		
	500	87,699	165	6,762	11,333	226	5,966	13,197	97	5,392		
	600		1,834	4,054		880	203	1,917		1,778		
Speech 3-5	**2152**	47,584	4,025				602	488		1,705		
	100			44,582		86				22,334		
	200			28,697						28,697		
	300			244						244		
	400			4,116				13		2,065		
	500			883						883		
Speech 0-2	**2153**	23,282	360							360		
	100			47,313						47,313		
	200			23,521						23,521		
	500			1,093						1,093		
				453						453		
OT	**2161**	8,716	20,323		10,503	49,638	36,868	74	1,360	19,794		
Salary	100											
Benefits	200											
Contracted Services	300			43,906						43,906		
OT 3-5	2162	8,779					307			307		
Salary	100											
Benefits	200											
Contracted Services	300		9,697	8,765						9,231		
	300											
OT 0-3	2163	995		5,338			435	146		1,973		
Salary	100											
Benefits	200											
PT NON SPED	2170											
PT School Age	2171	1,586		17,983	2,342	7,594	9,930			9,462		
	300		10,846							10,846		
PT age 3-5	**2172**	1,777	437	3,783		54				1,425		
	300											
PT 0-3	2173	1,674	2,188	10,996		1,633	945	22		3,157		
Vision-School Age	2181		2,305		6,182	27,559		(29)		9,004		
	300			2,432					3,556	2,994		
Vision 3-5	2182			10				(3)		4		
Ages 0-2	2183											
OTHER	2190				128,172					128,172		
Salary	100	260,874	312,017			918	118,203			143,713		
Benefits	200	40,303	122,928			1,539	41,737			55,401		
	300	300	1,830							1,830		
	600		757							757		
												2021
Total Support-Pupil		**827,417**	**1,166,831**	**833,037**	**577,366**	**449,630**	**861,985**	**736,944**	**343,945**	709,963		$969,852.00
percentage of total		**6.55%**	**9.93%**	**7.88%**	**4.87%**	**3.88%**	**7.55%**	**5.29%**	**2.64%**	**6.00%**		
(Lib, Tech, Staff Dev)	**2200**											

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Salary	100											
Benefits	200											
Suipplies	300											
Property Serv	400											
TOTALIMP OF INST	2210											
	100			2,024		8,429				5,227		
	200					1,475				1,475		
	300					2,497				2,497		
	500					420				420		
						900				900		
SCHOOL IMPROVE	2211								275	275		
	100		1,088			1,080				1,084		
	200		434			189				312		
	300											
	600											
TOTAL CURR DEV	2212											
	100	21,965	74,230			2,798		35,952		37,660		
	200	3,850	29,045			490		16,730		15,422		
	300		4,615					278		2,447		
	400		1,010					1,408		1,209		
	500		5,701					25		2,863		
	600		375							375		
	800											
TOTAL STAFF Train	2213	3,723		4,948	905		4,716	5,635	8,683	4,977		
	100					1,863				1,863		
	200					292				292		
	300					3,128				3,128		
	400					1,377				1,377		
	500											
TOTAL	2214											
Salary	100											
Benefits	200											
Suipplies	300											
Property Serv	400											
TOTAL	2219											
TOTAL LIBRARY	2220											
	100	73,967	98,105	85,045	51,986	108,352	134,878	165,505	148,873	113,249		
	200	35,828	33,334	34,221	12,287	48,088	85,110	86,083	67,161	52,326		
	300		6,721	13	9,002	430	50	2,735	274	2,746		
	600	12,488	264			171	34,464	9,571	194	8,933		
	700		11,779			13,069			3,815	9,554		
	800					50			2,662	1,356		
TOTAL	2223											
TOTAL	2224				6,614	10,982				8,798		
TOTAL TECH	2230											
	100		104,770		66,554	102,566	141,369	62,232	137,026	102,420		
	200		26,536		20,920	24,469	52,634	27,646	63,335	35,923		
	300				360	8,827	3,477	966	1,089	2,944		
	400			33	385	187	732	206	4,910	1,076		
					127,233	43,225	537	14,470	393	37,172		
	600			5,994				64,197	70,320	46,837		
	700							12,441	126,157	69,299		
	800							230	1,200	715		
Assessment	2240								934	934		
	100						6,645			6,645		
	200						3,516			3,516		
	300						3,550			3,550		
	400						8,981			8,981		
Instruction Other	2290						10,375			10,375		2021
	100											
	200											
Total Support Serv-Staff		**151,821**	**398,007**	**132,278**	**296,246**	**385,354**	**491,034**	**506,310**	**637,301**	406,647		$544,731
percentage of total		1.20%	3.39%	1.25%	2.50%	3.32%	4.30%	3.64%	4.88%	3.33%		
Staff Dev Disbursments	**99500**											
Board of Education	**2310**											
Salary	100	9,616					1,250			1,250		

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Benefits	200	3,784	16,729				96			8,413		
Contracted Services	300	25,023	26,450	2,925	1,000	1,156	3,487	5,703	2,465	6,169		
Property Serv	400	5,407		5,039	18,542	6,983	11,819	4,149	41,301	14,639		
Other Expenses	500	5,638	182,634	5,604	6,393	7,332	5,798	787	5,145	30,528		
Supplies	600	10,055	12,524	6,129	12,849	7,110	8,176	11,169	6,889	9,264		
Other Expenses	700											
Debt	800											
Total BOE		**59,523**	**238,337**	**19,697**	**38,784**	**22,581**	**30,626**	**21,808**	**55,800**	61,090		
Executive Administration Services	**2320**											
Salary	100	183,072	201,998	263,745	191,676	162,453	192,428	238,227	199,759	207,184		
Benefits	200	50,916	41,083	84,968	80,439	61,410	81,492	82,179	61,998	70,510		
Contracted Services	300	1,645	6,822	861	300	3,841	1,166	184	835	2,001		
Property Serv	400	1,143	16,544	36,232	2,018	1,362	3,555	5,556	2,662	9,704		
Other Expenses	500	19,076	1,267	67,873	613	140	13,006	819	3,734	12,493		
Supplies	600	2,495	39,892	36,380	1,685	1,450	579	1,795	33,363	16,449		
Capital	700	6,397		5,530			805		5,411	3,915		
Debt	800			9,084						9,084		
LEGAL SERV	2330	43,114	6,191	15,006	13,196	4,935	13,887	3,765	9,466	9,492		
Total Exec Admin		**307,858**	**313,797**	**519,679**	**289,927**	**235,591**	**306,918**	**332,525**	**317,228**	330,809		2021
Total Admin/BOE		**367,381**	**552,134**	**539,376**	**328,711**	**258,172**	**337,544**	**354,333**	**373,028**	391,900		$503,213
percent of total		2.91%	4.70%	5.10%	2.77%	2.23%	2.96%	2.54%	2.86%	3.31%		
Office of the Principal	**2400**											
Salary	100	517,360	268,906	380,559	469,985	569,832	401,956	389,159	410,378	412,968		
Benefits	200	188,933	97,215	182,536	244,549	244,889	201,804	141,095	141,804	179,127		
Contracted Services	300	1,105	125	200	920	4,217	1,535	180	2,395	1,367		
Property Serv	400	113	685	1,905	2,452	1,490	152	6,267	2,831	2,255		
Other Expenses	500	273	3,092	5,833	1,053	33,938	4,855	4,625	11,177	9,225		
Supplies	600	239	1,273	3,826	4,766	5,005	1,611	3,526	14,477	4,926		
Capital	700	1,553	3,657						6,468	5,063		
Debt	800											
OTHER Expenses	2490											
	100	71,985			46,110			134,542	52,421	77,691		
	200	31,445			19,420			70,712	15,450	35,194		
	300	40		**103**	150			712		322		
	500	28						262		262		2021
		835										
Total Office of the Principal		**813,909**	**374,953**	**574,962**	**789,405**	**859,371**	**611,913**	**751,080**	**657,401**	659,869		$1,288,746
percent of total		6.44%	3.19%	5.44%	6.66%	7.41%	5.36%	5.39%	5.04%	5.50%		
General Admin-Serv	**2510**											
Salary	100	82,592	62,004		111,801	70,358	108,823	116,776	55,419	87,530		
Benefits	200	31,347	28,328		43,943	49,033	51,607	100,254	18,425	48,598		
Contracted Services	300	18,457	25,127	11,800	39,820	26,113	11,438	15,505	17,665	21,067		
Property Serv	400	18,811	52,879		1,987	16,807	1,200	407	8,270	13,592		
Other Expenses	500	2,422	11,908		10,782	11,180	4,369	24,428	1,329	10,666		
Supplies	600	14,608	1,542		17,975	4,438	27,486	400	5,253	9,516		
Capital	700	408	7,684		7,329		610		752	4,094		
Other	800											
Total		**168,645**	**189,472**	**11,800**	**233,637**	**177,929**	**205,533**	**257,770**	**107,113**	169,036		
percentage of total		1.33%	1.61%	0.11%	1.97%	1.54%	1.80%	1.85%	0.82%	1.39%		
CENTRAL SERV.	**2520**											
	2520											
PRINTING	2530	23,762		3,661	21,854	42,252			998	17,191		
	400											
	600	1,250										
PUBLIC INFO SERV	2560	23,999				1,508				1,508		
Salary	100											
Benefits	200											
Contracted Services	300											
Property Serv	400											
Other Expenses	500											
Supplies	600											
PERSONNEL SERV	2570	2,854		5,724	40	1,393				2,386		
Salary	100											
Benefits	200											

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Contracted Services	300							2,944		2,944		
Property Serv	400							10,223		10,223		
Other Expenses	500											
Supplies	600											
TECH	**2580**											
	100	86,807		65,715						65,715		
	200	30,327		12,116				16,148		14,132		
	300	12,110		1,035				6,000		3,518		
	400	699		29,746						29,746		
	500	149,203		9,304						9,304		
	600	2,317										
Other Expenses	2590	335										
Salary	100											
Benefits	200											
Contracted Services	300											
Property Serv	400											
Other Expenses	500											
TOTAL		**333,663**	**0**	**127,301**	**21,894**	**45,153**	**0**	**35,315**	**998**	32,952		2021
Total General Administration		**502,308**	**189,472**	**139,101**	**255,531**	**223,082**	**205,533**	**293,085**	**108,111**	201,988		559870
percentage of total		**3.98%**	**1.61%**	**1.32%**	**2.15%**	**1.92%**	**1.80%**	**2.10%**	**0.83%**	**1.68%**		
Buildings and Site Maint. /Operation	**2610**											
Salary	100		233,308	108,727				268,068	280,934	222,759		
Benefits	200		127,113	53,065				107,856	147,803	108,959		
Contracted Services	300		13,177	63,523	1,329	1,115		46,909	100	21,026		
Property Serv	400	52,074		66,401	103,227	13,517	8,825	123,557		63,105		
Other Expenses	500	117,930		92,497	68,843	80,896	85,227	360,036	143,386	138,481		
Supplies	600	298,640	326,390	242,372	247,388	324,726	283,861		260,962	280,950		
Capital	700		18,808	216		2,925	17,208			9,789		
Debt	800											
Total Building and Site		**468,644**	**718,796**	**626,801**	**420,787**	**423,179**	**395,121**	**906,426**	**833,185**	617,756		
percentage of total		3.71%	6.11%	5.93%	3.55%	3.65%	3.46%	6.51%	6.38%	0		
Maint of Buildings	**2620**											
Salaries	100	227,951	103,160	141,878	269,049	307,581	289,112	132,332	120,122	194,748		
Benefits	200	88,704	59,357	46,505	141,657	162,958	194,130	42,294	64,131	101,576		
	300	29,850	179,515		138,003	4,031	40,956	39,074	5,164	67,791		
	400	220,468	21,042		26,281	152,261	179,282	153,635	192,645	120,858		
Supplies	600	15,596				2,221	14,148	125,172	97,288	59,707		
Capital	700						9,000	4,450	67,322	26,924		
	800								10,644	10,644		
Total Maintenance		**582,569**	**363,074**	**188,383**	**574,990**	**629,052**	**726,628**	**496,957**	**557,316**	505,200		451353
Maint of Grounds	2630											
Salaries	100	25,563		11,503			51,174			31,339		
Benefits	200	11,119		1,989			28,284			15,137		
	300	27,080		19,079	25,369		151,082			65,177		
	400	23,111		1,709	322	375	17,145	58,610	11,770	14,989		
Supplies	600	7,875		9,559		17,283		12,328		13,057		
Upkeep	2640				48,670	4,078		2,946		18,565		
	100						16,449			16,449		
	200						9,330			9,330		
	300						4,266			4,266		
MAINT VEHICLE	2650				12,482	4,211	3,582			6,758		
Salary	100	4,131										
Benefits	200											
Contracted Services	300							15,777	4,198	9,988		
Property Serv	400							9,526	12,300	10,913		
Other Expenses	500											
Supplies	600											
Security	2660	7,724		3,611		2,180	3,916			3,236		
Safety	2670	8,298	2,240			874	30,771		250	8,534		
	2680	336				75,000				75,000		
TOTAL		**115,237**	**2,240**	**47,450**	**86,843**	**104,001**	**315,999**	**99,187**	**28,518**	97,748		
TOTAL Building and Site	2600	**1,166,450**	**1,084,110**	**862,634**	**1,082,620**	**1,156,232**	**1,437,748**	**1,502,570**	**1,419,019**	1,220,705		1391542
percentage of total		9.23%	9.22%	8.16%	9.13%	9.97%	12.59%	10.79%	10.87%	10.10%		

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Pupil Transp (No SpEd)	**2710**											
Salary	100	85,816	93,387	139,884	2,273	38,289	40,427	83,744	109,275	72,468		
Benefits	200	22,054	34,885	44,437	398	4,272	23,100	21,815	27,516	22,346		
Contracted Services	300	1,983	3,392	530	374,625	22,891	2,962	3,429	1,238	58,438		
Property Serv	400	120	1,784	67,019	30,941	22,409	24,467	55,214	34,604	33,777		
Other Expenses	500	52,263	119,087	200		32,582	47,424		67,955	53,450		
Supplies	600	40,500	275,000			655	105,000		801	95,364		
Capital	700	64	3,126							3,126		
Debt	800											
Total Regular Trans		**202,800**	**530,661**	**252,070**	**408,237**	**121,098**	**243,380**	**164,202**	**241,389**	280,148		
percentage of total		1.61%	4.51%	2.39%	3.44%	1.04%	2.13%	1.18%	1.85%	0		
Transportation SPED	**2712**											
Salary Professional Staff	100	25,398		2,422	10,780	10,012	2,939	14,741	7,226	8,020		
Benefits	200	10,507		399	1,752	6,014	1,965	5,260	1,395	2,798		
Purchased serv.	300	2,083		1,491	5,112	5,051	991	4,115	539	2,883		
	400				6,271	5,626	259		3,296	3,863		
	500											
	600											
Capital Outlay	700											
Supplies	800											
BAF	2713				5,822					5,822		
	100	353		5,224			4,865	161	7,226	4,369		
	200	223		892			1,887	12	1,278	1,017		
	300			5,455				1,020		3,238		
	600											
MAINTENACE	2730			44,779	7,977	26,653		68,067	32,086	35,912		
Salary	100	36,568					14,459			14,459		
Benefits	200	12,895					9,014			9,014		
	300	16,023					23,084			23,084		
	400		44,406				1,149			22,778		
	500											
	600						946			946		
School Age SPED	2732	562			2,652	3,657		4,675	2,139	3,281		
	100											
	200											
	300											
OTHER	2790							199		199		
	2791											
	2792											
OTHER SPED SCL AGE	2793											
Total		**104,612**	**44,406**	**60,662**	**40,366**	**57,013**	**61,558**	**98,250**	**55,185**	59,634		196184
Total Transp		**307,412**	**575,067**	**312,732**	**448,603**	**178,111**	**304,938**	**262,452**	**296,574**	339,782		
percentage of total		2.43%	4.89%	2.96%	3.78%	1.54%	2.67%	1.88%	2.27%	2.86%		
Central Serv	**2900**											
Salary	100		112,896							112,896		
Benefits	200		50,000							50,000		
Total		0	162,896	0	0	0	0	0	0	23,271		
Community Serv	**3300**											
Salary	100				9,803	593				5,198		
Benefits	200				1,261	2,255				1,758		
Purchased serv.	300	10,000			187					187		
Property Serv	400											
Other Expenses	500											
Supplies	600											
Capital Outlay	700											
TOTAL 3300		**10,000**	**0**	**0**	**11,251**	**2,848**	**0**	**0**	**0**	2,014		
State Categorical	3400											
	100					**385**				385		
	200					**42**				42		
	300				1,500	3,316			1,664	2,160		
					5,498	714				3,106		
	600				735				8,929	4,832		
	800				3,002					3,002		
TOTAL		**0**	**0**	**0**	**10,735**	**4,457**	**0**	**0**	**10,593**	3,684		
Percent of Total		0.00%	0.00%	0.00%	0.09%	0.04%	0.00%	0.00%	0.08%	0		
High Ability	**3535**											

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	Average
Salaries	100	134,996	25,380	5,957	4,250	5,495	23,739	7,040	2,054	10,559
Benefits	200	56,482	4,588	1,257	737	963	11,706	1,028	4,450	3,533
supplies	600	230		1,567	77	189	7,548	10,549	1,739	3,612
		181		380	607	682	389	956		603
Other	800			1,858			1,450	2,053		1,787
TOTAL		**191,889**	**29,968**	**11,019**	**5,671**	**7,329**	**44,832**	**21,626**	**8,243**	18,384
State Early Childhood	**3540**									
Salaries	100	25,247	66,293	90,768	31,525	76,104			45,231	61,984
Benefits	200	4,496	30,867	59,996	15,937	29,239			16,640	30,536
	300		1,118							1,118
	600									
	700									
TOTAL		**29,743**	**98,278**	**150,764**	**47,462**	**105,343**	**0**	**0**	**61,871**	66,245
Early Childhood grant	**3541**									
	100									
	200									
	300			68,055						68,055
	400									
	500									
	600									
	700									
	800									
TOTAL		**0**	**0**	**68,055**	**0**	**0**	**0**	**0**	**0**	9,722
Career Ed	**3551**									
Teacher Eval Grant	**3570**									
Extended Learning	**3590**									
	100									
	200									
	300									
	400									
	500									
Other	**3599**					4,153		539		2,346
Salaries	100								636	636
	200								110	110
	300									
	500									
TOTAL		**0**	**0**	**0**	**0**	**4,153**	**0**	**539**	**746**	777
TOTAL	**3500**	221,632	128,246	229,838	53,133	116,825	44,832	22,165	70,860	95,128
FACILITIES	**4000**	4,345								
DEBT SERV	**5000**									
TOTAL FACILITIES		**4,345**	**0**		**0**	**0**			**0**	0
Federal Programs	**6000**									
Title I-A	6200									
Salaries	100	121,029	107,057	135,142	77,733	83,181	81,753	101,143	169,796	107,972
Benefits	200	66,293	62,291	75,088	36,421	34,822	49,896	58,841	86,164	57,646
	300			1,529		4,535	1,998	2,120	300	2,096
	400									
	600		(240)							-240
Title A ESSA	6210	7			326					326
	6212									
	100									
	200									
	300									
	500									
	600									
	6215									
	6230									
Title II A	6310									
Salaries	100	17,358	17,452		19,377			2,400	28,124	16,838
Benefits	200	11,307	8,783		10,850			421	17,787	9,460
	300			20,251	676			31,750		17,559
	500				213					213
	800									
	6315									
	6330									
IDEA TRANSP	6402									

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**
IDEA Base School Age	6403									
IDEA Part B Birth-4	6404									
Salaries	100				18,889					18,889
Benefits	200				3,311					3,311
					117,892					117,892
IDEA preschool	6406						2,274		8,594	5,434
Salaries	100	7,355	3,508	1,082	1,382			8,040		3,503
Benefits	200	2,600	1,780	759				901		1,147
	300					4,301				4,301
	6407									
	100							6,584		6,584
	200							3,502		3,502
Birth - 5	6408				35,326					35,326
Salaries	100	178,147	132,061	116,373		21,328	96,477	118,903	131,259	102,734
Benefits	200	84,839	66,698	60,232		8,397	49,978	49,879	41,528	46,119
	300	8,820				32,196		133,748	18,750	61,565
	400					163,719		18,025	51,589	77,778
IDEA EP	6409									
IDEA EP 6110	6410									
	100									
	200									
	300									
	600									
	6411				26,633					26,633
IDEA	6412									
Salaries	100		3,505		2,300		1,226	2,533	10,460	4,005
Benefits	200		934		583		2,083	1,252	5,020	1,974
	300								7,997	7,997
	6414									
	6415									
	100									
	200									
	300									
	600									
	6416									
	6417									
	6418									
Salaries	100						1,149			1,149
Benefits	200						201			201
	300									
	500				6,760					6,760
	6421				34,254	40,169				37,212
	100		18,666				11,523	13,513	26,559	17,565
	200		6,834				10,099	8,292	4,666	7,473
	300							4,000		4,000
	6422				3,326	3,336	2,714		3,385	3,190
	100		2,034					2,143		2,089
	200		689					1,454		1,072
	6423					1,699			4,582	3,141
	100		780		575		600	503		615
	200		208		153		86	319		192
Other Non Cat	6690									
Carl Perkins	6700				477			9,925	100,116	
	100									
	200									
	300						180			180
	600						278			278
6915 Title I Part C	100									
	200									
	300									
title III	**6925**				705					705
	100									
	200									
Title III ESSA Immigrant	**6926**									
Head Start	**6940**									

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**		
Salaries	100											
Benefits	200											
	300											
	400											
	600											
	6967											
	6968											
Salaries	100	130,679							60,672	60,672		
Benefits	200	25,056							8,192	8,192		
	300	1,350							1,760	1,760		
Other	600	286										
		555										
	800	150										
Total 6969	**6969**					20,000			13,120	16,560		
Salaries	100	10,202										
Benefits	200	6,570										
	300											
	400											
Other												
Adult Ed	**6980**											
	100											
	200											
American Rescue	6988											
	200											
6989	000											
	100											
	200											
Fed Categorical	6990					7,973	91,100		631	33,235		
Salaries	100	8,000										
Benefits	200	1,385										
	300	20,580										
	400											
	600											
	800											
REAP	6992											
ESSER	**6996**			2,990				13		1,502		
Salaries	100											
Benefits	200											
	300											
	500		14,700							14,700		
	600											
	700											
	6997				2,897	119,923		4,323		42,381		
Salaries	100	50,116		159,891						159,891		
Benefits	200	17,153		46,192						46,192		
	300	15,340	188,988	15,088						102,038		
	400			193,710						193,710		
	500											
	600											
Other	700											
ESSER III	6998	590,960	15,733							15,733		2021
	100			49,296	63,478		52,381	45,128	43,389	50,734		
	200			21,213	33,852		20,716	11,613	15,805	20,640		
	300			16,546	173,872			630	320,625	127,918		
	400			100,208	32,220			167,479	232,953	133,215		
	500								2,614	2,614		
Total Federal Programs		**1,376,137**	**652,461**	**1,015,590**	**704,481**	**545,579**	**476,712**	**809,377**	**1,416,437**	802,948		2598856
percentage of total		10.89%	5.55%	9.61%	5.94%	4.71%	4.17%	5.81%	10.85%	6.66%		
Debt Services	9000	3,248							244	244		
Total Debt Service												
Transfers	**8000**	41,500	50,000		10,000		65,000		40,000	41,250		
Total Transfers		**41,500**	**50,000**	**0**	**10,000**	**0**	**65,000**	**0**	**40,000**	23,571		
percentage of total		0.33%	0.43%	0.00%	0.08%	0.00%	0.57%	0.00%	0.31%	0.20%		

	Code #	Cozad	Gothenburg	Broken Bow	Wayne	Lakeview	Minden	Holdrege	Ogallala	**Average**
Total from AFR		12,634,471	11,756,102	10,568,891	11,861,106	11,591,457	11,421,475	13,928,197	13,051,613	12,025,549
GRAND TOTAL		*12,634,471*	*11,756,102*	*10,568,891*	*11,861,106*	*11,591,457*	*11,421,475*	*13,928,197*	*13,051,613*	12,025,549
		0	0	0	0	0	0	0	0	0
Beginning Cash		$2,802,065	$3,000,331	$2,254,620	$1,169,049	$3,775,655	$2,576,270	$8,183,661	$4,735,411	4,088,009
Co. Treas Bal		$2,202,627	$2,013,688	$1,951,163	$2,328,416	$1,892,145	$2,111,197	$2,250,653	$2,382,784	2,193,039
Ending Cash		$2,443,572	$2,373,608	$2,205,491	$1,248,879	$4,283,055	$2,506,497	$7,593,906	$5,001,439	4,126,755
Ending Co Treas.		$1,991,195	$1,725,015	$2,233,051	$2,341,240	$2,365,870	$2,033,338	$1,994,733	$2,522,472	2,251,531
Total Cash on Hand		**$4,434,767**	**$4,098,623**	**$4,438,542**	**$3,590,119**	**$6,648,925**	**$4,539,835**	**$9,588,639**	**$7,523,911**	6,378,286
# of Students		888	810	798	944	864	809	976	831	885
Cost per pupil		$14,228	$14,514	$13,244	$12,565	$13,416	$14,118	$14,271	$15,706	14,015
Cash per pupil		$2,752	$2,930	$2,764	$1,323	$4,957	$3,098	$7,781	$6,019	4,636
Percent of Cash		19.34%	20.19%	20.87%	10.53%	36.95%	21.95%	54.52%	38.32%	0
Cash on hand change										

PROGRAM	Local	Array Avg	Difference
Regular Ed	$5,610,027	$5,856,686	-$246,659
SPED	$1,216,468	$1,271,756	-$55,288
Guidance Other	$827,417	$709,963	$117,454
Library/Tech	$151,821	$406,647	-$254,826
Exec Admin	$367,381	$391,900	-$24,519
Principal	$813,909	$659,869	$154,040
Central Serv	$502,308	$201,988	$300,320
Facilities	$1,166,450	$1,220,705	-$54,255
Transportation	$307,412	$339,782	-$32,370
Community	$10,000	$2,014	$7,986
HAL	$0	$3,684	-$3,684
Early Childhood	$221,632	$95,128	$126,504
Facilities	$4,345	$0	$4,345
Federal	$1,376,137	$802,948	$573,189
	$12,575,307	$11,963,069	$612,238

		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
01-2-01100-100's	REGULAR INSTRUCTION - Salaries	3,228,017	3,083,005	3,027,261	3,784,824	3,592,660	3,454,418	3,933,765	3,707,856	3,511,970
01-2-01100-200's	REGULAR INSTRUCTION - Benefits	1,540,260	1,485,185	1,484,071	1,606,835	1,614,456	1,604,681	1,946,804	1,699,890	1,634,560
01-2-01125-100's	REGULAR ED SCHOOL AGE - Salaries						58,969			
01-2-01125-200's	REGULAR INs (FLEX-SPENDING) - Benefits						31,192			
01-2-01150-100's	LEP - Salaries	92,926		64,217	76,491	270,446		69,819	61,966	108,588
01-2-01150-200's	LEP - Benefits	40,982		26,592	16,093	126,974		47,487	23,900	48,209
01-2-01160-100's	POVERTY PROGRAMS - Salaries	319,790	212,160	128,492	41,888	108,094		373,627	326,980	198,540
01-2-01160-200's	POVERTY PROGRAMS - Benefits	138,818	104,385	60,182	29,955	60,851		178,875	136,949	95,200
	TOTAL	**5,360,793**	**4,884,735**	**4,790,815**	**5,556,086**	**5,773,481**	**5,149,260**	**6,550,377**	**5,957,541**	**5,523,185**
01-2-01190-100's	EARLY CHILDHOOD - Salaries	47,825			62,846	2,712		19,770		28,443
01-2-01190-200's	EARLY CHILDHOOD - Benefits	24,788			21,340	3,382		15,577		13,433
01-2-01195-100's	FLEX									
01-2-01195-200's	FLEX									
	TOTAL	**72,613**	**0**	**0**	**84,186**	**6,094**	**0**	**35,347**	**0**	**17,947**
01-2-01200-100's	sped- SCHOOL AGE - Salaries	791,221	640,939	535,374	689,496	808,590	687,982	1,057,948	872,792	756,160
01-2-01200-200's	SPED SCHOOL AGE Ben	398,044	329,310	199,809	243,822	382,205	368,867	526,837	360,829	344,526
01-2-01291-100's	SPED - AGES 3-5 - Salaries			137,386			2,056		23,677	54,373
01-2-01291-200's	SPED - AGES 3-5 - Benefits			28,936			728		13,734	14,466
01-2-01292-100's	SPED - AGES 0-2 - Salaries			4,804					56,762	30,783
01-2-01292-200's	SPED - AGES 0-2 - Benefits			2,619					25,995	14,307
	TOTAL	**1,189,265**	**970,249**	**908,928**	**933,318**	**1,190,795**	**1,059,633**	**1,584,785**	**1,353,789**	**1,143,071**
01-2-01300-100's	SUMMER SCHOOL - Salaries	12,430	31,440		11,146	8,283	12,360	15,981	4,646	13,976
01-2-01300-200's	SUMMER SCHOOL - Benefits	2,109	5,281		1,949	1,219	1,943	5,561	815	2,795
	TOTAL 1300	**14,539**	**36,721**	**0**	**13,095**	**9,502**	**14,303**	**21,542**	**5,461**	14,375
	All Instruction including SPED	**5,447,945**	**4,921,456**	**4,793,434**	**5,653,367**	**5,789,077**	**5,163,563**	**6,607,266**	**5,988,997**	**5,569,814**
01-2-02110-100's		400								
01-2-02110-200's		70								
01-2-02120-100's	GUIDANCE SERVICES - Salaries	103,751	263,927	138,639	135,247	98,621	209,981	161,646	143,191	164,465
01-2-02120-200's	GUIDANCE SERVICES - Benefits	56,474	109,393	54,591	36,384	56,462	111,821	64,999	64,901	71,222
01-2-02130-100's	HEALTH SERV - Salaries	30,374	46,152	36,833	33,876		38,768	35,988	240	31,976
01-2-02130-200's	HEALTH SERV - Benefits	9,218	30,864	23,887	7,209		24,459	23,442	221	18,347
01-2-02131-100's	HEALTH SERV - Salaries				15,000			59,308		37,154
01-2-02131-200's	HEALTH SERV - Benefits				4,660			39,043		21,852
01-2-02140-100's	PSYCH SERVICES									
01-2-02140-200's	PSYCHOLOGICAL SERVICES									
01-2-02141-100's	PSYCHOLOGICAL SERVICES - SPED - SCHOOL AGE - Salary	70,384	60,648	68,072			45,276	69,392	9,356	50,549
01-2-02141-200's	PSYCHOLOGICAL SERVICES - SPED - SCHOOL AGE	34,663	32,425	32,077			22,551	19,768	3,649	22,094
01-2-02142-100's				6,188						
01-2-02142-200's				2,916						
01-2-02143-100's				3,094						
01-2-02143-200's				1,458						
01-2-02151-100's	SPEECH-SPED SALARIES	30,069	69,078	120,829	73,795	120,745	111,728	153,860	64,802	102,120
01-2-02151-200's	SPEECH=SPED BENEFITS	2,300	26,775	66,301	36,301	68,950	61,055	71,054	34,564	52,143
01-2-02152-100's				44,582		86				22,334

		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
01-2-02152-200's				28,697						28,697
01-02-2153-100	Staff Training-Salary									
01-02-2153-101	Benefit									
01-02-2161-100	Salary									
01-02-2161-200	Benefit									
01-02-2162-100	Salary									
01-02-2162-200	Benefit									
01-02-2163-100	Salary									
01-02-2163-200	Benefit									
	Salary									
	Benefit									
	Salary									
	Benefit									
01-2-02190-100's	SUPPORT STUDENT - OTHER - Salaries	260,874	312,017			918	118,203			143,713
01-2-02190-200's	SUPPORT STUDENT - OTHER - Benefits	40,303	122,928			1,539	41,737			55,401
	TOTAL 2100	**638,880**	**1,074,207**	**628,164**	**342,472**	**347,321**	**785,579**	**698,500**	**320,924**	**599,595**
01-2-02210-100's	IMPROVEMENT OF INSTRUCTION - Salaries			2,024		8,429				5,227
01-2-02210-200's	IMPROVEMENT OF INSTRUCTION - Benefits					1,475				1,475
01-2-02211-100's	SCHOOL IMPROVEMENT - Salaries									#DIV/0!
01-2-02211-200's	SCHOOL IMPROVEMENT - Benefits									#DIV/0!
01-2-02212-100's	CURRICULUM DEV- Salaries	21,965	74,230			2,798		35,952		37,660
01-2-02212-200's	CURRICULUM DEV- Benefits	3,850	29,045			490		16,730		15,422
01-2-02212-100's										
01-2-02212-200's										
01-2-02213-100's	STAFF TRAINING					1,863				1863
01-2-02213-200's	STAFF TRAINING					292				292
01-2-02214-100's										
01-2-02214-200's										
01-2-02220-100's	LIBRARY/MEDIA SERVICES - Salaries	73,967	98,105	85,045	51,986	108,352	134,878	165,505	148,873	113,249
01-2-02220-200's	LIBRARY/MEDIA SERVICES - Benefits	35,828	33,334	34,221	12,287	48,088	85,110	86,083	67,161	52,326
01-2-02230-100's	INSTRUCTION-RELATED TECHNOLOGY - Salaries		104,770		66,554	102,566	141,369	62,232	137,026	102,420
01-2-02230-200's	TECHNOLOGY - Benefits		26,536		20,920	24,469	52,634	27,646	63,335	35,923
01-2-02240-100's							6,645			6,645
01-2-02240-200's							3,516			3,516
01-2-02290-100's										#DIV/0!
01-2-02290-200's										#DIV/0!
	TOTAL	**135,610**	**366,020**	**121,290**	**151,747**	**298,822**	**413,991**	**394,148**	**416,395**	**308,916**
01-2-02310-100's		9,616					1,250			1,250
01-2-02310-100's		3,784	16,729				96			8,413
01-2-02320-100's	EXECUTIVE ADMINISTRATION - Salaries	183,072	201,998	263,745	191,676	162,453	192,428	238,227	199,759	207,184
01-2-02320-200's	EXECUTIVE ADMINISTRATION - Benefits	50,916	41,083	84,968	80,439	61,410	81,492	82,179	61,998	70,510
	TOTAL	**247,388**	**259,810**	**348,713**	**272,115**	**223,863**	**275,266**	**320,406**	**261,757**	**280,276**

		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
01-2-02410-100's	OFFICE OF THE PRINCIPAL - Salaries	517,360	268,906	380,559	469,985	569,832	401,956	389,159	410,378	412,968
01-2-02410-200's	OFFICE OF THE PRINCIPAL - Benefits	188,933	97,215	182,536	244,549	244,889	201,804	141,095	141,804	179,127
01-2-02490-100's	ADMINISTRATION - OTHER - Salaries	71,985			46,110			134,542	52,421	77,691
01-2-02490-200's	ADMINISTRATION - OTHER - Benefits	31,445			19,420			70,712	15,450	35,194
	TOTAL	**809,723**	**366,121**	**563,095**	**780,064**	**814,721**	**603,760**	**735,508**	**620,053**	**640,475**
01-2-02510-100's	FISCAL SERVICES - Salaries	82,592	62,004		111,801	70,358	108,823	116,776	55,419	87,530
01-2-02510-200's	FISCAL SERVICES - Benefits	31,347	28,328		43,943	49,033	51,607	100,254	18,425	48,598
01-2-02560-100's										
01-2-02560-200's										
01-2-02570-100's										
01-2-02570-200's										
01-2-02580-100's	ADMINISTRATIVE TECHNOLOGY SERVICES - Salaries	86,807		65,715						65,715
01-2-02580-200's	ADMINISTRATIVE TECHNOLOGY SERV	30,327		12,116				16,148		14,132
01-2-02590-100's										
01-2-02590-200's										
	TOTAL	**231,073**	**90,332**	**77,831**	**155,744**	**119,391**	**160,430**	**233,178**	**73,844**	**130,107**
01-2-02610-100's	OPERATION OF BUILDINGS - Salaries		233,308	108,727				268,068	280,934	222,759
01-2-02610-200's	OPERATION OF BUILDINGS - Benefits		127,113	53,065				107,856	147,803	108,959
01-2-02620-100's	MAINTENANCE OF BUILDINGS - Salaries	227,951	103,160	141,878	269,049	307,581	289,112	132,332	120,122	194,748
01-2-02620-200's	MAINTENANCE OF BUILDINGS - Benefits	88,704	59,357	46,505	141,657	162,958	194,130	42,294	64,131	101,576
01-2-02630-100's	CARE GROUNDS - Salaries	25,563		11,503			51,174			31,339
01-2-02630-200's	CARE GROUNDS - Benefits	11,119		1,989			28,284			15,137
01-2-02640-100's							16,449			16,449
01-2-02640-200's							9,330			9,330
01-2-02650-100's		4,131								
01-2-02650-200's										
	TOTAL	**357,468**	**522,938**	**363,667**	**410,706**	**470,539**	**588,479**	**550,550**	**612,990**	**502,838**
01-2-02710-100's	STUDENT TRANSPORTATION REGULAR ED - Salaries	85,816	93,387	139,884	2,273	38,289	40,427	83,744	109,275	72,468
01-2-02710-200's	STUDENT TRANSPORTATION REGULAR ED - Benefits	22,054	34,885	44,437	398	4,272	23,100	21,815	27,516	22,346
01-2-02712-100's	TRANSPORTATION SPED - Salaries	25,398		2,422	10,780	10,012	2,939	14,741	7,226	8,020
01-2-02712-200's	TRANSPORTATION SPED - Benefits	10,507		399	1,752	6,014	1,965	5,260	1,395	2,798
01-2-02713-100's	Trans BAF SPED Salaries	353		5,224			4,865	161	7,226	4,369
01-2-02713-200's	TRAN BAF SPED - Benefits	223		892			1,887	12	1,278	1,017
01-2-02730-100's	Maint Salary	36,568					14,459			14,459
01-2-02730-200's	Maint Benefits	12,895					9,014			9,014
01-2-02732-100's										
01-2-02732-200's										
	TOTAL	**193,814**	**128,272**	**193,258**	**15,203**	**58,587**	**98,656**	**125,733**	**153,916**	**110,518**
01-02-2900-100	Central Serv-Other		112,896							112,896
01-02-2900-101			50,000							50,000

		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
01-2-03300-100's	COMMUNITY SERVICES - Salaries				9,803	593				5,198
01-2-03300-200's	COMMUNITY SERVICES - Benefits				1,261	2,255				1,758
01-2-03400-100's						385				385
01-2-03400-200's						42				42
01-2-03535-100's	HIGH ABILITY LEARNERS - Salaries	134,996	25,380	5,957	4,250	5,495	23,739	7,040	2,054	10,559
01-2-03535-200's	HIGH ABILITY LEARNERS - Benefits	56,482	4,588	1,257	737	963	11,706	1,028	4,450	3,533
01-2-03540-100's	STATE EARLY CHILDHOOD - Salaries	25,247	66,293	90,768	31,525	76,104			45,231	61,984
01-2-03540-200's	STATE EARLY CHILDHOOD - Benefits	4,496	30,867	59,996	15,937	29,239			16,640	30,536
01-2-03590-100's										
01-2-03590-200's										
01-2-03599-100's									636	636
01-2-03599-200's									110	110
	TOTAL 2900-3000	**221,221**	**290,024**	**157,978**	**63,513**	**115,076**	**35,445**	**8,068**	**69,121**	**105,604**
01-2-06200-100's	TITLE I PART A	121,029	107,057	135,142	77,733	83,181	81,753	101,143	169,796	107,972
01-2-06200-200's	TITLE I PART A Benefits	66,293	62,291	75,088	36,421	34,822	49,896	58,841	86,164	57,646
01-2-06212-100's	Title I A									
01-2-06212-200's	Title I A									
01-2-06310-100's	FEDERAL TITLE II, PART A Salaries	17,358	17,452		19,377			2,400	28,124	16,838
01-2-06310-200's	FEDERAL TITLE II, PART A Benefits	11,307	8,783		10,850			421	17,787	9,460
01-2-06404-100's					18,889					18,889
01-2-06404-200's					3,311					3,311
01-2-06407-100's								6,584		6,584
01-2-06407-200's								3,502		3,502
01-2-06408-100's	IDEA BIRTH THROUGH AGE TWENTY-ONE - Salaries	178,147	132,061	116,373		21,328	96,477	118,903	131,259	102,734
01-2-06408-200's	IDEA BIRTH THROUGH AGE TWENTY-ONE - Benefits	84,839	66,698	60,232		8,397	49,978	49,879	41,528	46,119
01-2-06410-100's										
01-2-06410-200's										
01-2-06412-100's			3,505		2,300		1,226	2,533	10,460	4,005
01-2-06412-200's			934		583		2,083	1,252	5,020	1,974
01-2-06415-100's										
01-2-06415-200's										
01-2-06418-100's							1,149			1,149
01-2-06418-200's							201			201
01-2-06421-100's			18,666				11,523	13,513	26,559	
01-2-06421-200's			6,834				10,099	8,292	4,666	
01-2-06422-100's			2,034					2,143		2,089
01-2-06422-200's			689					1,454		1,072
01-2-06423-100's			780		575		600	503		615
01-2-06423-200's			208		153		86	319		192
01-2-06700-100's	(CARL PERKINS) - Salaries									
01-2-06700-200's	(CARL PERKINS) - Benefits									
01-2-06915-100's										
01-2-06915-200's										
01-2-06925-100's										

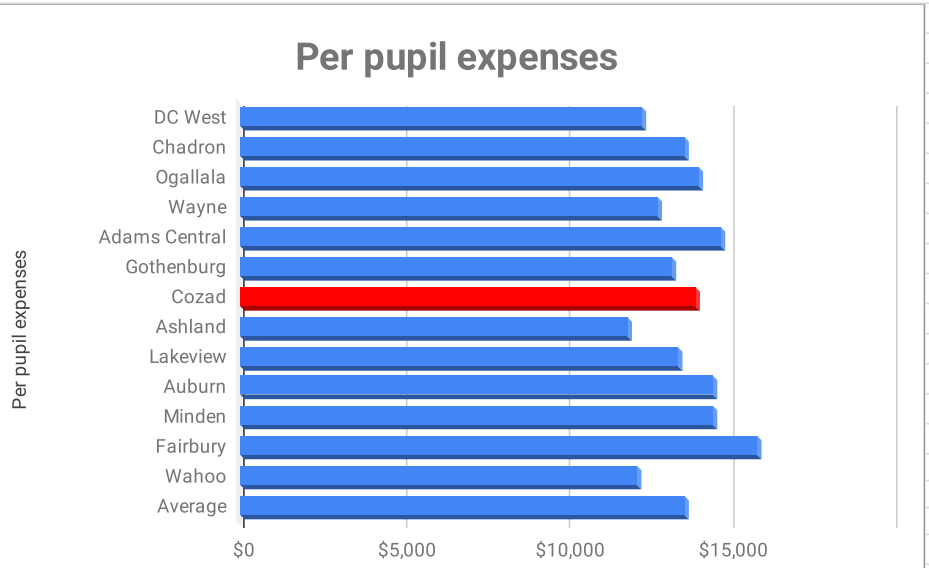
		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
01-2-06925-200's										
01-2-06940-100's										
01-2-06940-200's										
01-2-06969-100's		10,202								
01-2-06969-200's		6,570								
01-2-06996-100's	(ESSERS) - Salaries									
01-2-06996-200's	(ESSERS) - Benefits									
01-2-06997-100's	ESSER	50,116		159,891						159,891
01-2-06997-200's	ESSER	17,153		46,192						46,192
01-2-06998-100's	ESSER III			49,296	63,478		52,381	45,128	43,389	
01-2-06998-200's	ESSER			21,213	33,852		20,716	11,613	15,805	
01-2-02710-000	TRANSP REG EDUCATION									
01-2-06996-200's	(ESSERS) - Benefits									
	TOTAL	**563,014**	**427,992**	**663,427**	**267,522**	**147,728**	**378,168**	**428,423**	**580,557**	**413,402**
	Total Payroll	10,035,401	9,417,421	8,817,166	9,045,771	9,575,493	9,562,970	11,686,565	10,426,348	9,790,248
	Entollment	888	810	798	831	944	909	822	831	849
	Payroll per pupil	$11,301	$11,626	$11,049	$10,885	$10,144	$10,520	$14,217	$12,547	$11,528
	Total 100-1150-1160-1190	5,447,945	4,921,456	4,790,815	5,653,367	5,789,077	5,163,563	6,607,266	5,963,002	5,555,507
1200		1,189,265	970,249	908,928	933,318	1,190,795	1,059,633	1,584,785	1,353,789	1,143,071
2100		638,880	1,074,207	628,164	342,472	347,321	785,579	698,500	320,924	599,595
2200		135,610	366,020	121,290	151,747	298,822	413,991	394,148	416,395	308,916
2300		247,388	259,810	348,713	272,115	223,863	275,266	320,406	261,757	280,276
2400		809,723	366,121	563,095	780,064	814,721	603,760	735,508	620,053	640,475
2500		231,073	90,332	77,831	155,744	119,391	160,430	233,178	73,844	130,107
2600		357,468	522,938	363,667	410,706	470,539	588,479	550,550	612,990	502,838
2700		193,814	128,272	193,258	15,203	58,587	98,656	125,733	153,916	110,518
3000		221,221	290,024	157,978	63,513	115,076	35,445	8,068	69,121	105,604
6000		563,014	427,992	663,427	267,522	147,728	378,168	428,423	580,557	413,402
		10,035,401	9,417,421	8,817,166	9,045,771	9,575,920	9,562,970	11,686,565	10,426,348	9,790,309
	TOTAL FROM ABOVE									

PROGRAM		Cozad	Average	Difference
Regular Ed	1100	5,447,945	5,555,507	(107,562)
SPED	1200	1,189,265	1,143,071	46,194
Guidance Other	2100	638,880	599,595	39,285
Library/Tech	2200	135,610	308,916	(173,306)
Exec Admin	2300	247,388	280,276	(32,888)
Principal	2400	809,723	640,475	169,248
Central Serv	2500	231,073	130,107	100,966
Building/grounds	2600	357,468	502,838	(145,370)
Transportation	2700	193,814	110,518	83,296
Comm/HAL	3000	221,221	105,604	115,617
Federal	6000	563,014	413,402	149,612
TOTAL		10,035,401	9,790,309	245,092
TOTAL EXP		12,634,471	12,025,549	608,922
PERCENT		0.7942873904	0.8141257374	

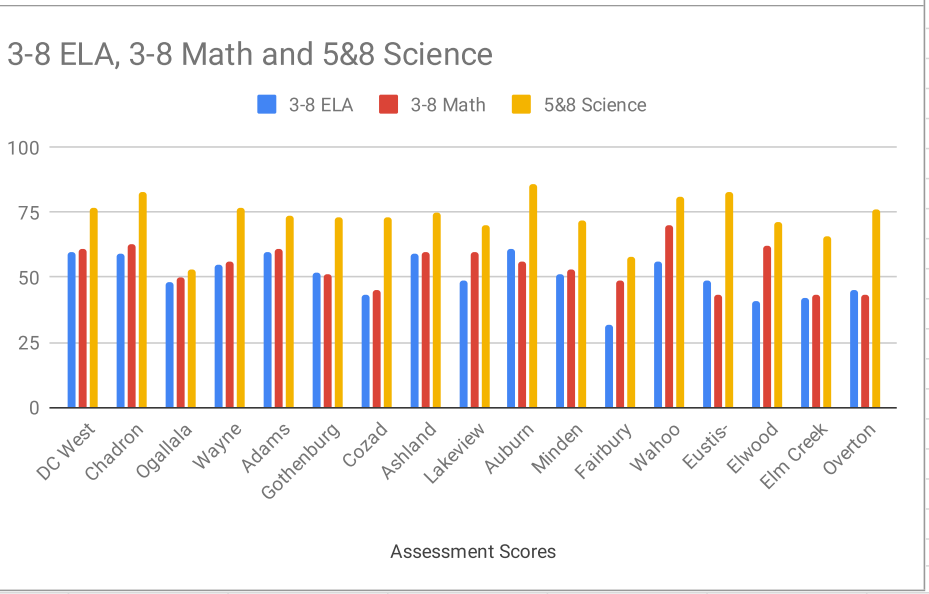
1100	54.29%	56.74%
1200	11.85%	11.68%
2100	6.37%	6.12%

		Cozad	Gothenburg	**Broken Bow**	Wayne	Lakeview	Minden	Holdrege	Ogallala	AVERAGE
			2200	1.35%	3.16%					
			2300	2.47%	2.86%					
			2400	8.07%	6.54%					
			2500	2.30%	1.33%					
			2600	3.56%	5.14%					
			2700	1.93%	1.13%					
			3000	2.20%	1.08%					
			6000	5.61%	4.22%					
				100.00%	100.00%					

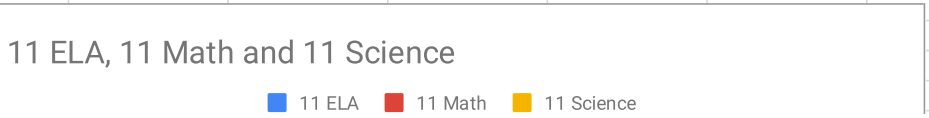
Per pupil expenses			
DC West	$12,342		
Chadron	$13,638		
Ogallala	$14,060		
Wayne	$12,812		
Adams Central	$14,756		
Gothenburg	$13,234		
Cozad	$13,959		
Ashland Greenwood	$11,888		
Lakeview	$13,426		
Auburn	$14,490		
Minden	$14,488		
Fairbury	$15,847		
Wahoo	$12,160		
Average	**$13,623**		



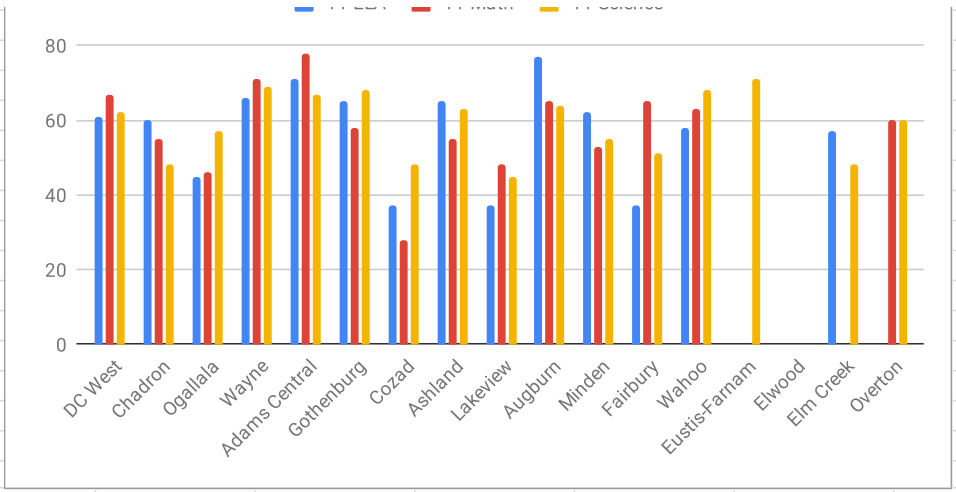
Assessment Scores	3-8 ELA	3-8 Math	5&8 Science
DC West	60	61	77
Chadron	59	63	83
Ogallala	48	50	53
Wayne	55	56	77
Adams Central	60	61	74
Gothenburg	52	51	73
Cozad	43	45	73
Ashland Greenwood	59	60	75
Lakeview	49	60	70
Auburn	61	56	86
Minden	51	53	72
Fairbury	32	49	58
Wahoo	56	70	81
Eustis-Farnam	49	43	83
Elwood	41	62	71
Elm Creek	42	43	66
Overton	45	43	76
Average	**50.71**	**54.47**	**73.41**



	11 ELA	11 Math	11 Science
DC West	61	67	62
Chadron	60	55	48
Ogallala	45	46	57



Wayne	66	71	69
Adams Central	71	78	67
Gothenburg	65	58	68
Cozad	37	28	48
Ashland Greenwood	65	55	63
Lakeview	37	48	45
Augburn	77	65	64
Minden	62	53	55
Fairbury	37	65	51
Wahoo	58	63	68
Eustis-Farnam			71
Elwood			
Elm Creek	57		48
Overton		60	60
Average	**57**	**58**	**59**



Add student enrollment for each year and ppl costs in the comp group.

Use Total GF expenses which leaves out Federal prog.

This chart is Total General Fund Disbursements

	2014-15	2015-16	2016-17	2017-18	2018-19
Raymond Central	7,275,879	7,598,541	7,990,508	8,807,127	8,369,566
Louisville	$6,275,484	$6,854,495	$7,003,826	$7,243,759	$8,138,774
Wilber	$6,207,058	$6,413,200	$6,612,009	$6,902,758	$7,302,910
North Bend	$7,669,804	$7,369,375	$7,801,305	$7,931,908	$8,086,497
Malcom	$5,682,857	$6,047,906	$6,199,428	$6,457,772	$6,630,302
Pierce	$7,863,720	$7,616,204	$7,714,180	$7,738,607	$8,395,541
Ft Calhoun	$6,848,556	$7,157,347	$9,486,378	$9,129,911	$8,833,853
Arlington	$7,117,148	$7,139,620	$7,530,943	$7,548,549	$7,743,077
Syracuse	$8,166,468	$8,405,786	$8,538,587	$8,884,919	$9,199,972
Milford	$8,007,126	$7,989,082	$7,955,683	$7,459,283	$8,123,791
Palmyra	$5,345,040	$5,551,572	$6,086,848	$6,465,487	$6,842,741
Average	**$6,918,326**	**$7,054,459**	**$7,492,919**	**$7,576,295**	**$7,929,746**
YEAR	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**2018-19**
Raymond Central	$7,275,879	$7,598,541	$7,990,508	$8,807,127	$8,369,566
Cohort Districts	$6,918,326	$7,054,459	$7,492,919	$7,576,295	$7,929,746
	$357,553	$544,082	$497,589	$1,230,832	$439,820
conestoga	$8,238,404	$7,781,392	$9,437,265	$8,479,788	$8,701,537

Cost Group for State Aid Purpose-DO NOT USE THIS DATA

	Formula Stdt	GFOE	Cost PP	Above/Below
Gordon Rushville	568	$6,561,338	$11,540	-$139
Palmyra	571	$5,835,810	$10,213	-$1,466
North Bend	590	$7,530,202	$12,761	$1,082
Malcolm	596	$5,962,009	$10,001	-$1,678
Mitchell	599	$6,942,448	$11,572	-$107
Wilber Clat	603	$6,401,492	$10,609	-$1,070
So. Cent Unified	611	$8,962,005	$14,661	$2,982
Chase Co	612	$7,425,449	$12,119	$440
Conestoga	622	$7,611,692	$12,222	$543
Louisville	637	$7,318,387	$11,482	-$197
Raymond Cent	640	$7,080,882	$11,060	-$619
David City	640	$8,784,529	$13,707	$2,028
Pierce	654	$7,515,613	$11,484	-$195
Fort Calhoun	656	$7,878,886	$11,998	$319
St. paul	660	$7,169,451	$10,861	-$818
Arlington	684	$6,949,415	$10,148	-$1,531
Central City	710	$9,083,880	$12,785	$1,106

West Point	710	$8,894,795	$12,519	$840
Syracuse	737	$8,083,816	$10,960	-$719
O'Neill	747	$9,498,572	$12,700	$1,021
Milford	761	$7,504,921	$9,855	-$1,824
AVERAGE	**681**	**$7,571,219**	**$11,679**	**$0.00**

	Adjusted AFR			
	2018-2019	2013-2014		
Gibbon	$6,602,143	$6,135,974	1 site	
Winnebago	$11,522,309	$8,290,445		
Ord	$6,933,371	$6,136,150	2 sites	
Fillmore Cent	$7,351,369	$7,262,393		
Boone Central	$8,440,478	$7,228,220	3 sites	
Gordon Rushville	$7,910,594	$7,679,913	3 sites	
Palmyra	$6,136,802	$4,574,577		
North Bend	$7,591,166	$6,272,079	2 sites	
Malcolm	$6,082,870	$5,300,592	1 site	
Mitchell	$7,006,062	$6,151,087	1 site	
Wilber Clatonia	$6,452,609	$5,136,489		
So. Cent Unified	$10,032,650	No data	Multiple	
Chase Co	$7,791,947	$6,410,553	1 site	
Conestoga	$8,174,956	$7,127,878	3 sites	
Louisville	$7,377,169	$5,399,718	1	
Raymond Cent	$7,782,096	$6,602,884	3 sites	
David City	$9,706,011	$7,849,812	2 towns	
Pierce	$7,113,267	$6,796,116	1	
Fort Calhoun	$7,612,776	$5,540,138		
St. paul	$7,692,450	$6,822,623	1 site	
Arlington	$7,259,854	$6,377,854	1	
Central City	$9,863,404	$7,633,491	1	
West Point	$9,505,708	$9,239,945		
Syracuse	$8,604,989	$7,118,274	3 sites	
O'Neill	$10,504,082	$9,050,814	2 I think	
Milford	$7,455,066	$6,899,731	2 sites	
Broken Bow	$9,326,737	$9,405,449	2 sites	
Minden	$9,773,178	$8,336,144	2-3 sites	
Falls City	$10,308,894	$9,404,553	3 sites	
Fairbury	$11,044,694	$9,867,948		
Auburn	$10,326,455	$8,848,853	2+	
Gothenburg	$9,656,230	$8,325,214	1 site	
Ogallala	$10,213,661	$9,410,045	5 to 2	
Average	**$8,459,274**	**$7,269,874**		

						20-21 ppl	15-16	Increase	20-21 above/below	15-16 above/below
Gibbon	$11,248	$9,911	$1,337	-$405	-$478					
Winnebago	$7,389	$8,859	-$1,470	-$4,264	-$1,530					
Ord	$13,361	$9,601	$3,760	$1,708	-$788					
Fillmore Cent	$11,796	$10,024	$1,772	$143	-$365					
Boone Central	$15,439	$13,600	$1,839	$3,786	$3,211					
Gordon Rushville	$11,540	$13,036	-$1,496	-$113	$2,647					
Palmyra	$10,213	$9,585	$628	-$1,440	-$804					
North Bend	$12,761	$10,507	$2,254	$1,108	$118					
Malcolm	$10,001	$10,033	-$32	-$1,652	-$356					
Mitchell	$11,572	$9,295	$2,277	-$81	-$1,094					
Wilber Clatonia	$10,609	$9,277	$1,332	-$1,044	-$1,112					
So. Cent Unified	$14,661	$12,452	$2,209	$3,008	$2,063					
Chase Co	$12,119	$9,699	$2,420	$466	-$690					
Conestoga	$12,222	$10,377	$1,845	$569	-$12					
Louisville	$11,482	$9,776	$1,706	-$171	-$613					
Raymond Cent	$11,060	$10,201	$859	-$593	-$188					
David City	$13,707	$11,740	$1,967	$2,054	$1,351					
Pierce	$11,484	$10,465	$1,019	-$169	$76					
Fort Calhoun	$11,998	$9,625	$2,373	$345	-$764					
St. paul	$10,861	$9,285	$1,576	-$792	-$1,104					
Arlington	$10,148	$10,283	-$135	-$1,505	-$106					
Central City	$12,785	$11,348	$1,437	$1,132	$959					
West Point	$12,519	$10,684	$1,835	$866	$295					
Syracuse	$10,960	$9,596	$1,364	-$693	-$793					
O'Neill	$12,700	$11,255	$1,445	$1,047	$866					
Milford	$9,855	$10,893	-$1,038	-$1,798	$504					
Broken Bow	$11,350	$11,159	$191	-$303	$770					
Minden	$11,949	$10,433	$1,516	$296	$44					
Falls City	$11,354	$10,096	$1,258	-$299	-$293					
Fairbury	$12,280	$10,278	$2,002	$627	-$111					
Auburn	$11,030	$10,055	$975	-$623	-$334					
Gothenburg	$11,197	$8,867	$2,330	-$456	-$1,522					
Ogallala	$10,891	$10,541	$350	-$762	$152					
	$11,652.76	$10,388.97	$1,263.79	$0.00	$0.00					

One Site Adjusted AFR			
Gibbon	$6,602,143	589	$11,209
Malcolm	$6,082,870	600	$10,138
Mitchell	$7,006,062	715	$9,799

	Enrollment
Hershey	523
Wood River	527

Chase Co	$7,791,947	625	$12,467			Wakefield	540				
Louisville	$7,377,169	687	$10,738			Logan View	547				
Pierce	$7,113,267	665	$10,697			Fillmore Cent	587				
St. paul	$7,692,450	680	$11,312			Gibbon	589				
Arlington	$7,259,854	700	$10,371			Palmyra	591				
Gothenburg	$9,656,230	883	$10,936			Malcolm	600				
	$7,397,999	**682.6666667**	**$10,837**			Ord	605				
Multiple Site Adjusted AFR						North Bend	611				
Ord	$6,933,371	605	$11,460			Gordon Rushville	616				
Boone Central	$8,440,478	626	$13,483			Wilber Clatonia	624				
Gordon Rushville	$7,910,594	616	$12,842			Chase Co	625				
North Bend	$7,591,166	611	$12,424			Boone Central	626				
Conestoga	$8,174,956	718	$11,386			David City	630				
David City	$9,706,011	630	$15,406			Pierce	665				
Syracuse	$8,604,989	756	$11,382			St. paul	680				
O'Neill	$10,504,082	816	$12,873			Raymond Cent	685				
Milford	$7,455,066	760	$9,809				**603.94**				
Broken Bow	$9,326,737	860	$10,845			Louisville	687				
Minden	$9,773,178	834	$11,718			Arlington	700				
Falls City	$10,308,894	896	$11,505			Mitchell	715				
Auburn	$10,326,455	937	$11,021			Conestoga	718				
Ogallala	$10,213,661	901	$11,336			Fort Calhoun	719				
Cozad	$10,190,702	910	$11,199								
	$8,850,460	**743.4615385**	**$11,904**			West Point	736				
						Central City	744				
						Syracuse	756				
						Milford	760				
						O'Neill	816				
						Minden	834				
						Broken Bow	860				
						Gothenburg	883				
						Falls City	896				
						Fairbury	899				
						Ogallala	901				
						Auburn	937				
							797.71				
						Average	695.44				

This info is salary and benefits for all maintenance and custodial from AFR

2019 AFR	Raymond Cent	Malcom	North Bend	Wilber	Louisville	Ft Calhoun	Pierce	St Paul	Milford	Cozad	Ogallala	Gothenburg	AVG
Salary and Benefits	$319,882.00	$247,996.00	$379,075.00	$334,087.00	$222,386.00	$260,407.00	$182,753.00	$325,783.00	$250,095.00	$345,159.00		$445,146.00	$275,322.75
	-$44,559.25	$27,326.75	-$103,752.25	-$58,764.25	$52,936.75	$14,915.75	$92,569.75	-$50,460.25	$25,227.75				
Enrollment	640	600	611	624	687	719	665	680	760	910			
	$499.82	$413.33	$620.42	$535.40	$323.71	$362.18	$274.82	$479.09	$329.07	$379.30			
2018 AFR													
Salary and Ben	306385												
	Sq Ft.	FUEL	ELEC	FUEL	ELEC		SF per stdt		custodian				
RC	120000	25757	98500	0.2146416667	0.8208333333	350	342.8571429		3				40000
Ceresco	27267	1822	23509	0.0668206990	0.862177724	143	190.6783217		1				27267
Val	45000	729	24112	0.0162	0.5358222222	149	302.0134228		1				45000
					Gibbon	233.3333333							
						134.6153846							
	319882												

Ogallala Public :
Financial Summ

Texas **Building Fund**
Keith County
Perkins County
Total $0.00 Total

$0.00

Date	Total of Other Receipts	State Aid	Taxes 1110	Carlins 1115	Public Pwr Tx 1120	Motor Veh. 1125	1220	Interest 1410	Local Lic Fees 1610	City Fines 1620	Other Local Rev. 1910-90	County Fines 2150-30	SPED School Age 3128	SPED 3128	Homestead	hail 3135	Pro rate 3180	Apportion 3280	In Lieu 3380	St. Cat. 3500	Distance Ed. 3511	Other Starla3990	Title I 4200	Title I Acct. 4210	TITLE II A 4310	TITLE V 4320	IDEA Base 4404	IDEA 4410	4411	Medicaid 4455	GAPS 4465	Fed Stab 4999	ARRA 4610	ARRA 4611	Perkins 4700	ARRA Title 4810	Code 4553	ESU 4999	4991	Categorical 4995	Insurance	prop 5400	IDEA E/P	5990	Miscell.	non rev 5930	lit tmr	grant	transfer In	GED
Sept. 2009	$188,431.00	$183,499.00	$1,674,903.05	$16,684.00		$46,496.00		$590.00		$74.00		$45,727.00	$1,100.00							$180.00	$5,000.00		$34,589.00							$42,484.00						$20,850.00									$1,696.00				$50.00
Oct. 2009	$95,588.00	$183,499.00	$342,841.00	$0.00		$39,009.00		$396.00		$935.00		$17,867.00				$9,345.00																		$19,937.00						$5,850.00								$10.00
Nov. 2009	$222,067.00	$183,499.00	$1,731.00			$39,372.00		$348.00	$7,680.00	$425.00	$2,200.00	$21,162.00					$1,492.00						$11,548.00																									$20.00
Dec. 2009	$226,732.00	$183,499.00	$60,606.00							$709.00		$16,096.00	$122,011.00										$51,472.00		$12,918.00		$15,265.00											$4,495.00	$2,176.00									$396.00				
Jan. 2009	$419,136.00	$183,500.00	$579,272.00			$37,932.00		$103.00			$4,330.00	$16,261.00	$122,046.00														$16,350.00	$80,000.00		$2,647.00																	$1,298.00				
Feb. 2009	$444,792.00	$183,499.00	$114,304.00			$67,472.00		$91.00		$50.00	$1,000.00	$16,424.00	$107,484.00	$7,314.09			$4,415.00	$118,034.00					$25,736.00	$16,666.00	$6,460.00		$15,200.00			$3,348.00	$41,737.00										$39,900.00	$1,298.00					$11,825.00				$10.00
March. 2010	$318,788.00	$183,499.00	$220,351.00			$34,127.00		$290.00				$17,818.00	$104,789.00		$31,465.00		$7.00						$12,868.00		$3,250.00		$15,200.00	$40,000.00		$5,945.00					$30,355.00		$6,813.00						$5,927.00		$5,120.00				
Apr. 2010	$295,288.00	$183,499.00	$413,326.00			$39,387.00	$987.00	$150.00		$200.00	$2,501.00	$19,379.00	$101,641.00		$31,465.00							$1,275.00	$13,867.00		$3,229.00		$15,200.00			$2,426.00								$2,473.00				$11,953.00		$2,651.00				$150.00
May. 2010	$233,875.00	$183,500.00	$1,183,885.00	$65,673.00		$38,630.00		$540.00				$17,032.00	$103,926.00		$31,465.00		$9,321.00			$4,975.00			$12,868.00		$3,250.00		$15,200.00	$21,162.00	$19,818.00	$55,771.00							$873.00	$5,000.00	$134.00			$127,469.00		$865.00				$60.00
June. 2010	$265,011.00	$183,500.00	$307,388.00			$33,373.00		$1,154.00			$1,000.00	$17,868.00	$171,348.00		$31,465.00								$12,868.00		$3,250.00		$15,258.00	$109.00		$8,390.00																			$50.00
July 2010	$379,383.00		$35,941.00			$40,822.00		$373.00				$14,357.00			$31,465.00		$5,751.00						$9,191.00		$2,307.00					$37,303.00	$201,216.00					$1,422.00	$15,145.00						$24,565.00		$286.00				$80.00
Aug. 2010	$91,430.00		$54,622.00			$36,774.00		$284.00			$4,870.00	$18,323.00			$27,730.00							$48.00								$10.00								$9,336.00											$50.00
09-10 Month Tot	$11,321,474.00	$1,834,993.00	$6,120,943	$82,357.00		$453,848.00	$987.00	$4,230.00	$7,680.00	$1,800.00	$15,201.00	$216,842.00	$834,325.00	$7,314.09	$155,088.00	$9,345.00	$20,386.00	$118,034.00	$0.00	$5,155.00	$5,000.00	$1,323.00	$181,900.00	$16,666.00	$46,152.00	$0.00	$106,756.00	$166,775.00	$19,818.00	$26,784.00	$257,874.00	$201,216.00	$20,809.00	$19,937.00	$0.00	$35,355.00	$15,494.00	$28,822.00	$5,339.00	$0.00	$134.00	$6,466.00	$0.00	$210,014.00	$0.00	$29,304.00	$0.00	$0.00	$0.00	$460.00
09-10 Budget	$11,089,475.00	1,834,992	6,290,000	$75,000.00	$10,000.00	$500,000.00		$10,000.00	$6,000.00	$1,000.00	$3,000.00	$150,000.00	$860,000.00	$5,000.00	$0.00	$9,000.00	$20,000.00	$110,000.00	$5,000.00	$20,000.00	$20,000.00		$189,000.00	$17,600.00	$46,000.00	$1,000.00	$106,700.00	$152,200.00		$15,000.00	$100,000.00	$232,430.00	$128,000.00	$4,000.00	$5,000.00	$102,000.00		$35,000.00			$1,000.00	$1,000.00				$15,000.00				
Difference	$231,999.00	(1)	($169,057)	$7,357.00	($10,000.00)	($46,152)		($5,770.00)	$1,680.00	$800.00	$13,201.00	$66,842.00	($45,675)	$2,414.09	$155,088.00	$345.00	$386.00	$8,034.00	($5,000.00)	($14,845.00)	($15,000.00)		$1,900.00	($934.00)	$152.00	($1,000.00)	$56.00	$14,575.00		$11,784.00	$157,874.00	($31,214.00)	($107,191.00)	$15,937.00	($5,000.00)	($654,645.00)	$14,494.00	($6,178.00)			($849.00)	$5,466.00	$0.00	$210,014.00	$0.00	$14,304.00	$0.00	$0.00	$0.00	$460.00
2008-09 totals	$939,948.00							$939,948.00				($2,12,379.00)	$220,293.00					$28,822.00	($939,948.00)				$35,955.00	$10,797.00	$1,046,704.00					($10,797.00)	$37,581.00										($839,948.00)						
09-06 Comparison								($938,148.00)				$1,045,704.00	($212,379.00)					$89,212.00	$939,948.00				$181,900.00		$10,797.00	($939,948.00)				$37,581.00	$120,293.00				$0.00	$35,355.00		$28,822.00						($839,948.00)					
Amt off	$0.00																																																

10.1. **Financial Report by Account**

Regular; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local Property Taxes	8,316,000.00	494,749.00	7,461,521.11	89.72	854,478.89
01 1100 0000	Cash Balance - Placeholder	3,253,874.00	0.00	0.00	0.00	3,253,874.00
01 1115	Carline Taxes	25,000.00	0.00	18,173.11	72.69	6,826.89
01 1125	Motor Vehicle Taxes	450,000.00	31,175.78	403,715.61	89.71	46,284.39
01 1311	Tuition from Individuals Reg Education	7,000.00	0.00	7,200.00	102.86	(200.00)
01 1370	Preschool Tuition and Fees	50,000.00	0.00	41,385.00	82.77	8,615.00
01 1510	Interest on Investments	7,000.00	2,831.11	16,557.87	236.54	(9,557.87)
01 1800	Community Services Activities	30,000.00	2,395.00	20,950.00	69.83	9,050.00
01 1910	Rental of Equip/Prop/Facilities	16,000.00	621.67	14,183.37	88.65	1,816.63
01 1911	Local License Fees	1,000.00	0.00	3,695.00	369.50	(2,695.00)
01 1920	Contributions and Donations	3,500.00	0.00	58.88	1.68	3,441.12
01 1921	Police Court Fines	2,000.00	0.00	80.00	4.00	1,920.00
01 1925	Categorical Grants from Corp/Private	40,000.00	0.00	4,500.00	11.25	35,500.00
01 1980	Refund of Prior Year Expenditures	0.00	390.00	3,900.00	0.00	(3,900.00)
01 1990	Miscellaneous Local Receipts	1,000.00	0.00	2,300.00	230.00	(1,300.00)
	Subtotal: 1000	12,202,374.00	532,162.56	7,998,219.95	65.55	4,204,154.05
01 2110	County Fines and License Fees	82,000.00	8,034.38	53,705.49	65.49	28,294.51
01 2210	ESU Receipts	0.00	0.00	493.12	0.00	(493.12)
	Subtotal: 2000	82,000.00	8,034.38	54,198.61	66.10	27,801.39
01 3110	State Aid	2,047,337.00	204,731.00	2,047,337.00	100.00	0.00
01 3120	SPED Reimb (School Age)	600,000.00	94,037.00	597,086.00	99.51	2,914.00
01 3125	SPED Transportation Reimb (School Age)	10,000.00	0.00	17,704.00	177.04	(7,704.00)
01 3130	Homestead Exemption	0.00	47,603.86	94,054.46	0.00	(94,054.46)
01 3131	Property Tax Credit	0.00	0.00	484,768.08	0.00	(484,768.08)
01 3180	Pro-Rate Motor Vehicle	20,000.00	0.00	17,949.19	89.75	2,050.81
01 3400	State Apportionment	135,000.00	0.00	164,165.95	121.60	(29,165.95)
01 3535	Payments for High Ability Learners	8,000.00	0.00	7,075.00	88.44	925.00
01 3540	State Early Childhood	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal: 3000	2,830,337.00	346,371.86	3,430,139.68	121.19	(599,802.68)
01 4505	Title I, Part A	300,000.00	0.00	184,579.00	61.53	115,421.00
01 4509	Title II, Part A	0.00	0.00	27,865.00	0.00	(27,865.00)
01 4512	IDEA Base	95,500.00	0.00	0.00	0.00	95,500.00
01 4516	IDEA Preschool	9,000.00	0.00	9,060.00	100.67	(60.00)
01 4518	IDEA Part B (611) Base & Enroll/Poverty	95,500.00	0.00	264,894.00	277.38	(169,394.00)
01 4530	OTHER FEDERAL RECEIPTS	0.00	0.00	28,708.82	0.00	(28,708.82)
01 4531	Title IV, Part B - 21st Century Grant	0.00	0.00	57,600.00	0.00	(57,600.00)
01 4708	MIPS	50,000.00	5,627.36	12,184.84	24.37	37,815.16
01 4709	MAAPS	50,000.00	0.00	17,273.43	34.55	32,726.57
01 4969	Title IV-A, SSAE Grant	0.00	0.00	12,005.00	0.00	(12,005.00)
01 4997	ESSER II (ELEM & SECONDARY SCHOOL EMERGENCY RELEIF)	0.00	0.00	220,057.00	0.00	(220,057.00)
	Subtotal: 4000	600,000.00	5,627.36	834,227.09	139.04	(234,227.09)
01 5300	Sale of Property	0.00	0.00	154,525.55	0.00	(154,525.55)
01 5301	Insurance Adjustments	0.00	0.00	60,291.00	0.00	(60,291.00)
01 5690	OTHER NON-REVENUE RECEIPTS	270,000.00	0.42	3,374.57	1.25	266,625.43
	Subtotal: 5000	270,000.00	0.42	218,191.12	80.81	51,808.88
01 9000	Non-Program Receipts	0.00	0.00	390,246.00	0.00	(390,246.00)
	Subtotal: Non-Program Receipts	0.00	0.00	390,246.00	0.00	(390,246.00)
	Fund Total:	15,984,711.00	892,196.58	12,925,222.45	80.86	3,059,488.55

Regular; Processing Month 06/2023; Accounts to Include Accounts with Activity; Fund Number 01

	Revised Budget	During Month	To Date	% of Budget	Budget Balance
Grand Total:	15,984,711.00	892,196.58	12,925,222.45	80.86	3,059,488.55

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2023; Fund Number 01

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL FUND								
1100	REGULAR INSTRUCTION	6,174,000.00	413,143.63	4,305,815.46	70.55	1,868,184.54	0.00	50,088.79	1,818,095.75
1101	1101 - WOODS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1102	1102 - METALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1103	1103 - VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1105	1105 -ART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1106	1106 - FCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1108	1108 - GREENHOUSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1109	1109 - AGRICULTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	1110 - BUSINESS_FBLA/SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1111	1111 - HAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125	REG INSTR PROG SCHOOL AGE (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	119,000.00	18,223.37	195,809.06	164.56	(76,809.06)	0.00	17.58	(76,826.64)
1160	PROVERTY PROGRAMS	449,000.00	46,173.44	473,298.24	105.41	(24,298.24)	0.00	0.00	(24,298.24)
1190	EARLY CHILDHOOD PROGRAMS	144,000.00	10,616.37	107,635.47	75.42	36,364.53	0.00	972.36	35,392.17
1195	REG INSTR PROG BELOW AGE 5 (FLEX-SPEND)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPED INSTR PROGRAM SCHOOL AGE	1,607,250.00	106,812.67	1,174,839.27	73.23	432,410.73	0.00	2,143.02	430,267.71
1201	1201 - SPED DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1202	1202	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	1203	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	1204	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1205	1205	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1206	1206	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1207	1207	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1291	SPED INSTR PROGRAMS (AGE 3-5)	48,750.00	0.00	1,276.76	2.93	47,473.24	0.00	149.35	47,323.89
1300	SUMMER SCHOOL	28,000.00	2,162.50	7,343.36	26.23	20,656.64	0.00	0.00	20,656.64
2110	ATTENDANCE AND SOCIAL WORK SERVICES	7,700.00	0.00	0.00	0.00	7,700.00	0.00	0.00	7,700.00
2120	GUIDANCE SERVICES	211,500.00	13,240.26	134,989.02	63.91	76,510.98	0.00	179.14	76,331.84
2130	HEALTH SERVICES	73,500.00	5,065.42	42,786.85	58.21	30,713.15	0.00	0.00	30,713.15
2140	PSYCHOLOGICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2141	PSYCHOLOGICAL SERVICES SCHOOL AGE	113,000.00	10,864.16	93,526.69	82.77	19,473.31	0.00	0.00	19,473.31
2151	SPEECH PATH & AUDIOLOGY SVCS SCHOOL AGE	147,000.00	8,803.25	94,328.17	64.17	52,671.83	0.00	0.00	52,671.83
2152	SPEECH PATH & AUDIOLOGY SVCS (AGE 3-5)	50,000.00	0.00	30,625.05	61.25	19,374.95	0.00	0.00	19,374.95
2153	SPEECH PATH & AUDIOLOGY SVCS (AGE 0-2)	25,000.00	0.00	18,834.70	75.34	6,165.30	0.00	0.00	6,165.30
2161	OCCUPATIONAL THERAPY SVCS SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2162	OCCUPATIONAL THERAPY SVCS (AGE 3-5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2163	OCCUPATIONAL THERAPY SVCS (AGE 0-2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171	PHYSICAL THERAPY SERVICES SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2172	PHYSICAL THERAPY SERVICES (AGE 3-5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2173	PHYSICAL THERAPY SERVICES (AGE 0-2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2181	VISUALLY IMP/VISION SVCS SCHOOL AGE	12,000.00	0.00	316.00	0.00	(316.00)	0.00	0.00	(316.00)
2190	OTHER SUPPORT SERVICES - STUDENT	309,300.00	23,672.34	260,196.10	84.12	49,103.90	0.00	0.00	49,103.90
2191	2191 - SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2192	2192 - FALL PLAY/MUSICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2193	2193 - DIG JOURNALISM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2194	2194 - NHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2195	2195 - ONE ACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210	IMPROVEMENT OF INSTRUCTION	700.00	0.00	39.95	5.71	660.05	0.00	0.00	660.05
2211	SCHOOL IMPROVEMENT	5,800.00	0.00	0.00	0.00	5,800.00	0.00	0.00	5,800.00
2212	INSTR AND CURR DEVELOPMENT	44,000.00	350.00	1,525.26	3.47	42,474.74	0.00	0.00	42,474.74
2213	INSTRUCTIONAL STAFF TRAINING	24,100.00	0.00	11,793.41	48.94	12,306.59	0.00	0.00	12,306.59
2219	OTHER IMPROVEMENT OF INSTRUCTION SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	190,900.00	15,078.92	128,340.78	72.02	62,559.22	0.00	9,153.08	53,406.14
2224	EDUCATIONAL TELEVISION SERVICES	19,500.00	0.00	0.00	0.00	19,500.00	0.00	0.00	19,500.00

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2230	INSTRUCTION RELATED TECHNOLOGY	106,000.00	0.00	0.00	0.00	106,000.00	0.00	0.00	106,000.00
2240	ACADEMIC STUDENT ASSESSMENT	13,000.00	0.00	2,100.00	16.15	10,900.00	0.00	0.00	10,900.00
2310	BOARD OF EDUCATION	66,000.00	14,959.32	50,070.68	75.94	15,929.32	0.00	50.00	15,879.32
2320	EXECUTIVE ADMINISTRATION	268,000.00	21,404.44	209,006.64	77.99	58,993.36	0.00	0.00	58,993.36
2330	DISTRICT LEGAL SERVICES	30,000.00	9,903.76	42,640.38	142.13	(12,640.38)	0.00	0.00	(12,640.38)
2410	OFFICE OF THE PRINCIPAL	842,400.00	63,215.91	621,642.06	73.79	220,757.94	0.00	0.00	220,757.94
2490	SCHOOL ADMINISTRATION - OTHER	166,600.00	9,383.18	93,686.78	56.23	72,913.22	0.00	0.00	72,913.22
2510	FISCAL SERVICES	299,150.00	14,936.31	185,180.27	61.90	113,969.73	0.00	0.00	113,969.73
2530	PRINTING_PUBLISHING_DUPLICATING SVCS	26,400.00	0.00	26,760.38	101.37	(360.38)	0.00	0.00	(360.38)
2540	PLANNING_RESEARCH_DVLPMT_EVALUATION SVCS	1,400.00	0.00	0.00	0.00	1,400.00	0.00	0.00	1,400.00
2560	PUBLIC INFORMATION SERVICES	30,000.00	1,584.88	20,207.24	67.36	9,792.76	0.00	0.00	9,792.76
2570	PERSONNEL SERVICES	9,750.00	110.00	3,335.24	35.72	6,414.76	0.00	147.08	6,267.68
2580	ADMINISTRATIVE TECHNOLOGY SERVICES	386,300.00	18,335.00	250,818.65	70.61	135,481.35	0.00	21,951.71	113,529.64
2590	CENTRAL SERVICES - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2600	2600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF BUILDINGS	921,200.00	27,922.48	328,438.69	36.15	592,761.31	0.00	4,539.15	588,222.16
2620	MAINTENANCE OF BUILDINGS	735,300.00	34,272.28	358,156.12	51.18	377,143.88	0.00	18,200.00	358,943.88
2630	CARE AND UPKEEP OF GROUNDS	135,850.00	4,572.49	47,124.14	35.18	88,725.86	0.00	661.95	88,063.91
2640	CARE AND UPKEEP OF EQUIPMENT	1,450.00	0.00	0.00	35.31	1,450.00	0.00	512.00	938.00
2650	VEH OPER MAINT PURC (NON STUDENT TRANSP)	6,000.00	348.67	7,096.01	118.27	(1,096.01)	0.00	0.00	(1,096.01)
2660	SECURITY	9,150.00	0.00	6,780.39	74.10	2,369.61	0.00	0.00	2,369.61
2670	SAFETY	9,700.00	0.00	2,631.38	27.13	7,068.62	0.00	0.00	7,068.62
2680	OPERATION AND MAINT OF PLANT - OTHER	350.00	0.00	120.00	34.29	230.00	0.00	0.00	230.00
2710	VEHICLE OPER/PURCH REGULAR EDUC	283,600.00	159,947.22	428,666.49	151.15	(145,066.49)	0.00	0.00	(145,066.49)
2712	VEHICLE OPER/PURCH SPED - SCHOOL AGE	41,100.00	3,840.17	47,774.46	116.24	(6,674.46)	0.00	0.00	(6,674.46)
2713	VEHICLE OPER/PURCH SPED - BELOW AGE 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2722	MONITORING SERVICES SPED SCHOOL AGE	4,800.00	42.89	428.29	8.92	4,371.71	0.00	0.00	4,371.71
2730	VEHICLE SERVICE/MAINT REGULAR EDUC	92,400.00	8,210.50	88,163.19	95.76	4,236.81	0.00	319.82	3,916.99
2732	VEHICLE SERVICE/MAINT SPED SCHOOL AGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERIVICES	18,100.00	2,700.21	12,227.67	67.56	5,872.33	0.00	0.00	5,872.33
3300	COMMUNITY SERVICES OPERATIONS	115,000.00	0.00	10,000.00	8.70	105,000.00	0.00	0.00	105,000.00
3400	CATEGORIC GRANTS FROM CORP/OTHER PRIVATE	0.00	261.95	4,424.75	0.00	(4,424.75)	0.00	76.31	(4,501.06)
3535	HIGH ABILITY LEARNERS	193,200.00	20,933.53	209,470.53	108.42	(16,270.53)	0.00	0.00	(16,270.53)
3540	STATE EARLY CHILDHOOD	31,800.00	1,254.71	12,547.09	39.46	19,252.91	0.00	0.00	19,252.91
4300	ARCHITECTURE AND ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE I, PART A	186,100.00	17,876.39	175,890.00	94.51	10,210.00	0.00	0.00	10,210.00
6210	TITLE I, PART A ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6310	TITLE II, PART A	26,900.00	0.00	0.00	0.00	26,900.00	0.00	0.00	26,900.00
6406	IDEA PRESCHOOL BASE (AGES 3 & 4 ONLY)	9,400.00	800.49	7,498.77	79.77	1,901.23	0.00	0.00	1,901.23
6408	IDEA PART B (611) BASE & ENROLL POVERTY	264,000.00	19,290.19	239,585.86	90.75	24,414.14	0.00	0.00	24,414.14
6412	IDEA PART B-PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	IDEA PART B ARP BASE & ENROLL POV-B-21	0.00	6,991.73	29,065.55	0.00	(29,065.55)	0.00	1,451.00	(30,516.55)
6422	IDEA PRESCHOOL ARP-BASE/ENROLL POVERTY	0.00	0.00	235.51	0.00	(235.51)	0.00	2,633.30	(2,868.81)
6423	IDEA PART B ARP PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6450	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6968	TITLE IV, PART B (21ST CENTURY)	146,000.00	15,150.69	117,864.84	81.38	28,135.16	0.00	948.00	27,187.16
6969	TITLE IV, PART A	0.00	1,077.02	12,318.21	0.00	(12,318.21)	0.00	0.00	(12,318.21)
6988	ARP-EXPANDED LEARNING COLL AFTERSCHOOL	0.00	578.37	5,047.37	0.00	(5,047.37)	0.00	0.00	(5,047.37)
6989	ARP-EXPANDED LEARNING COLL SUMMER	0.00	2,526.92	2,526.92	0.00	(2,526.92)	0.00	99.50	(2,626.42)
6990	OTHER FEDERAL CATEGORICAL PROGRAMS	13,600.00	0.00	0.00	0.00	13,600.00	0.00	0.00	13,600.00
6996	ESSER I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ARP ESSER III	0.00	10,699.55	516,203.19	0.00	(516,203.19)	0.00	0.00	(516,203.19)
8000	TRANSFERS (OUTGOING)	192,000.00	0.00	43,500.00	22.66	148,500.00	0.00	0.00	148,500.00

Expenditure Report by Function/Object - Summary

Regular; Processing Month 06/2023; Fund Number 01

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	15,984,711.00	1,167,337.58	11,692,799.34	73.86	4,291,911.66	0.00	114,293.14	4,177,618.52

SCHOOL DISTRICT NO. 11—Treasurer's Report

Beginning balance as of June 1, 2023			$4,068,892.48
Receipts:	Custer Co Treasurer	3,713.85	
	Dawson Co Treasurer	577,849.17	
	State of Nebraska	304,549.54	
	AfterZone	2,395.00	
	Cozad City School District	390.00	
	CAP	616.67	
	Sales Tax reimb	.42	
	Facility use	5.00	
	Interest	2,831.11	$ 892,350.76
Disbursements			$ 1,166,546.83
Closing balance as of June 30, 2023			$ 3,794,696.41

ACCOUNTS:	Waypoint Bank—mma526	3,315,848.58	
	Security 1st—Revolv743	5,000.00	
	Waypoint Bank—ckg009	473,847.83	$ 3,794,696.41

BOND FUND

Balance 06-01-23	$1,338,680.78	Security 1st Bank-391	$ 723,737.95
Receipts	138,734.04		
Disbursements	753,676.87		
Balance 06-30-23	$ 723,737.95		

BUILDING ACCOUNTS

Balance 06-01-23	$17,556,920.40	NLAF	$737,243.74
Receipts	88,387.48	Homestead Bank-902	$850,755.70
Disbursements	1,159,857.52	Homestead Bank-6444	$262,508.52
Balance 06-30-23	$16,485,450.36	PNC	$14,634,942.40
			$16,485,450.36

Respectfully submitted: Susan Klopping

District 11 Treasurer-Susan Klopping

SCHOOL DISTRICT NO. 11-Waypoint Bank/Custody Receipts

CUSIP#	ISSUE	MATURITY	AMOUNT
3130AJNT2	FEDERAL HOME LOAN BANK	6/1/2024	874,380.00
3130ALAV6	FHLB 0.5 STEP UP 0.625	2/24/2028	866,800.00
3130ALH31	FHLB	3/22/2029	427,275.00
3130ALMG6	FHLB	3/24/1931	422,825.00
3130AMPN6	FHLB	6/16/2028	438,180.00
3130G45C3	FANNIE MAE	10/27/2025	678,750.00
239325EV1	DAWSON CO NE S/D #11 RFDG	12/15/2024	229,375.20
259291MR0	DOUGLAS CO NE S/D #1 GO UT	12/15/2032	238,140.00
259353MF4	DOUGLAS CO NE S/D #59 RFDG	12/15/2028	179,964.00
727771JH1	PLATTE CO NE S/D #1 GO UT	12/15/2030	201,498.00
878848JV3	TECUMSEH NE RFDG GO UT	12/15/2027	175,192.00
6817126Z3	OMAHA NE TXBL RFDG SER B	4/15/2026	269,871.00

	TOTAL CUSTODY RECEIPTS	$5,002,300.20
	F.D.I.C.	$250,000.00
		$5,252,300.20

ACCOUNTS:	General Ckg-3009	473,847.83
	General MMA-7526	3,315,848.58
	Revolving Acct-0602	4,968.76
	125 Plan-2801	21,361.45
	Hot Lunch-3020	510,349.09
	CEA Checking-4650	689.71
	CEA Savings-1759	2,920.07
	Sunshine-7651	51.63
		4,330,037.12

Amount of coverage over deposits $922,263.08

Dated this first day of July, 2023.

Susan Kloepping

Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11-Homestead Bank

CUSIP #		MATURITY	AMOUNT	
009044AC2	AINSWORTH NE ARPT AUTH	6/1/2024	$	19,235.60
02589AB68	AMERICAN EXPR NATL BANK	3/31/2025	$	245,000.00
082152CP2	BENNETT NE GO UNLTD	2/15/2027	$	160,673.40
224094AF9	COZAD NE COMB UTIL REV	12/15/2026		93,593.85
199437LT9	COLUMBUS NE COMB REV	12/15/2023		74,563.50
23942KL3	DAWSON NE REVENUE	6/15/2024		88,029.90
251480BW8	DEUEL CO NE SD 8095	12/15/2026		137,306.75
32112UCW9	FNB OF MCGREGOR TX	2/21/2021		245,000.00
3130ALDG0	FEDERAL HOME LOAN BANK	3/17/2027		219,251.02
3130AK3R5	FHLB CONT CALL	3/8/2024		966,315.98
3130ALBC7	FHLB CALL QTRLY	2/25/2028		599,514.99
413606CS2	HARLAN CO NE GO LTD	6/15/2025		134,642.20
4868906SO	KEARNEY NE GO LTD	10/1/2024		70,431.00
59541HCV4	MID PLAINS NE CMNTY GO LTD	5/15/2027		100,733.10
681810N12	OMAHA SNSWR	4/1/2027		520,273.80
68907FAH0	OTOE CO NE SD#501 GO UNLTD	12/15/2027		130,746.00
699856L90	PAPILLION NE TAX GO LTD	9/15/2024		189,454.00
80638PBD3	SARGENT NE COMB UTIL REV	10/1/2025		105,388.30
80379QBJ5	SARPY CNTY NE S&I DIST CO	8/15/2027		65,287.60
80379QBJ5	SARPY CO NE S&I DIST CO	8/15/2027		254,558.45
855016AQ4	STAPLEHURST NE	12/15/2027		17,638.40
	TOTAL CUSTODY RECEIPTS			5,335,315.51
	F.D.I.C.			250,000.00
				5,585,315.51

ACCOUNTS:		
	798058	284,342.09
	10079702	850,755.70
	100798017	967,606.83
	6444	262,508.52
		2,365,213.14

Amount of coverage over deposits $2,365,213.14

Dated this first day of July, 2023

Susan A Kloepping

Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11--SECURITY 1ST BANK

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

ACCOUNTS:	STUDENT FEES -1095	6.08
	BOND FUND-9391	723,737.95
	EMP BENEFITS-6735	1,962.41
		$725,706.44

Dated this first day of July, 2023

Susan A Kloepping

Treasurer Susan Kloepping

SCHOOL DISTRICT NO. 11
COZAD CITY SCHOOLS

Activities Account

Beginning balance as of June 1, 2023			$ 290,373.12
Income:	Receipts	11,110.32	
	Interest	528.49	$ 11,638.81
Disbursements:			$ 17,669.84
Closing balance as of June 30, 2023			$ 284,342.09

Homestead Bank #058 $ 284,342.09

Respectfully submitted,

Susan Kloepping
District No. 11 Treasurer

GENERAL FUND

		Comparison	
Beginning Balance as c 6/1/2023	$ 3,951,136.15		
Deposits	$ 889,519.65		
Interest	$ 2,831.11		
Voided checks	$ -		
Payroll expenses	$ 899,938.30	$ *851,025.31*	*as of 6/20/2022*
ACH Fee	$ 75.00	$ *75.00*	*as of 6/20/2022*
Accounts Payable expenses	$ 267,546.02	$ *186,054.18*	*as of 6/20/2022*
Total book balance as 6/30/2023	**$ 3,675,927.59**	***$ 4,943,213.55***	*as of 6/30/2022*
Projected tax deposit	$ 115,892.56	$ *104,601.07*	*as of 7/15/2022*
Other deposits to date	$ 553.61	$ *639.17*	*as of 7/15/2022*
Payroll to date	$ 839,196.92	$ *828,055.36*	*as of 7/15/2022*
Accounts Payable to date	$ 141,763.37	$ *324,630.88*	*as of 7/15/2022*
Total book balance as 7/13/2023	**$ 2,811,413.47**	**$ 3,895,767.55**	*as of 7/15/2022*

BOND FUND

Beginning Balance as c 6/1/2023	$ 1,338,680.78		
Deposits	$ 30,874.08		
Deposit-2022 Bond	$ 105,328.51		
Interest	$ 2,531.45		
Disbursements	$ 753,676.87		
Total book balance as 6/30/2023	**$ 723,737.95**	$ *256,466.78*	*as of 6/30/2022*
Interfund Loan	**$ -**		
Bond payment	$ -	$ -	*as of 7/15/2022*
Wire Fee	**$ -**		
Projected tax deposit	$ 6,502.18	$ *8,211.03*	*as of 7/15/2022*
Projected tax deposit-2022	$ 15,901.19		
Total book balance as 7/12/2023	**$ 746,141.32**	**$ 264,677.81**	*as of 7/15/2022*

BUILDING FUND

Beginning Balance as c 6/1/2023	$ 17,556,920.40		
Deposits	$ 50,983.75		
Interest	$ 37,403.73		
Disbursements	$ 1,159,857.52		
Total book balance as 6/30/2023	**$ 16,485,450.36**	$ *114,094.25*	*as of 6/30/2022*
Projected tax deposit	$ 3,056.45	$ *2,810.18*	*as of 7/15/2022*
Other deposits to date	$ -	$ *563,505.36*	
Disbursements to date	$ 1,443,966.31	$ *566,803.04*	*as of 7/15/2022*
Total book balance as 7/12/2023	**$ 15,044,540.50**	**$ 113,606.75**	*as of 7/15/2022*

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Current balance is ZERO and there has been no activity in the past 12 months.

DEPRECIATION FUND

Beginning Balance as c 6/1/2023	$	988,795.51			
Deposits	$	-			
Interest	$	1,815.83			
Disbursements	$	23,004.51			
Total book balance as 6/30/2023	**$**	**967,606.83**	*$*	*1,144,219.81*	*as of 6/30/2022*

LUNCH FUND

Beginning Balance as c 6/1/2023	$	513,495.37			
Deposits	$	39,003.34			
Voided Checks	$	-			
Interest	$	213.90			
Payroll expenses	$	-			
Accounts Payable expenses	$	43,630.27	*$*	*37,478.35*	*as of 6/20/2022*
Total book balance as 6/30/2023	**$**	**509,082.34**	*$*	*439,196.75*	*as of 6/30/2022*
Projected federal reimbursement	$	15,013.75	*$*	*11,502.71*	*as of 7/15/2022*
Other deposits to date	$	118.54	*$*	*373.85*	*as of 7/15/2022*
Payroll to date	$	-			
Accounts Payable to date	$	12,489.84	*$*	*9,646.02*	*as of 7/15/2022*
Total book balance as 7/13/2023	**$**	**511,724.79**	**$**	**441,427.29**	*as of 7/15/2022*

EMPLOYEE BENEFIT FUND

Beginning Balance as c 6/1/2023	$	2,077.53			
Deposits	$	-			
Interest	$	2.18			
Disbursements	$	117.30			
Total book balance as 6/30/2023	**$**	**1,962.41**	*$*	*1,641.52*	*as of 6/30/2022*
Expected transfer from General Fund	$	-	*$*	-	
Disbursements to date	$	-	*$*	-	*as of 7/15/2022*
Total book balance as 7/5/2023	**$**	**1,962.41**	**$**	**1,641.52**	*as of 7/15/2022*

STUDENT FEE FUND

Beginning Balance as c 6/1/2023	$	2,859.45			
Deposits	$	-			
Interest	$	2.12			
Disbursements	$	2,855.49			
Total book balance as 6/30/2023	**$**	**6.08**	*$*	*9,134.84*	*as of 6/30/2022*
Other deposits to date	$	-	*$*	-	*as of 7/15/2022*
Disbursements to date	$	-	*$*	-	*as of 7/15/2022*
Total book balance as 7/5/2023	**$**	**6.08**	**$**	**9,134.84**	*as of 7/15/2022*

10.2. **Financial Claims**

Checking Account: 1 **GENERAL CHECKING**

Check Number: 559 Check Type: Automatic Payment Check Date: 07/17/2023 Vendor: BLACHILL BLACK HILLS ENERGY Check Total: 1,051.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE2023	06/29/2023		BHE363178: Gas services - HS	01 2610 621 001	382.82
JUNE2023	06/29/2023		SG285404: Gas services - Trans House	01 2610 621 001	38.60
JUNE2023	06/29/2023		BHE350720: Gas services - FB Stadium	01 2610 621 001	71.49
JUNE2023	06/29/2023		BHE363178: Gas services - MS	01 2610 621 002	382.82
JUNE2023	06/29/2023		BHE363102: Gas services - EL	01 2610 621 004	117.42
JUNE2023	06/29/2023		SG584718: Gas services - CEEC	01 2610 621 005	58.09

Check Number: 560 Check Type: Automatic Payment Check Date: 07/17/2023 Vendor: PUMPPANTRY PUMP & PANTRY Check Total: 2,272.13

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
90199941	06/30/2023		Driver's Education - Fuel	01 1300 610 001	218.07
90199941	06/30/2023		#204 - Fuel	01 2650 626 000	50.58
90199941	06/30/2023		#102 - Fuel	01 2650 626 000	0.00
90199941	06/30/2023		#201 - Fuel	01 2650 626 000	0.00
90199941	06/30/2023		#202 - Fuel	01 2650 626 000	0.00
90199941	06/30/2023		#206 - Fuel	01 2650 626 000	0.00
90199941	06/30/2023		New cards shipping	01 2710 610 000	0.00
90199941	06/30/2023		#93A - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#312 - Fuel	01 2710 626 000	63.28
90199941	06/30/2023		#314 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#122 - Fuel	01 2710 626 000	78.93
90199941	06/30/2023		#123 - Fuel	01 2710 626 000	154.37
90199941	06/30/2023		#311 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		Rebates and reversals	01 2710 626 000	0.00
90199941	06/30/2023		#119 - Fuel	01 2710 626 000	85.55
90199941	06/30/2023		#310 - Fuel	01 2710 626 000	86.54
90199941	06/30/2023		#120 - Fuel	01 2710 626 000	257.43
90199941	06/30/2023		#121 - Fuel	01 2710 626 000	34.85
90199941	06/30/2023		#300 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#118 - Fuel	01 2710 626 000	376.01
90199941	06/30/2023		#302 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#308 - Fuel	01 2710 626 000	133.61
90199941	06/30/2023		#309 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#116 - Fuel	01 2710 626 000	64.15
90199941	06/30/2023		#114 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#304 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#305 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		#117 - Fuel	01 2710 626 000	0.00
90199941	06/30/2023		Card replacement fee	01 2710 626 000	0.00
90199941	06/30/2023		#303 - Fuel	01 2710 626 000	668.76
90199941	06/30/2023		#307 - Fuel	01 2712 626 000	0.00

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90199941	06/30/2023		#111 - Fuel	01 2712 626 000	0.00
90199941	06/30/2023		#110 - Fuel	01 2712 626 000	0.00

Check Number: 561 Check Type: Automatic Payment Check Date: 07/17/2023 Vendor: VERIZON VERIZON WIRELESS Check Total: 160.04

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9936941600	06/10/2023		Cellular Services- May 2023-June 2023	01 2510 382 000	160.04

Check Number: 29311 Check Type: Check Check Date: 07/17/2023 Vendor: 222HARD 222 HARDWARE Check Total: 1,175.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2306-211511	06/02/2023		Summer AfterZone supplies	01 6989 610 004	25.48
2306-211916	06/06/2023		Sprinkler	01 2630 610 001	52.99
2306-211916	06/06/2023		Hose	01 2630 610 001	77.98
2306-211916	06/06/2023		Sprinkler	01 2630 610 001	31.99
2306-211964	06/07/2023		Paint for HS	01 2610 610 001	53.99
2306-211964	06/07/2023		Cover-painting	01 2610 610 001	17.58
2306-211964	06/07/2023		Cover-painting	01 2610 610 001	6.79
2306-212094	06/08/2023		Flex funnel	01 2610 610 005	4.79
2306-212180	06/08/2023		Moletox killer-FB field	01 2630 610 001	12.99
2306-212230	06/09/2023		Connectors	01 2610 610 001	18.98
2306-212658	06/13/2023		Paint for HS	01 2610 610 001	107.98
2306-212658	06/13/2023		Painters tape	01 2610 610 001	23.98
2306-212939	06/15/2023		Summer AfterZone games	01 6989 610 004	107.94
2306-212945	06/15/2023		Paint for HS	01 2610 610 001	107.98
2306-212945	06/15/2023		Cover	01 2610 610 001	13.58
2306-212978	06/15/2023		Double sided tape	01 2610 610 005	8.49
2306-213079	06/16/2023		Adhesive for molding-Kindergarten room	01 2610 610 004	11.99
2306-213471	06/19/2023		Weed killer	01 2630 610 000	58.99
2306-213517	06/20/2023		GB3 connectors	01 2610 610 005	9.49
2306-213564	06/20/2023		Paint & supplies-Choir room	01 2610 610 001	130.47
2306-213564	06/20/2023		Paint & supplies-Choir room	01 2610 610 002	130.46
2306-213571	06/20/2023		Concrete repair-Choir room	01 2610 610 001	10.98
2306-213571	06/20/2023		Cove adhesive-Choir room	01 2610 610 002	10.99
2306-213575	06/20/2023		Mop	01 2610 610 004	23.99
2306-213575	06/20/2023		SK2 blade	01 2610 610 004	5.49
2306-213575	06/20/2023		Utility knife	01 2610 610 004	11.98
2306-213880	06/22/2023		Summer AfterZone games	01 6989 610 004	43.99
2306-214357	06/27/2023		Screwdriver set	01 2610 610 004	4.29
2306-214475	06/28/2023		Drill bits	01 2610 610 000	15.98
2306-214646	06/29/2023		Velcro straps	01 2610 610 001	20.98
2307-215374	07/07/2023		Scraper blade	01 2610 610 002	2.99
2307-215374	07/07/2023		Wall stripper	01 2610 610 002	8.99

Check Number: 29312 Check Type: Check Check Date: 07/17/2023 Vendor: 95PERC 95 PERCENT GROUP LLC Check Total: 121.00

Checking Account: 1 GENERAL CHECKING

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV131657	06/28/2023	CCS32433	95 Phonics Booster Bundle®: Summer Schoo	01 1300 640 004	55.00
INV131657	06/28/2023	CCS32433	95 Phonics Booster Bundle®: Summer Schoo	01 1300 640 004	55.00
INV131657	06/28/2023	CCS32433	Shipping	01 1300 640 004	11.00

Check Number: 29313 Check Type: Check Check Date: 07/17/2023 Vendor: ASSEGENI AGPartsWorldwide, Inc. Check Total: 99.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
058670	06/19/2023	CCS32434	65W USB-C AC Adapter	01 2580 650 002	99.80

Check Number: 29314 Check Type: Check Check Date: 07/17/2023 Vendor: AMAZON AMAZON.COM Check Total: 2,561.88

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
111-6618141-5969827	06/08/2023	CCS32428	USX MOUNT Full Motion TV Wall Mount for	01 2580 610 000	55.98
111-8813096-4823415	06/29/2023	CCS32446	cellphone pocket storage	01 1100 610 001	137.94
111-8813096-4823415	06/29/2023	CCS32446	Asche's Lectern	01 1100 610 001	184.72
111-8813096-4823415	06/29/2023	CCS32446	Blackmore's Foam Board	01 1100 610 001	126.96
111-8813096-4823415	06/29/2023	CCS32446	packing tape for the office	01 1100 610 001	29.98
111-8813096-4823415	06/29/2023	CCS32446	Shipping	01 1100 610 001	6.67
113-1035549-2193069	06/27/2023	CCS32443	coping skills poster feeling emotions ch	01 2120 610 004	14.99
113-1035549-2193069	06/27/2023	CCS32443	22 pcs growth mindset posters bulletin b	01 2120 610 004	8.99
113-1035549-2193069	06/27/2023	CCS32443	jikiou mini hand shredder portable paper	01 2120 610 004	11.98
113-1035549-2193069	06/27/2023	CCS32443	doddlejamz jellyboards squishy drawing p	01 2120 610 004	9.99
113-1035549-2193069	06/27/2023	CCS32443	hand2mind mindful maze boards, learn bre	01 2120 610 004	13.87
113-1035549-2193069	06/27/2023	CCS32443	Shipping	01 2120 610 004	5.99
113-1856857-3539439	05/26/2023	CCS32334	Magnetic Clips 20 pack, Colored Heavy Du	01 1100 610 004	8.99
113-1856857-3539439	05/26/2023	CCS32334	Mr. Pen Erasers for Pencils, 120 pack, p	01 1100 610 004	6.84
113-1856857-3539439	05/26/2023	CCS32334	50 pcs colorful push pin with wooden cli	01 1100 610 004	5.99
113-1856857-3539439	05/26/2023	CCS32334	Pajean 60 pcs Cactus Name Tags	01 1100 610 004	8.49
113-1856857-3539439	05/26/2023	CCS32334	480 Mountain Tabs - Removable 1/2"	01 1100 610 004	9.22
113-1856857-3539439	05/26/2023	CCS32334	80 Chart Mounts - Removable 1"	01 1100 610 004	10.93
113-1856857-3539439	05/26/2023	CCS32334	50 pcs Nameplates for Student Desks Cact	01 1100 610 004	7.99
113-1856857-3539439	05/26/2023	CCS32334	Shipping	01 1100 610 004	5.99
113-2274773-0713815	05/25/2023	CCS32336	Eureka educational A Sharp Bunch Birthda	01 1100 610 004	2.66
113-2274773-0713815	05/25/2023	CCS32336	Shipping	01 1100 610 004	0.38
113-2586540-5805067	06/01/2023	CCS32353	window privacy film, frosted glass windo	01 2120 610 004	8.99
113-2586540-5805067	06/01/2023	CCS32353	Thought spot I know what to do, Help kid	01 2120 610 004	16.95
113-2586540-5805067	06/01/2023	CCS32353	Classroom timers for teachers large magn	01 2120 610 004	5.99
113-2586540-5805067	06/01/2023	CCS32353	Shipping	01 2120 610 004	5.99
113-2792663-4272243	06/06/2023	CCS32423	Carpet Markers 80 PCS - Multicolor Spot	01 1190 610 005	11.99
113-2792663-4272243	06/06/2023	CCS32423	The World of Eric Carle(TM) The Very Hun	01 1190 610 005	21.62
113-2792663-4272243	06/06/2023	CCS32423	Puzzles for Kids Ages 3-5 by Quokka - 4	01 1190 610 005	20.89
113-2792663-4272243	06/06/2023	CCS32423	Mewise Standard Pocket Chart Plus Small	01 1190 610 005	14.49
113-2792663-4272243	06/06/2023	CCS32423	milo Liquid Watercolor Paint Set of 6 Co	01 1190 610 005	24.90

Checking Account: 1 **GENERAL CHECKING**

113-2792663-4272243	06/06/2023	CCS32423	Stick and Stone: Best Friends Forever!	01 1190 610 005	10.99
113-2792663-4272243	06/06/2023	CCS32423	GAUDER Magnetic Dots | Small Sticky Magn	01 1190 610 005	10.99
113-2792663-4272243	06/06/2023	CCS32423	BRAVESHINE 24PCS Industrial Strength Hoo	01 1190 610 005	23.98
113-2792663-4272243	06/06/2023	CCS32423	Bright Starts Sweet Cupcakes Shape Sorte	01 1190 610 005	10.99
113-2792663-4272243	06/06/2023	CCS32423	Melissa & Doug Slice and Bake Wooden Coo	01 1190 610 005	21.99
113-2792663-4272243	06/06/2023	CCS32423	5 Pack Sand Timer Colorful Sandglass Tim	01 1190 610 005	14.99
113-2792663-4272243	06/06/2023	CCS32423	Educational Insights Alphabet Rubber Sta	01 1190 610 005	14.99
113-2792663-4272243	06/06/2023	CCS32423	Self Adhesive Dots, 1000Pcs(500 Pair Set	01 1190 610 005	7.99
113-2792663-4272243	06/06/2023	CCS32423	Amazon Basics Heavy Duty Plastic Folders	01 1190 610 005	43.20
113-2792663-4272243	06/06/2023	CCS32423	Spot On® Carpet Markers: Footprints - 6-	01 1190 610 005	14.99
113-2792663-4272243	06/06/2023	CCS32423	Aaskuu Carpet Spot Markers with Numbers	01 1190 610 005	10.99
113-2792663-4272243	06/06/2023	CCS32423	CPSYUB Toddler Toys, 18 Month Toys, East	01 1190 610 005	17.99
113-2792663-4272243	06/06/2023	CCS32423	Kinetic Sand, The Original Moldable Play	01 1190 610 005	57.60
113-2792663-4272243	06/06/2023	CCS32423	Sinceroduct Animal Stickers Assortment S	01 1190 610 005	5.67
113-2792663-4272243	06/06/2023	CCS32423	4980PCS Stickers(60 Sheet) Smiley face S	01 1190 610 005	4.99
113-2792663-4272243	06/06/2023	CCS32423	100 Pcs Assorted Stamps for Kids Self-in	01 1190 610 005	19.98
113-2792663-4272243	06/06/2023	CCS32423	Fellowes Thermal Laminating Pouches, Let	01 1190 610 005	35.89
113-2792663-4272243	06/06/2023	CCS32423	Play-Doh Bulk Winter Colors 12-Pack of N	01 1190 610 005	41.97
113-3718399-3689830	05/31/2023	CCS32347	hapyland well organized cvc sight words	01 1100 610 004	16.89
113-3718399-3689830	05/31/2023	CCS32347	Learning Resources Alphabet Acorns Activ	01 1100 610 004	17.99
113-3718399-3689830	05/31/2023	CCS32347	Fun Express Washable Tempera Paint - 10	01 1100 610 004	54.09
113-3718399-3689830	05/31/2023	CCS32347	Craftinova Sheet Protectors, box of 500	01 1100 610 004	23.99
113-3718399-3689830	05/31/2023	CCS32347	Colorations Liquid Watercolor Paint, 8 o	01 1100 610 004	5.22
113-3718399-3689830	05/31/2023	CCS32347	Shipping	01 1100 610 004	6.95
113-3771818-8502667	05/26/2023	CCS32348	mini led flashlight pack of 6 cob	01 1100 610 004	9.99
113-3771818-8502667	05/26/2023	CCS32348	learning resources double sided magnetic	01 1100 610 004	19.88
113-3771818-8502667	05/26/2023	CCS32348	learning resources cross section human e	01 1100 610 004	19.99
113-3771818-8502667	05/26/2023	CCS32348	united scientific glass mirror set 6 pie	01 1100 610 004	19.56
113-3771818-8502667	05/26/2023	CCS32348	constructive playthings light crystal pr	01 1100 610 004	12.39
113-3771818-8502667	05/26/2023	CCS32348	bic brite liner highlighters chisel tip	01 1100 610 004	9.79
113-3771818-8502667	05/26/2023	CCS32348	dinofire wireless presenter, hyperlink v	01 1100 610 004	15.29
113-3771818-8502667	05/26/2023	CCS32348	scotch thermal laminating pouches 100 pa	01 1100 610 004	15.98
113-3771818-8502667	05/26/2023	CCS32348	Shipping	01 1100 610 004	5.56
113-3775245-3574608	06/21/2023	CCS32437	Scotch Thermal Laminating Pouches, 100 p	01 1100 610 004	12.32
113-3775245-3574608	06/21/2023	CCS32437	Shipping	01 1100 610 004	6.99
113-3839679-7999427	06/13/2023	CCS32431	relax 4 life storage drawer carts w/ 15	01 1100 610 004	89.00
113-3839679-7999427	06/13/2023	CCS32431	expo dry erase 2-in-1 markers chisel tip	01 1100 610 004	16.29
113-3839679-7999427	06/13/2023	CCS32431	Shipping	01 1100 610 004	5.99
113-3840120-5785843-	05/25/2023	CCS32333	Carson-dellosa 36 pc traditional manuscr	01 1100 610 004	7.05
113-3840120-5785843-	05/25/2023	CCS32333	Shipping	01 1100 610 004	0.41
113-5064633-5031462	06/01/2023	CCS32357	Zhanmai Checking Erasable Pencils Red Pe	01 1100 610 004	8.59

Checking Account: 1 GENERAL CHECKING

113-5064633-5031462	06/01/2023	CCS32357	Scotch Desktop Dispenser, Lavender, No T	01 1100 610 004	12.06
113-5064633-5031462	06/01/2023	CCS32357	Really Good Stuff 24PK Zaner-Bloser Self	01 1100 610 004	57.36
113-5064633-5031462	06/01/2023	CCS32357	MILEKE Heavy Duty Dry Erase Pockets, Rew	01 1100 610 004	20.99
113-5064633-5031462	06/01/2023	CCS32357	C-Line Classroom Connector School-to-Hom	01 1100 610 004	42.76
113-5064633-5031462	06/01/2023	CCS32357	Shipping	01 1100 610 004	11.55
113-6154740-2882656	06/22/2023	CCS32439	colorations swt16 simply washable temper	01 2410 610 004	50.88
113-6154740-2882656	06/22/2023	CCS32439	MIKIQI 30 pcs cactus push pins, wooden c	01 2410 610 004	7.99
113-6154740-2882656	06/22/2023	CCS32439	hardcover academic year 2023 2024 planne	01 2410 610 004	20.66
113-6154740-2882656	06/22/2023	CCS32439	Shipping	01 2410 610 004	5.99
113-6216413-9692229	06/05/2023	CCS32411	plastic wagon	01 1200 610 004	97.36
113-6435089-0893032	06/06/2023	CCS32425	Busoha clear removable sticky adhesive p	01 1190 610 005	9.99
113-6435089-0893032	06/06/2023	CCS32425	elmers liquid glitter glue	01 1190 610 005	16.59
113-6435089-0893032	06/06/2023	CCS32425	back to school stationary paper	01 1190 610 005	12.95
113-6435089-0893032	06/06/2023	CCS32425	colorful crayon border stationary	01 1190 610 005	11.95
113-6435089-0893032	06/06/2023	CCS32425	classroom decorations reading poster bul	01 1190 610 005	7.99
113-6435089-0893032	06/06/2023	CCS32425	CTP pom poms bulletin board/trim	01 1190 610 005	11.87
113-6435089-0893032	06/06/2023	CCS32425	creative teaching press pom poms name ta	01 1190 610 005	7.99
113-6435089-0893032	06/06/2023	CCS32425	CTP two sided pom poms welcome banner	01 1190 610 005	12.19
113-6435089-0893032	06/06/2023	CCS32425	ruista 60 sheets glitter heart stickers	01 1190 610 005	7.99
113-6435089-0893032	06/06/2023	CCS32425	1620 pack, 9 colors, small foil star sti	01 1190 610 005	6.95
113-6435089-0893032	06/06/2023	CCS32425	learning resources smart snack number po	01 1190 610 005	24.94
113-6435089-0893032	06/06/2023	CCS32425	aitbay cool math game	01 1190 610 005	16.99
113-6435089-0893032	06/06/2023	CCS32425	carpet markers 5"	01 1190 610 005	12.99
113-6435089-0893032	06/06/2023	CCS32425	scotch thermal laminating patches	01 1190 610 005	27.99
113-6435089-0893032	06/06/2023	CCS32425	teacher created resources everyone is we	01 1190 610 005	14.99
113-6435089-0893032	06/06/2023	CCS32425	velcro brand dots with adhesive	01 1190 610 005	14.01
113-6435089-0893032	06/06/2023	CCS32425	18 colors acrylic paint marker pens	01 1190 610 005	13.99
113-6435089-0893032	06/06/2023	CCS32425	do a dot art marker 25	01 1190 610 005	79.19
113-6435089-0893032	06/06/2023	CCS32425	geyoga 2 pcs kids dinosaur aprons	01 1190 610 005	11.99
113-6435089-0893032	06/06/2023	CCS32425	homenon custom kids aprons with pocket	01 1190 610 005	7.99
113-6435089-0893032	06/06/2023	CCS32425	loctite 2 oz fun tak	01 1190 610 005	2.33
113-6435089-0893032	06/06/2023	CCS32425	teacher created resources spot on carpet	01 1190 610 005	12.41
113-6435089-0893032	06/06/2023	CCS32425	amazon basics heavy duty plastic folders	01 1190 610 005	14.99
113-6435089-0893032	06/06/2023	CCS32425	purple ladybug teacher stickers	01 1190 610 005	9.99
113-6435089-0893032	06/06/2023	CCS32425	Shipping	01 1190 610 005	12.09
113-6773720-5617827	06/07/2023	CCS32424	feela 16 pack composition notebooks bulk	01 1100 610 004	41.96
113-6773720-5617827	06/07/2023	CCS32424	4 pcs wiggle seat flexible inflated wobb	01 1100 610 004	47.99
113-6773720-5617827	06/07/2023	CCS32424	cactus name tags cactus cutouts 10 style	01 1100 610 004	6.99
113-6773720-5617827	06/07/2023	CCS32424	diydecal 12 pcs dry erase board dots ci	01 1100 610 004	14.95
113-6773720-5617827	06/07/2023	CCS32424	kick bands chair bands for kids with fid	01 1100 610 004	29.99
113-6773720-5617827	06/07/2023	CCS32424	48 pieces cactus name tags labels cactus	01 1100 610 004	8.99

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113-6773720-5617827	06/07/2023	CCS32424	Shipping	01 1100 610 004	5.99	
113-6946520-2582617	05/31/2023	CCS32351	Amazon Basics 3-Button Wired USB Compute	01 2220 650 004	72.90	
113-8742075-8441860	05/31/2023	CCS32417	sharpie retractable highlighters, chisel	01 1100 610 004	9.47	
113-8742075-8441860	05/31/2023	CCS32417	Shipping	01 1100 610 004	5.99	
113-9307183-3715459	06/22/2023	CCS32441	Gotideal 12 colors jumbo window markers	01 1100 610 004	27.99	

Check Number: 29315 Check Type: Check Check Date: 07/17/2023 Vendor: APPLINC APPLE INC. Check Total: 98.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MA02721318	06/21/2023	CCS32435	96w USB-C Power Adapter	01 2580 650 001	79.00
MA02721318	06/21/2023	CCS32435	usB-c cHARGE cABLE (2M)	01 2580 650 001	19.00

Check Number: 29316 Check Type: Check Check Date: 07/17/2023 Vendor: BSNSPOR BSN Sports, LLC Check Total: 111.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
921738359	05/26/2023	CCS32314	Floor Masking Tape-Vinyl-Red	01 1100 610 004	74.16
921739614	05/26/2023	CCS32299	Floor Masking Tape-1'x60 yds-Vinyl-White	01 1100 610 001	37.08

Check Number: 29317 Check Type: Check Check Date: 07/17/2023 Vendor: BYTESPEE BYTESPEED, LLC Check Total: 1,753.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV0164984	06/21/2023	CCS32436	ASUS 27" Monitor	01 2580 650 001	159.00
inv0165341	07/10/2023	CCS32416	Lenovo 14e Chromebook Gen 3 14" Touchscr	01 2580 650 000	958.00
INV0165356	07/01/2023	CCS32449	Asus 17" Monitors	01 2580 650 000	636.00

Check Number: 29318 Check Type: Check Check Date: 07/17/2023 Vendor: CANNSPOR Cannon Sports, Inc Check Total: 10.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1987654	06/22/2023	CCS32300	Shot/Discuss Bag (BLUE)	01 1100 610 001	10.24

Check Number: 29319 Check Type: Check Check Date: 07/17/2023 Vendor: CARDMEMB CARDMEMBER SERVICES Check Total: 4,670.27

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
131174848	05/24/2023		DHHS: Background checks	01 6968 340 004	4.00
131211633	05/25/2023		DHHS: Background checks	01 6968 340 004	4.00
131273733	05/26/2023		DHHS: Background checks	01 6968 340 004	4.00
131274080	05/26/2023		DHHS: Background checks	01 6968 340 004	5.00
131275001	05/26/2023		DHHS: Background checks	01 6968 340 004	4.00
15243357410165259208	06/08/2023		Walmart: Games & playdoh kits	01 6989 610 004	126.49
214194	06/14/2023		Casey's: Fuel #120 van to Lincoln	01 2710 626 000	68.53
3121562	06/20/2023		Casey's: New staff tech orientation	01 2570 610 000	24.97
314013	06/04/2023		Menards: Storage totes & rugs	01 6989 610 004	467.89
31640857011200262	06/13/2023		Target: Adapters for Macs	01 2580 650 000	24.60
62302490764652326584	05/26/2023		Walmart: Art equipment/supplies	01 6989 610 004	132.16
BD5C6E37-0047	06/14/2023		EDPuzzle: Monthly subscrition	01 1100 610 002	9.50
O1989298322	06/01/2023	CCS32422	USPS: Shipping	01 1100 531 001	39.84
O1989298322	06/01/2023	CCS32422	USPS: Non-window stamped envelopes	01 1100 531 001	1,488.20
O1989298322	06/01/2023	CCS32422	USPS: Window stamped envelopes	01 1100 531 001	749.60

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O1989298322	06/01/2023	CCS32422	USPS: Non-window stamped envelopes	01 1100 531 002	744.10
O1989298322	06/01/2023	CCS32422	USPS: Shipping	01 1100 531 002	13.28
O1989298322	06/01/2023	CCS32422	USPS: Non-window stamped envelopes	01 1100 531 004	372.05
O1989298322	06/01/2023	CCS32422	USPS: Shipping	01 1100 531 004	6.64
O1989298322	06/01/2023	CCS32422	USPS: Shipping	01 2510 531 000	6.62
O1989298322	06/01/2023	CCS32422	USPS: Window stamped envelopes	01 2510 531 000	374.80

Check Number: 29320 Check Type: Check Check Date: 07/17/2023 Vendor: COUNTRYCOO COUNTRY PARTNERS COOPERATIVE Check Total: 354.22

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
109438	06/02/2023		Ruby Diesel 42.5 GL/$3.149/gl	01 2630 626 000	133.52
123506	06/18/2023		Unleaded 23.9 GL/$3.759/gl	01 2630 626 000	89.84
123506	06/18/2023		Ruby Diesel 42.5 GL/$3.079/gl	01 2630 626 000	130.86

Check Number: 29321 Check Type: Check Check Date: 07/17/2023 Vendor: COZAAUTO COZAD AUTO SUPPLY Check Total: 361.06

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
833388	06/05/2023		Oil	01 2630 610 000	44.34
833388	06/05/2023		Lever coupler-prac field sprinklers	01 2630 610 001	18.69
833388	06/05/2023		Oil filters	01 2710 610 000	106.56
834530	06/22/2023		Lawnmower battery	01 2630 610 000	146.39
834688	06/26/2023		Lawn edger belt	01 2630 610 000	17.21
834722	06/26/2023		V-belt-HS fan	01 2610 610 001	27.87

Check Number: 29322 Check Type: Check Check Date: 07/17/2023 Vendor: CULLIGAN CULLIGAN Check Total: 41.54

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE2023	06/27/2023		Water cooler rental	01 2320 610 000	41.54

Check Number: 29323 Check Type: Check Check Date: 07/17/2023 Vendor: EARLAUTO EARL'S AUTO GLASS Check Total: 35.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
W009165	06/20/2023		#311 windshield repair	01 2730 431 000	35.00

Check Number: 29324 Check Type: Check Check Date: 07/17/2023 Vendor: EGANSUPP EGAN SUPPLY CO Check Total: 13.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
368853	06/08/2023	CCS32304	Sandwich bags-Zip Lip	01 1100 610 002	13.37

Check Number: 29325 Check Type: Check Check Date: 07/17/2023 Vendor: ELECENGI ELECTRICAL ENGINEERING & EQUIPMENT Check Total: 1,152.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8274495-00	06/12/2023	CCS32432	Lights & Ballasts for the District	01 2620 610 000	1,152.42

Check Number: 29326 Check Type: Check Check Date: 07/17/2023 Vendor: FUTUKIDS Future Kids Check Total: 5,000.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1001	06/09/2023		AfterZone summer camp	01 6989 610 004	5,000.00

Check Number: 29327 Check Type: Check Check Date: 07/17/2023 Vendor: HIRERIGHT HIRERIGHT GIS INTERMEDIATE CORP., INC. Check Total: 333.60

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Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
P1179350	06/30/2023		Background screening serv-bus drivers	01 2710 340 000	161.60
P1179350	06/30/2023		Surcharges	01 2710 340 000	172.00

Check Number: 29328 Check Type: Check Check Date: 07/17/2023 Vendor: HOEHKYLE Kyle Hoehner Check Total: 123.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
CELLJULY23	07/04/2023		Reimburse cellphone-July	01 2410 291 004	61.71
CELLJUNE23	06/15/2023		Reimburse cellphone-June	01 2410 291 004	61.71

Check Number: 29329 Check Type: Check Check Date: 07/17/2023 Vendor: SUPPWORK Home Depot U.S.A., Inc. Check Total: 1,609.18

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
749812293	06/12/2023		Floor finish/sealer	01 2610 610 000	1,289.64
750048654	06/13/2023		Side gate mop handles	01 2610 610 000	74.34
751157975	06/20/2023		Red buffer pads	01 2610 610 000	61.30
751157975	06/20/2023		White super polish pads	01 2610 610 000	183.90

Check Number: 29330 Check Type: Check Check Date: 07/17/2023 Vendor: HOMELEAS HOMETOWN LEASING Check Total: 1,567.59

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
048	07/01/2023		Acct#12795322-Leasing of Printer Equip	01 2510 443 000	1,567.59

Check Number: 29331 Check Type: Check Check Date: 07/17/2023 Vendor: ICEV iCEV Check Total: 3,611.25

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV-00253	06/30/2023	CCS32444	HS Ag. Curriculum	01 1100 640 001 0009	3,611.25

Check Number: 29332 Check Type: Check Check Date: 07/17/2023 Vendor: ILLUEDUC Illuminate Education, Inc. Check Total: 369.75

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INVIE0100626	06/22/2023		Fastbridge overage for 22/23 school year	01 2219 643 000	369.75

Check Number: 29333 Check Type: Check Check Date: 07/17/2023 Vendor: INNOOFFI Innovative Office Solutions LLC Check Total: 9,379.56

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
IN4246387	06/30/2023	CCS32284	Tab Dividers-Write-On-White	01 2310 610 000	28.40
IN4246387	06/30/2023	CCS32284	Laminated Foam Plates-9 in	01 2320 610 000	65.97
IN4246387	06/30/2023	CCS32284	Facial Tissue 2-ply	01 2320 610 000	22.50
IN4246387	06/30/2023	CCS32284	Colored File Folders-Letter Size-Blue	01 2510 610 000	23.90
IN4246387-1	06/30/2023	CCS32323	Lap Top Wipes-For Notebook/Lab Top Scree	01 1100 610 001	15.04
IN4246408	06/30/2023	CCS32305	Tagboard-18x24-White	01 1100 610 002	37.00
IN4246408	06/30/2023	CCS32305	C Cell-Alkaline Batteries	01 1100 610 002	41.25
IN4246408	06/30/2023	CCS32305	AA Cell-Alkaline Batteries	01 1100 610 002	23.10
IN4246408	06/30/2023	CCS32305	Plastic Bags-Ziplock-Quart Size	01 1100 610 002	38.28
IN4246408	06/30/2023	CCS32305	Plastic Bags-Ziplock-Gallon Size	01 1100 610 002	68.96
IN4246408	06/30/2023	CCS32305	Sharpie Metallic Fine Tip Assorted Marke	01 1100 610 002	7.65
IN4246408	06/30/2023	CCS32305	Sharpie Chisel Tip Marker-Assorted Color	01 1100 610 002	5.25
IN4246408	06/30/2023	CCS32305	Economy Headphones-Walkman Style	01 1100 610 002	49.00
IN4246408	06/30/2023	CCS32305	Economy Earbuds	01 1100 610 002	37.00

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IN4246408	06/30/2023	CCS32305	Secure Digital High Capacity (SDHC) Card	01 1100 610 002	16.40
IN4246408	06/30/2023	CCS32305	Pocket Folders-Assorted Colors	01 1100 610 002	13.32
IN4246408	06/30/2023	CCS32305	Pocket Folder-Red	01 1100 610 002	22.92
IN4246408	06/30/2023	CCS32305	Pocket Folder-Blue	01 1100 610 002	15.28
IN4246408	06/30/2023	CCS32305	Manila Envelopes-6x9-No Clasp-28 Pound	01 1100 610 002	31.90
IN4246408	06/30/2023	CCS32305	Post-It Notes-Dispenser Refills-Assorted	01 1100 610 002	63.50
IN4246408	06/30/2023	CCS32305	Pencil Sharpener-Electric Model	01 1100 610 002	134.00
IN4246408	06/30/2023	CCS32305	Desk Tray-Letter Size-Plastic-Black	01 1100 610 002	16.90
IN4246408	06/30/2023	CCS32305	Tape Dispenser	01 1100 610 002	19.53
IN4246408	06/30/2023	CCS32305	Papermate Round Stic Pens-Fine Point-Red	01 1100 610 002	0.97
IN4246408	06/30/2023	CCS32305	Medium Point Retractable Ballpoint Pen-A	01 1100 610 002	17.55
IN4246408	06/30/2023	CCS32305	Bulk Pack-Highlighter Markers-Yellow	01 1100 610 002	10.90
IN4246408	06/30/2023	CCS32305	Hi-Lighter Pens-Orange-Sharpie Accent Li	01 1100 610 002	39.20
IN4246408	06/30/2023	CCS32305	Hi-Lighter Pens-Pink-Sharpie Accent Liqu	01 1100 610 002	39.20
IN4246408	06/30/2023	CCS32305	Hi-Lighter-Retractable-Assorted-8 Color	01 1100 610 002	6.99
IN4246408	06/30/2023	CCS32305	Highlighter-Assorted Accent Tank Style-1	01 1100 610 002	26.40
IN4246408	06/30/2023	CCS32305	Pencil Erasers	01 1100 610 002	33.60
IN4246408	06/30/2023	CCS32305	Pencil Cap Erasers	01 1100 610 002	17.40
IN4246408	06/30/2023	CCS32305	Rubber Bands	01 1100 610 002	2.99
IN4246408	06/30/2023	CCS32305	Elmers Glue-Gallon Size Plastic Containe	01 1100 610 002	25.80
IN4246408	06/30/2023	CCS32305	Glue Sticks-Clear-Elmers Classpack	01 1100 610 002	36.88
IN4246408	06/30/2023	CCS32305	Clipboards-Letter	01 1100 610 002	23.40
IN4246408	06/30/2023	CCS32305	Facial Tissue	01 1100 610 002	441.60
IN4246408	06/30/2023	CCS32305	Brrom-Angle	01 1100 610 002	10.25
IN4246408	06/30/2023	CCS32305	Dust Pan-Metal	01 1100 610 002	10.68
IN4246408	06/30/2023	CCS32305	Hand Sanitizer-12 ox Pump Bottles	01 1100 610 002	57.00
IN4246408	06/30/2023	CCS32305	Bulk Desk-Pen Style Dry Erase Markers-Av	01 1100 610 002	193.20
IN4246408	06/30/2023	CCS32305	Styrofoam Cups-12 oz	01 1100 610 002	54.85
IN4246408	06/30/2023	CCS32305	Dry Erase Starter Set-(Expo Low Odor)	01 1100 610 002 0005	5.53
IN4246408	06/30/2023	CCS32305	Rubber Bands	01 1100 610 002 0005	2.42
IN4246408	06/30/2023	CCS32305	File Folder Labels-Assorted Colors-Avery	01 1100 610 002 0005	2.56
IN4246408	06/30/2023	CCS32305	Classpack Assorted Brushes	01 1100 610 002 0005	31.50
IN4246408	06/30/2023	CCS32305	Plastic Bags-Ziplock-Gallon Size	01 1100 610 002 0005	68.96
IN4246408	06/30/2023	CCS32305	Pan Liners-Baker Sheets	01 1100 610 002 0006	50.65
IN4246408	06/30/2023	CCS32305	Plastic Bags-Ziplock-Quart Size	01 1100 610 002 0006	38.28
IN4246408	06/30/2023	CCS32305	Plastic Bags-Ziplock-Gallon Size	01 1100 610 002 0006	34.48
IN4246408	06/30/2023	CCS32305	Paper Plate-9"	01 1100 610 002 0006	29.65
IN4246408	06/30/2023	CCS32305	Glue Sticks-Clear-Elmers Classpack	01 1100 610 002 0006	9.22
IN4246408	06/30/2023	CCS32305	Glue Sticks-Clear-Elmers Classpack	01 1200 610 002	9.22
IN4246408	06/30/2023	CCS32305	Pencil Sharpener	01 1200 610 002	8.50
IN4246408	06/30/2023	CCS32305	Clipboards-Letter	01 1200 610 002	5.85

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IN4246408	06/30/2023	CCS32305	Paper Plates-9"	01 1200 610 002	29.65
IN4246408	06/30/2023	CCS32305	Window Dry Erase Markers-5 Marker Packag	01 1200 610 002	6.05
IN4246408	06/30/2023	CCS32305	Powder Free Vinyl Glove-Large	01 1200 610 002	41.00
IN4246408	06/30/2023	CCS32305	Manila Envelopes-6x9-32 Pound	01 1200 610 002	18.05
IN4246408	06/30/2023	CCS32305	File Folders-Poly-Letter Size-Top Tab-As	01 1200 610 002	15.50
IN4246408	06/30/2023	CCS32305	Pocket Folders-Assorted Colors	01 1200 610 002	6.66
IN4246408	06/30/2023	CCS32305	Foam Bowls-8 oz	01 1200 610 002	89.40
IN4246408	06/30/2023	CCS32305	Sharpie Chisel Tip Marker-Assorted Color	01 1200 610 002	5.25
IN4246408	06/30/2023	CCS32305	Sharpie Metallic Fine Tip Assorted Marke	01 2220 610 002	30.60
IN4246408	06/30/2023	CCS32305	Magazine Files-Recycled	01 2220 610 002	48.60
IN4246408	06/30/2023	CCS32305	Cable-6 ft-HDMI	01 2220 650 002	11.70
IN4246489	06/30/2023	CCS32288	Metric Stick-Wood	01 1100 610 001	48.40
IN4246489	06/30/2023	CCS32288	Styrofoam Cups-6 oz	01 1100 610 001	34.70
IN4246489	06/30/2023	CCS32288	Bunn VPS Coffee Maker Filters	01 1100 610 001	13.65
IN4246489	06/30/2023	CCS32288	Pocket Calculator-10 digit solar LCD sci	01 1100 610 001	373.50
IN4246489	06/30/2023	CCS32288	Pencil Sharpener-Electric Model	01 1100 610 001	50.25
IN4246489	06/30/2023	CCS32288	Tape Dispenser	01 1100 610 001	2.79
IN4246489	06/30/2023	CCS32288	Receipt Book-Spiral Bound-2 part	01 1100 610 001	12.92
IN4246489	06/30/2023	CCS32288	Bic Round Stic Pens-Fine Point-Black	01 1100 610 001	0.97
IN4246489	06/30/2023	CCS32288	Bic Round Stic Pens-Fine Point-Blue	01 1100 610 001	0.97
IN4246489	06/30/2023	CCS32288	Papermate Round Stic Pens-Fine Point-Red	01 1100 610 001	0.97
IN4246489	06/30/2023	CCS32288	Gel Ink Rollerball Pen-Black	01 1100 610 001	23.56
IN4246489	06/30/2023	CCS32288	Gel Ink Rollerball Pen-Blue	01 1100 610 001	58.90
IN4246489	06/30/2023	CCS32288	Gel Ink Rollerball Pen-Red	01 1100 610 001	11.78
IN4246489	06/30/2023	CCS32288	Pencil Erasers	01 1100 610 001	42.00
IN4246489	06/30/2023	CCS32288	Facial Tissue 2-ply	01 1100 610 001	247.50
IN4246489	06/30/2023	CCS32288	9 volt Transistor-Alkaline Batteries	01 1100 610 001	15.50
IN4246489	06/30/2023	CCS32288	AA Cell-Alkaline Batteries	01 1100 610 001	46.20
IN4246489	06/30/2023	CCS32288	AAA Cell-Alkaline Batteries	01 1100 610 001	46.20
IN4246489	06/30/2023	CCS32288	Numeric Wireless Keypad-18 key	01 1100 610 001	22.85
IN4246489	06/30/2023	CCS32288	White Inkjet Full Sheet Mailing Labels	01 1100 610 001	14.95
IN4246489	06/30/2023	CCS32288	White Laser Labels	01 1100 610 001	53.60
IN4246489	06/30/2023	CCS32288	Manila File Folders-Letter Size	01 1100 610 001	22.19
IN4246489	06/30/2023	CCS32288	Colored File Folders-Letter Size-Red	01 1100 610 001	71.70
IN4246489	06/30/2023	CCS32288	Colored File Folders-Letter Size-Yellow	01 1100 610 001	71.70
IN4246489	06/30/2023	CCS32288	Pocket Folders-Red	01 1100 610 001	45.84
IN4246489	06/30/2023	CCS32288	Pocket Folders-Blue	01 1100 610 001	22.92
IN4246489	06/30/2023	CCS32288	Pocket Folders-Green	01 1100 610 001	15.28
IN4246489	06/30/2023	CCS32288	Post-It Notes-Dispenser Refills-Assorted	01 1100 610 001	25.40
IN4246489	06/30/2023	CCS32288	Paper Clips-No. 1	01 1100 610 001	3.80
IN4246489	06/30/2023	CCS32288	Binder Clips-3/4" wide	01 1100 610 001	1.35

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IN4246489	06/30/2023	CCS32288	Binder Clips-1 1/4 wide	01 1100 610 001	8.96
IN4246489	06/30/2023	CCS32288	Wood Glue-Gallon	01 1100 610 001 0001	40.92
IN4246489	06/30/2023	CCS32288	Erasers	01 1100 610 001 0005	15.45
IN4246489	06/30/2023	CCS32288	Kraft Paper-Brown	01 1100 610 001 0005	51.30
IN4246489	06/30/2023	CCS32288	Paint Storage Cups-No-Spill with Lids	01 1100 610 001 0005	39.20
IN4246489	06/30/2023	CCS32288	Prisma-Color Art Pencils	01 1100 610 001 0005	94.40
IN4246489	06/30/2023	CCS32288	Pot and PanDetergent-Concentrate- 5 gall	01 1100 610 001 0006	177.90
IN4246489	06/30/2023	CCS32288	Oven and Grill Cleaner	01 1100 610 001 0006	30.03
IN4246489	06/30/2023	CCS32288	Pan Liners-Baker Sheets	01 1100 610 001 0006	50.65
IN4246489	06/30/2023	CCS32288	Hair Net-Disposable	01 1100 610 001 0006	29.60
IN4246489	06/30/2023	CCS32288	Food Wrap	01 1100 610 001 0006	21.25
IN4246489	06/30/2023	CCS32288	Foil-Heavy Duty (Reynolds)	01 1100 610 001 0006	223.62
IN4246489	06/30/2023	CCS32288	Sandwich Bags-Zip Lip	01 1100 610 001 0006	37.34
IN4246489	06/30/2023	CCS32288	Plastic Bags-Ziplock-Quart Size (Ziploc	01 1100 610 001 0006	76.56
IN4246489	06/30/2023	CCS32288	Plastic Bags-Ziplock-Gallon Size (Reynol	01 1100 610 001 0006	68.96
IN4246489	06/30/2023	CCS32288	General Purpose Scour Pad	01 1100 610 001 0006	9.78
IN4246489	06/30/2023	CCS32288	Foodservice Surface Sanitizer-32 oz bott	01 1100 610 001 0006	62.00
IN4246489	06/30/2023	CCS32288	Heavy Duty Wipers/Towels	01 1100 610 001 0006	69.60
IN4246489	06/30/2023	CCS32288	Medium Point Retractable Ballpoint Pen-A	01 1100 610 001 0006	11.70
IN4246489	06/30/2023	CCS32288	Dymo Labelwriter White Address Label	01 1100 610 001 0006	16.92
IN4246489	06/30/2023	CCS32288	Dymo Labelwriter White Multipurpose Labe	01 1100 610 001 0006	28.30
IN4246489	06/30/2023	CCS32288	Pencil Sharpener-Electric Model	01 1200 610 001	16.75
IN4246489	06/30/2023	CCS32288	Economy Earbuds	01 1200 610 001	74.00
IN4246489	06/30/2023	CCS32288	Pencil Cap Erasers	01 1200 610 001	2.90
IN4246489	06/30/2023	CCS32288	Pencil Sharpener-Electric Model	01 2120 610 001	16.75
IN4246489	06/30/2023	CCS32288	Post-It Notes-Dispenser Refills-Line-For	01 2120 610 001	6.70
IN4246489-1	06/30/2023	CCS32323	Teacher-Secretarial Chair-Iron (Charcoal	01 1100 610 001	664.40
IN4246521	06/30/2023	CCS32315	Binder Clips	01 1100 610 004	9.12
IN4246521	06/30/2023	CCS32315	Binder Clips	01 1100 610 004	3.92
IN4246521	06/30/2023	CCS32315	Binder Clips	01 1100 610 004	1.35
IN4246521	06/30/2023	CCS32315	Paper Clips-No 1 (Regular Style)	01 1100 610 004	7.60
IN4246521	06/30/2023	CCS32315	AAA Cell-Alkaline Batteries	01 1100 610 004	38.50
IN4246521	06/30/2023	CCS32315	AA Cell-Alkaline Batteries	01 1100 610 004	38.50
IN4246521	06/30/2023	CCS32315	9 Volt Transistor-Alkaline Batteries	01 1100 610 004	31.00
IN4246521	06/30/2023	CCS32315	C Cell-Alkaline Batteries	01 1100 610 004	16.50
IN4246521	06/30/2023	CCS32315	Rubber Bands	01 1100 610 004	3.65
IN4246521	06/30/2023	CCS32315	Liquid Tempera-Washable-White-1 Gallon	01 1100 610 004	15.75
IN4246521	06/30/2023	CCS32315	Liquid Tempera-Washable-Violet-1 Gallon-	01 1100 610 004	15.75
IN4246521	06/30/2023	CCS32315	Crayola Air Dry Clay-25 lb-White	01 1100 610 004	99.60
IN4246521	06/30/2023	CCS32315	Economy Headphones-Walkman Style	01 1100 610 004	227.85
IN4246521	06/30/2023	CCS32315	Pocket Folders-Letter-with Fasteners-Yel	01 1100 610 004	55.60

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IN4246521	06/30/2023	CCS32315	Pocket Folder-Red	01 1100 610 004	15.28
IN4246521	06/30/2023	CCS32315	Dry Erase Markers-Chisel Tip (Low Odor)-	01 1100 610 004	24.25
IN4246521	06/30/2023	CCS32315	Book Tape	01 1100 610 004	11.55
IN4246521	06/30/2023	CCS32315	Economy Earbuds	01 1100 610 004	7.40
IN4246521	06/30/2023	CCS32315	Post-It Easel Pads	01 1100 610 004	454.30
IN4246521	06/30/2023	CCS32315	Pencil Cap Erasers	01 1100 610 004	43.50
IN4246521	06/30/2023	CCS32315	Pencil Erasers	01 1100 610 004	33.60
IN4246521	06/30/2023	CCS32315	Pencil Sharpener-Electric Model	01 1100 610 004	201.00
IN4246521	06/30/2023	CCS32315	Laminated Foam Plates-6 inch	01 1100 610 004	44.70
IN4246521	06/30/2023	CCS32315	Post-It Notes-3x3-Assorted	01 1100 610 004	82.80
IN4246521	06/30/2023	CCS32315	Bunn Pour-O-Matic	01 1100 610 004	114.30
IN4246521	06/30/2023	CCS32315	Staple Remover-Claw	01 1100 610 004	3.56
IN4246521	06/30/2023	CCS32315	Tape Dispenser	01 1100 610 004	41.85
IN4246521	06/30/2023	CCS32315	Medium Point Retractable Ballpoint Pen-A	01 1100 610 004	23.40
IN4246521	06/30/2023	CCS32315	Clear Tape	01 1100 610 004	63.90
IN4246521	06/30/2023	CCS32315	Plastic Cutlery-Soup Spoon	01 1100 610 004	16.66
IN4246521	06/30/2023	CCS32315	Plastic Cutlery-Forks	01 1100 610 004	32.70
IN4246521	06/30/2023	CCS32315	Pocket Folders-Blue	01 1100 610 004	7.64
IN4246521	06/30/2023	CCS32315	Pocket Folders-Green	01 1100 610 004	15.28
IN4246521	06/30/2023	CCS32315	Pocket Folders-Orange	01 1100 610 004	7.64
IN4246521	06/30/2023	CCS32315	White Laser Labels	01 1100 610 004	13.10
IN4246521	06/30/2023	CCS32315	Whiteboard Cleaner	01 1100 610 004	22.95
IN4246521	06/30/2023	CCS32315	Highlighter-Retractable-Yellow	01 1100 610 004	31.50
IN4246521	06/30/2023	CCS32315	Hand Sanitizer	01 1100 610 004	284.80
IN4246521	06/30/2023	CCS32315	Facial Tissue-2 ply	01 1100 610 004	90.00
IN4246521	06/30/2023	CCS32315	White Envelopes-No 9	01 1100 610 004	89.70
IN4246521	06/30/2023	CCS32315	Styrofoam Cups-8 oz	01 1100 610 004	78.50
IN4246521	06/30/2023	CCS32315	White Hot Paper Cup Travel Lid	01 1100 610 004	39.85
IN4246521	06/30/2023	CCS32315	Pocket Folders-Assorted Colors	01 1200 610 004	13.32
IN4246521	06/30/2023	CCS32315	Powder Free Vinyl Glove-Medium	01 1200 610 004	20.50
IN4246521	06/30/2023	CCS32315	Dry Erase Markers-BIC-Black	01 1200 610 004	8.19
IN4246521	06/30/2023	CCS32315	Book Tape	01 2220 610 004	60.84
IN4246521	06/30/2023	CCS32315	Commercial Wall Clock-Battery/Quartz	01 2610 610 004	77.85
IN4246521-1	06/30/2023	CCS32246	C Cell-Alkaline Batteries	01 1190 610 005	8.25
IN4246521-1	06/30/2023	CCS32246	AA Cell-Alkaline Batteries	01 1190 610 005	30.80
IN4246521-1	06/30/2023	CCS32246	AAA Cell-Alkaline Batteries	01 1190 610 005	30.80
IN4246521-1	06/30/2023	CCS32246	Paper Cups-8 oz	01 1190 610 005	99.96
IN4246521-1	06/30/2023	CCS32246	Foam Bowls-10 oz	01 1190 610 005	94.40
IN4246521-1	06/30/2023	CCS32246	Napkins	01 1190 610 005	68.90
IN4246521-1	06/30/2023	CCS32246	Plastic Cutlery-Teaspoons	01 1190 610 005	23.58
IN4246521-1	06/30/2023	CCS32246	Plastic Cutlery-Forks	01 1190 610 005	32.70

Checking Account: 1 GENERAL CHECKING

IN4246521-1	06/30/2023	CCS32246	Plastic Cutlery-Knives	01 1190 610 005	33.77
IN4246521-1	06/30/2023	CCS32246	Powder Free Vinyl Glove-Medium	01 1190 610 005	20.50
IN4246521-1	06/30/2023	CCS32246	Power Free Vinyl Glove-Large	01 1190 610 005	20.50
IN4246521-1	06/30/2023	CCS32246	Laminated Foam Plates-9 in	01 1190 610 005	131.94
IN4246521-1	06/30/2023	CCS32246	File Folder Labels-White	01 1190 610 005	10.95
IN4246521-1	06/30/2023	CCS32246	Pocket folders-Blue	01 1190 610 005	7.64
IN4246521-1	06/30/2023	CCS32246	Pocket folders-Green	01 1190 610 005	7.64
IN4246521-1	06/30/2023	CCS32246	Pocket folders-Red	01 1190 610 005	7.64
IN4246521-1	06/30/2023	CCS32246	Book Tape-3.5 Mil	01 1190 610 005	30.42
IN4246521-1	06/30/2023	CCS32246	Paper Plate-6 in	01 1190 610 005	19.20
IN4246521-1	06/30/2023	CCS32246	Paper Plate-9 in	01 1190 610 005	29.65
IN4246521-1	06/30/2023	CCS32246	Plastic Bags-Ziploc-Quart	01 1190 610 005	38.28
IN4246521-1	06/30/2023	CCS32246	Sandwich Bags-Zip Lip	01 1190 610 005	37.34
IN4246521-1	06/30/2023	CCS32246	Plastic Bags-Ziplock-Gallon	01 1190 610 005	34.48
IN4246521-1	06/30/2023	CCS32246	Manila File Folders-Letter size	01 1291 610 005	22.19
IN4246521-1	06/30/2023	CCS32246	Large Glue Sticks-Clear-Elmers Classpack	01 1291 610 005	96.80
IN4246521-1	06/30/2023	CCS32246	Pocket Folders-Assorted Colors	01 1291 610 005	6.66

Check Number: 29334 Check Type: Check Check Date: 07/17/2023 Vendor: INTEEXPE International Expert Resources, LLC Check Total: 3,430.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
22-14-2	07/06/2023		Visa Sponsorship - P Besong	01 1100 340 001	1,750.00
22-14-2	07/06/2023		J1 Health Insurance-P Besong	01 1100 340 001	1,680.00

Check Number: 29335 Check Type: Check Check Date: 07/17/2023 Vendor: KEARQUAL KEARNEY QUALITY SEW & VAC, INC. Check Total: 428.24

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
60172	06/06/2023	CCS32420	Clean Maxx Vacuum for Elementary	01 2610 610 004	399.00
60172	06/06/2023	CCS32420	Shipping	01 2610 610 004	29.24

Check Number: 29336 Check Type: Check Check Date: 07/17/2023 Vendor: KLOESUSA SUSAN KLOEPPING Check Total: 900.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JULY2023	07/01/2023		District Treasurer Services	01 2310 340 000	500.00
JULY2023	07/01/2023		Mileage for District Treasurer Duties	01 2650 334 000	400.00

Check Number: 29337 Check Type: Check Check Date: 07/17/2023 Vendor: LEEENTE Lee Enterprises Check Total: 15.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MAY2023	05/28/2023		5/20 Notice of May 23 Meeting	01 2310 540 000	15.20

Check Number: 29338 Check Type: Check Check Date: 07/17/2023 Vendor: LEXREGIONA LEXINGTON REGIONAL HEALTH CENTER Check Total: 105.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
90013115	06/05/2023		Alcohol/Drug-R Adkisson	01 2710 340 000	35.00
90013115	06/05/2023		Alcohol/Drug-B Bussinger	01 2710 340 000	35.00
90013115	06/05/2023		Alcohol/Drug-T Henderson	01 2710 340 000	35.00

Check Number: 29339 Check Type: Check Check Date: 07/17/2023 Vendor: MATHESON MATHESON TRI-GAS, INC. Check Total: 92.09

Checking Account: 1 **GENERAL CHECKING**

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
52191063	06/30/2023		Acetylene	01 1100 610 001 0009	0.00
52191063	06/30/2023		C-25 High Grade AWS	01 1100 610 001 0009	47.40
52191063	06/30/2023		Oxygen 251 CF	01 1100 610 001 0009	0.00
52191063	06/30/2023		Hazardous Materials Charge	01 1100 610 001 0009	20.99
52191063	06/30/2023		Argon 155 CF	01 1100 610 001 0009	23.70

Check Number: 29340 Check Type: Check Check Date: 07/17/2023 Vendor: MEADLUMB MEAD LUMBER CO Check Total: 46.72

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
9208347	06/06/2023		Screws-put up cabinets	01 2610 610 004	41.00
9313520	06/27/2023		1/4 long lag shield	01 2610 610 004	5.72

Check Number: 29341 Check Type: Check Check Date: 07/17/2023 Vendor: MERIRENT MERIDIAN RENTALS Check Total: 83.98

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
029624	06/26/2023		Replace rope, clean filter on blower	01 2630 431 000	44.29
066500	06/26/2023		String for trimmers	01 2630 610 000	39.69

Check Number: 29342 Check Type: Check Check Date: 07/17/2023 Vendor: MICHHART Michelle Hartnett Consulting Check Total: 87.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MH00105	06/25/2023		Consulting services	01 2510 310 000	87.50

Check Number: 29343 Check Type: Check Check Date: 07/17/2023 Vendor: MOHLAMY Amy Mohler Check Total: 7.86

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE2023	06/28/2023		Mileage 6.6.23 through 6.28.23	01 2650 333 000	7.86

Check Number: 29344 Check Type: Check Check Date: 07/17/2023 Vendor: NATUESCA NATURAL ESCAPES, INC. Check Total: 2,577.69

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
8077	06/06/2023		Mulch/landscaping at Ethan's Park	01 2630 610 005	2,577.69

Check Number: 29345 Check Type: Check Check Date: 07/17/2023 Vendor: NRCSA NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION Check Total: 850.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MEM042-23-24	07/01/2023		2023-24 NRCSA Membership Dues Renewal	01 2310 810 000	850.00

Check Number: 29346 Check Type: Check Check Date: 07/17/2023 Vendor: OFFIDEPO ODP Business Solutions, LLC Check Total: 113.94

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
319914752001	06/26/2023	CCS32440	custom engraved plastic wall signs with	01 1100 610 004	113.94

Check Number: 29347 Check Type: Check Check Date: 07/17/2023 Vendor: ONESOUR ONE SOURCE Check Total: 29.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2022127221	07/01/2023		509396-M Gibson	01 2570 340 002	5.00
2022127221	07/01/2023		519112-K Bauer	01 2570 340 005	24.00

Check Number: 29348 Check Type: Check Check Date: 07/17/2023 Vendor: PERFTRUC PERFORMANCE TRUCK & TRAILER REPAIR Check Total: 5,773.78

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 GENERAL CHECKING

14781	06/01/2023	#307 Change oil/filters-replace trans li	01 2732 431 000	2,150.59
14824	06/09/2023	#308 DOT inspect, repair brake hose	01 2730 431 000	1,438.70
14827	06/09/2023	#304 DOT inspect, new wiper blades	01 2730 431 000	949.07
14862	06/21/2023	#306 DOT inspect, repair exhaust leak,	01 2730 431 000	1,235.42

Check Number: 29349 Check Type: Check Check Date: 07/17/2023 Vendor: PERRGUTH PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O. Check Total: 867.20

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
104	06/16/2023		Legal services	01 2330 317 000	867.20

Check Number: 29350 Check Type: Check Check Date: 07/17/2023 Vendor: PLATVALL PLATTE VALLEY GLASS & TRAILERS Check Total: 150.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
51061	05/09/2023		Adjust closer-H5; adjust strike M6	01 2620 431 001	150.00

Check Number: 29351 Check Type: Check Check Date: 07/17/2023 Vendor: RENALEAN RENAISSANCE LEARNING INC Check Total: 11,213.54

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV5290589	07/01/2023		FastBridge subscription	01 2219 643 000	4,561.70
INV5290589	07/01/2023		Training-FASTflix subscription-tier 2	01 2219 643 000	780.00
INV5290589	07/01/2023		Learning Community-eduCLIMBER	01 6998 643 000	468.00
INV5290589	07/01/2023		eduCLIMBER software license	01 6998 643 000	5,403.84

Check Number: 29352 Check Type: Check Check Date: 07/17/2023 Vendor: REYEROXA Roxanne Reyes Check Total: 35.49

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MAY23-JUNE23	06/12/2023		Mileage reimb 5-2-23 to 6-12-23	01 2650 333 001	35.49

Check Number: 29353 Check Type: Check Check Date: 07/17/2023 Vendor: ROCKIT ROCKIT EVENT PROS LLP Check Total: 1,431.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
229017462	06/21/2023		Back to School Carnival 2023	01 1100 890 004	1,431.00

Check Number: 29354 Check Type: Check Check Date: 07/17/2023 Vendor: SCHODATE SCHOOL DATEBOOKS Check Total: 457.47

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
S23-0254363	06/02/2023	CCS32202	planners for 4th and 5th graders	01 1100 610 004	457.47

Check Number: 29355 Check Type: Check Check Date: 07/17/2023 Vendor: SCHOHEAL School Health Corporation Check Total: 7.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
4211301.01	06/26/2023	CCS32403	pediatric ear speculum disposable	01 2130 610 000	3.68
4211301.01	06/26/2023	CCS32403	regular ear speculum disposable	01 2130 610 000	3.68

Check Number: 29356 Check Type: Check Check Date: 07/17/2023 Vendor: SCHOSPEC SCHOOL SPECIALTY, LLC Check Total: 3,181.76

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
208132490529	06/30/2023	CCS32293	Whiteboard-9x12-Lap size	01 1100 610 001	75.68
308104295044	06/16/2023	CCS32319	Magic Tape	01 1100 610 004	71.19
308104295044	06/16/2023	CCS32319	Elmer's School Glue-4 oz In Twist-Cap Pl	01 1100 610 004	43.00
308104295044	06/16/2023	CCS32319	Push Pins Plastic-Assorted colors	01 1100 610 004	11.05
308104295044	06/16/2023	CCS32319	EZ Clips	01 1100 610 004	25.60

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308104295044	06/16/2023	CCS32319	Paper Fasteners-1/2-Brass	01 1100 610 004	3.78
308104295044	06/16/2023	CCS32319	Sheet Protectors-Top-Loading	01 1100 610 004	13.14
308104295044	06/16/2023	CCS32319	Whiteboard-9x12-Lap Size	01 1100 610 004	82.80
308104295044	06/16/2023	CCS32319	Mavalus Tape-White	01 1100 610 004	59.70
308104295044	06/16/2023	CCS32319	Stacking Chair-16"-Black	01 1100 610 004	446.80
308104295044	06/16/2023	CCS32319	Stacking Chair-18"-Black	01 1100 610 004	494.00
308104295044	06/16/2023	CCS32319	American Flag-Nylon	01 2610 610 004	176.50
308104295044-1	06/16/2023	CCS32249	Sheet Proectors-Top-Loading	01 1190 610 005	15.33
308104295044-1	06/16/2023	CCS32249	View Binders-Framed-EZD Locking-White	01 1291 610 005	31.46
308104295044-1	06/16/2023	CCS32249	Glue Sticks	01 1291 610 005	3.45
308104298170	06/26/2023	CCS32293	Beakers-50mL Cap	01 1100 610 001	27.30
308104298170	06/26/2023	CCS32293	Beakers-150mL Cap	01 1100 610 001	27.24
308104298170	06/26/2023	CCS32293	Beakers-250mL Cap	01 1100 610 001	28.80
308104298170	06/26/2023	CCS32293	Beakers-600mL Cap	01 1100 610 001	21.13
308104298170	06/26/2023	CCS32293	Beakers-1000mL Cap	01 1100 610 001	526.50
308104298170	06/26/2023	CCS32293	Test Tubes-Glass-Borosillicate-27 mL	01 1100 610 001	117.00
308104298170	06/26/2023	CCS32293	Flasks-125mL Cap	01 1100 610 001	35.11
308104298170	06/26/2023	CCS32293	Incandescent Lamps-Miniature Base	01 1100 610 001	9.10
308104298170	06/26/2023	CCS32293	Torso Model-Economy Model	01 1100 610 001	95.00
308104298170	06/26/2023	CCS32293	Mortar-Pestle	01 1100 610 001	61.75
308104298170	06/26/2023	CCS32293	PH Pen Meter	01 1100 610 001	245.70
308104298170	06/26/2023	CCS32293	Ring Binder-3 ring-1" White	01 1100 610 001	127.92
308104298170	06/26/2023	CCS32293	Whiteboard-9x12-Lap size	01 1100 610 001	6.90
308104298170	06/26/2023	CCS32293	Movement Stool	01 1200 610 001	291.66
308104298170	06/26/2023	CCS32293	Legal Pads-White	01 1200 610 001	7.17

Check Number: 29357 Check Type: Check Check Date: 07/17/2023 Vendor: SMARPASS SmartPass Inc. Check Total: 1,594.50

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2343	06/30/2023	CCS32448	Hall Pass standard plan	01 1100 643 001	797.25
2343	06/30/2023	CCS32448	Hall Pass standard plan	01 1100 643 002	797.25

Check Number: 29358 Check Type: Check Check Date: 07/17/2023 Vendor: SONNYS Sonny's Super Foods Check Total: 25.87

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE23-1	07/03/2023		Coffee for office	01 1100 610 001	17.98
JUNE23-2	07/03/2023		Laundry detergent for custodial use	01 2610 610 000	7.89

Check Number: 29359 Check Type: Check Check Date: 07/17/2023 Vendor: STRIVTV STRIV, INC. Check Total: 48.37

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2796	04/27/2023	CCS32321	DVD/CD Player	01 2220 610 004	48.37

Check Number: 29360 Check Type: Check Check Date: 07/17/2023 Vendor: SYNDPUBL Syndicate Publishing Check Total: 152.02

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11507	06/08/2023		6/8 Notice of June 12 Meeting	01 2310 540 000	7.85

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11625	06/22/2023	6/22 Minutes of June 12 Meeting	01 2310 540 000	79.17	
2023-2024SUB	07/01/2023	Subscription for DO	01 2510 610 000	65.00	

Check Number: 29361 Check Type: Check Check Date: 07/17/2023 Vendor: TTLAWNCA T & T Lawncare LLC Check Total: 5,616.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
5861	06/14/2023		Spraying District Office	01 2630 431 000	480.00
5861	06/14/2023		Spraying outside football field	01 2630 431 001	640.00
5861	06/14/2023		Spraying HS	01 2630 431 001	416.00
5861	06/14/2023		Spraying Wellness Center	01 2630 431 001	208.00
5861	06/14/2023		Spraying football field	01 2630 431 001	720.00
5861	06/14/2023		Spraying practice field	01 2630 431 001	1,680.00
5861	06/14/2023		Spraying Elementary	01 2630 431 004	832.00
5861	06/14/2023		Spraying CEEC	01 2630 431 005	640.00

Check Number: 29362 Check Type: Check Check Date: 07/17/2023 Vendor: EDUTYPING Typing.com LLC Check Total: 599.40

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
49763999000032992128	06/27/2023	CCS32442	EduTyping renewal subscription	01 1100 643 002	599.40

Check Number: 29363 Check Type: Check Check Date: 07/17/2023 Vendor: UNKACAD UNK Academic Advising and Career Development Check Total: 100.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2752	06/28/2023		UNK Education Opportunities Fair-Fall	01 2570 540 001	100.00

Check Number: 29364 Check Type: Check Check Date: 07/17/2023 Vendor: WILLCLEA Williams Cleaners Inc. Check Total: 396.30

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
06-070294	07/01/2023	ACT02627	Dry Cleaning 23 marching band uniforms	01 1100 340 001 0004	396.30

Check Number: 29365 Check Type: Check Check Date: 07/17/2023 Vendor: WOLFPATT Patty Wolfe Check Total: 49.79

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
CELLMAY23	07/02/2023		Reimburse cellphone-May	01 2580 294 000	49.79

Check Number: 29366 Check Type: Check Check Date: 07/17/2023 Vendor: WYMORONA Ronald Wymore Check Total: 73.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
MILEAGE10	06/22/2023		Reimburse mileage-June 2023	01 2510 333 000	73.36

Check Number: 29367 Check Type: Check Check Date: 07/17/2023 Vendor: YANDMUSI YANDA'S MUSIC & PRO AUDIO Check Total: 633.09

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
650818	06/02/2023	CCS32415	Summer instrument repair 2023	01 1100 340 001 0004	95.99
654567	06/29/2023	CCS32415	Summer instrument repair 2023	01 1100 340 001 0004	70.60
654568	06/29/2023	CCS32415	Summer instrument repair 2023	01 1100 340 001 0004	50.75
654571	06/29/2023	CCS32415	Summer instrument repair 2023	01 1100 340 001 0004	59.25
654704	06/30/2023	CCS32415	Summer instrument repair 2023	01 1100 340 001 0004	42.25
654707	06/30/2023	CCS32415	Summer instrument repair 2023	01 1100 340 002 0004	67.75
654711	06/30/2023	CCS32415	Summer instrument repair 2023	01 1100 340 002 0004	73.00
654718	06/30/2023	CCS32415	Summer instrument repair 2023	01 1100 340 002 0004	86.75

Checking Account: 1 **GENERAL CHECKING**

654731	06/30/2023	CCS32415	Summer instrument repair 2023	01 1100 340 002 0004	86.75

Check Number: 12037 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: BLICART BLICK ART MATERIALS Check Total: 1,899.09

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1024586	06/30/2023	CCS32287	Artist Acrylic Paint-Cadmium Yellow Medi	01 1100 610 001 0005	36.52
1024586	06/30/2023	CCS32287	Artist Acrylic Paint-Cobalt Blue-16 oz j	01 1100 610 001 0005	47.50
1024586	06/30/2023	CCS32287	Artist Acrylic Mediums-Gesso-Opaque Prim	01 1100 610 001 0005	98.20
1024586	06/30/2023	CCS32287	White Bristle Brushes-1/4 in	01 1100 610 001 0005	16.20
1024586	06/30/2023	CCS32287	White Bristle Brushes-1 in	01 1100 610 001 0005	14.76
1024586	06/30/2023	CCS32287	Round Bristle Brushes-1/8 in	01 1100 610 001 0005	30.00
1024586	06/30/2023	CCS32287	Oil and Acrylic Brush Set-Scholastic-Whi	01 1100 610 001 0005	21.42
1024586	06/30/2023	CCS32287	Palette Pad-Disposable-9x12	01 1100 610 001 0005	40.20
1024586	06/30/2023	CCS32287	Colored Pencils-Prisma-Color	01 1100 610 001 0005	194.25
1024586	06/30/2023	CCS32287	Precision Knife-4" long	01 1100 610 001 0005	26.04
1024586	06/30/2023	CCS32287	Carving Block	01 1100 610 001 0005	79.86
1024586	06/30/2023	CCS32287	Gum Erasers	01 1100 610 001 0005	10.16
1024586	06/30/2023	CCS32287	White Drawing Paper-9x12	01 1100 610 001 0005	183.84
1024586	06/30/2023	CCS32287	Watercolor Paper-22x30-Cold Press	01 1100 610 001 0005	109.00
1024586	06/30/2023	CCS32287	Scratchboard-Pre-inked-Black-11x14	01 1100 610 001 0005	22.75
1024586	06/30/2023	CCS32287	Canvas Panels-8x10	01 1100 610 001 0005	37.44
1024586	06/30/2023	CCS32287	Canvas Panels-12x16	01 1100 610 001 0005	105.60
1024586	06/30/2023	CCS32287	Canvas Panels-16x20	01 1100 610 001 0005	110.16
1024586	06/30/2023	CCS32287	Canvas Panels-18x24	01 1100 610 001 0005	52.68
1024586	06/30/2023	CCS32287	Mat Frames-Pre-cut 12x18-Black	01 1100 610 001 0005	39.99
1024586	06/30/2023	CCS32287	Mat Frames-Pre-cut-9x12-Black	01 1100 610 001 0005	35.04
1024586	06/30/2023	CCS32287	Artist Acrylic Paint-Cadmium Orange-16 o	01 1100 610 001 0005	36.52
1024586	06/30/2023	CCS32287	Artist Acrylic Paint-Alizarin Crimson-16	01 1100 610 001 0005	26.82
1024586	06/30/2023	CCS32287	Artist Acrylic Paint-Burnt Sienna-16 oz	01 1100 610 001 0005	20.82
1024586	06/30/2023	CCS32287	Sketch Pad	01 1100 610 001 0005	175.68
894344	06/01/2023	CCS32245	Tempera Sticks-Assorted Colors	01 1190 610 005	59.67
894344-1	06/01/2023	CCS32313	Printing Ink-Red-5 oz	01 1100 610 004	14.46
894344-1	06/01/2023	CCS32313	Printing Ink-Blue-5 oz	01 1100 610 004	14.46
894344-1	06/01/2023	CCS32313	Printing Ink-Yellow-5 oz	01 1100 610 004	14.46
894344-1	06/01/2023	CCS32313	Printing Ink-Black-5 oz	01 1100 610 004	14.46
894344-1	06/01/2023	CCS32313	Printing Ink-White-5 oz	01 1100 610 004	14.46
894344-1	06/01/2023	CCS32313	White Drawing Paper-18x24	01 1100 610 004	132.42
894344-1	06/01/2023	CCS32313	Plaster of Paris-4.5 lb	01 1100 610 004	26.55
894344-1	06/01/2023	CCS32313	Tempera Brushes-1/4 in-Crayola	01 1100 610 004	32.64
894344-1	06/01/2023	CCS32313	Craft Glue Dots	01 1200 610 004	4.06

Check Number: 12038 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: BOPW BOARD OF PUBLIC WORKS Check Total: 20,880.82

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount

Checking Account: 1 **GENERAL CHECKING**

JUNE2023	07/01/2023		13475: Water - DO	01 2610 410 000	57.20
JUNE2023	07/01/2023		13475: Sewer - DO	01 2610 410 000	62.52
JUNE2023	07/01/2023		1169: Water - HS Sprinklers	01 2610 410 001	25.70
JUNE2023	07/01/2023		2134: Water - Stadium Well	01 2610 410 001	248.90
JUNE2023	07/01/2023		7693: Water - Transition House	01 2610 410 001	49.60
JUNE2023	07/01/2023		7693: Sewer - Transition House	01 2610 410 001	35.43
JUNE2023	07/01/2023		1166: Water - HS	01 2610 410 001	104.00
JUNE2023	07/01/2023		1166: Sewer - HS	01 2610 410 001	100.43
JUNE2023	07/01/2023		5862: Water - MS	01 2610 410 002	135.50
JUNE2023	07/01/2023		5862: Sewer - MS	01 2610 410 002	62.93
JUNE2023	07/01/2023		6160: Water - EL Sprinklers	01 2610 410 004	25.70
JUNE2023	07/01/2023		5679: Water - EL	01 2610 410 004	65.30
JUNE2023	07/01/2023		5679: Sewer - EL	01 2610 410 004	110.85
JUNE2023	07/01/2023		309: Water - CEEC	01 2610 410 005	39.20
JUNE2023	07/01/2023		309: Sewer - CEEC	01 2610 410 005	49.18
JUNE2023	07/01/2023		53: Water - CEEC - Soccer Field	01 2610 410 005	221.90
JUNE2023	07/01/2023		13475: Sanitation - DO	01 2610 420 000	21.50
JUNE2023	07/01/2023		7693: Sanitation - Transition House	01 2610 420 001	17.20
JUNE2023	07/01/2023		1166: Sanitation - HS	01 2610 420 001	473.00
JUNE2023	07/01/2023		5862: Sanitation - MS	01 2610 420 002	107.50
JUNE2023	07/01/2023		5679: Sanitation - EL	01 2610 420 004	215.00
JUNE2023	07/01/2023		309: Sanitation - CEEC	01 2610 420 005	64.50
JUNE2023	07/01/2023		13475: Electricity - DO	01 2610 621 000	3,106.62
JUNE2023	07/01/2023		2496: Electricity - Concessions	01 2610 621 001	42.94
JUNE2023	07/01/2023		1168: Electricity - Stadium	01 2610 621 001	73.63
JUNE2023	07/01/2023		1170: Electricity - Stadium Well	01 2610 621 001	113.22
JUNE2023	07/01/2023		1166:Electricity HS	01 2610 621 001	6,265.92
JUNE2023	07/01/2023		7693: Electricity - Transition House	01 2610 621 001	33.25
JUNE2023	07/01/2023		5862: Electricity - MS	01 2610 621 002	3,234.83
JUNE2023	07/01/2023		5679: Electricity - EL	01 2610 621 004	4,799.79
JUNE2023	07/01/2023		6653: Electricity - EL Garage/Greenhouse	01 2610 621 004	44.09
JUNE2023	07/01/2023		8404: Electricity - CEEC Modular	01 2610 621 005	106.14
JUNE2023	07/01/2023		309: Electricity - CEEC	01 2610 621 005	767.35

Check Number: 12039 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: COZAHOSP COZAD COMMUNITY HOSPITAL Check Total: 2,229.36

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
06122023	06/12/2023		Planning time	01 6408 320 000	98.75
06122023	06/12/2023		Occupational Therapy Services-School Age	01 6408 320 001	33.05
06122023	06/12/2023		Occupational Therapy Services-School Age	01 6408 320 002	33.05
06122023	06/12/2023		Occupational Therapy Services-School Age	01 6408 320 004	776.83
06122023	06/12/2023		Occupational Therapy Services - Birth-2	01 6408 320 005	59.25
06122023	06/12/2023		Occupational Therapy Services-Age 3-4	01 6408 320 005	533.25

Checking Account: 1 GENERAL CHECKING

06122023PT	06/12/2023	Planning time	01 6408 320 000	72.44	
06122023PT	06/12/2023	Physical Therapy Services-School Age	01 6408 320 001	32.91	
06122023PT	06/12/2023	Physical Therapy Services-School Age	01 6408 320 002	39.50	
06122023PT	06/12/2023	Physical Therapy Services-School Age	01 6408 320 004	191.04	
06122023PT	06/12/2023	Physical Therapy Services - Birth-2	01 6408 320 005	191.04	
06122023PT	06/12/2023	Physical Therapy Services-Age 3-5	01 6408 320 005	138.25	
JUNE2023	06/01/2023	UA-R Henderson	01 2710 340 000	10.00	
JUNE2023	06/01/2023	UA-T Henderson	01 2710 340 000	10.00	
JUNE2023	06/01/2023	UA-B Hird	01 2710 340 000	10.00	

Check Number: 12040 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: COZASERV COZAD SERVICES, INC. Check Total: 232.60

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
162506	05/24/2023		Rebuilt wall spigot-bus barn	01 2620 610 001	232.60

Check Number: 12041 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: COZATELE COZAD TELEPHONE CO. Check Total: 1,465.44

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE2023	07/01/2023		Telephone Services-June 2023	01 2560 382 000	1,465.44

Check Number: 12042 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: DMSECUR D & M SECURITY Check Total: 300.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
C18329	06/13/2023		Fire Alarm Monitoring Quarterly	01 2610 431 000	75.00
C18329	06/13/2023		Fire Alarm Monitoring Quarterly	01 2610 431 001	75.00
C18329	06/13/2023		Fire Alarm Monitoring Quarterly	01 2610 431 004	75.00
C18329	06/13/2023		Fire Alarm Monitoring Quarterly	01 2610 431 005	75.00

Check Number: 12043 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: DASSTATE DAS STATE ACCOUNTING - CENTRAL FINANCE Check Total: 967.35

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1374726	06/12/2023		Network NE Fees; May Interregional Fee	01 2560 382 000	12.63
1374726	06/12/2023		Network NE Fees; Participation Fee	01 2560 382 000	225.50
1374726	06/12/2023		E-Rate Circuit Cost Recovery	01 2560 382 000	245.57
1379746	07/13/2023		Network NE Fees; June Interregional Fee	01 2560 382 000	12.63
1379746	07/13/2023		Network NE Fees; Participation Fee	01 2560 382 000	225.50
1379746	07/13/2023		E-Rate Circuit Cost Recovery	01 2560 382 000	245.52

Check Number: 12044 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: DAWSPEST DAWSON PEST CONTROL Check Total: 198.10

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
25402	06/30/2023		Interior Spray all building	01 2610 431 000	198.10

Check Number: 12045 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: EAKESKE EAKES OFFICE PLUS - KEARNEY Check Total: 5,442.16

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
INV463850	06/12/2023		Contract base rate-DocMgt-June	01 2510 643 000	298.00
INV469433	07/01/2023		Administrative Charge	01 2530 550 000	3.50
INV469433	07/01/2023		129855: DO BW Copies	01 2530 550 000	73.08

Checking Account: 1 GENERAL CHECKING

INV469433	07/01/2023		129855: DO Color Copies	01 2530 550 000	159.34
INV469433	07/01/2023		129829: HS Faculty Lounge BW Copies	01 2530 550 001	301.72
INV469433	07/01/2023		129853: HS Office BW Copies	01 2530 550 001	54.50
INV469433	07/01/2023		129853: HS Office Color Copies	01 2530 550 001	788.05
INV469433	07/01/2023		129856: MS Lounge BW Copies	01 2530 550 002	118.10
INV469433	07/01/2023		129856: MS Lounge Color Copies	01 2530 550 002	505.16
INV469433	07/01/2023		129886: MS Library BW Copies	01 2530 550 002	211.02
INV469433	07/01/2023		129857: EL Office BW Copies	01 2530 550 004	222.81
INV469433	07/01/2023		129857: EL Office Color Copies	01 2530 550 004	1,377.54
INV469433	07/01/2023		129883: EL Teach Lounge BW Copies	01 2530 550 004	196.71
INV469433	07/01/2023		129884: EL North Work room BW Copies	01 2530 550 004	408.67
INV469433	07/01/2023		129854: CEEC BW Copies	01 2530 550 005	79.76
INV469433	07/01/2023		129854: CEEC Color Copies	01 2530 550 005	644.20

Check Number: 12046 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: ESU10 EDUCATIONAL SERVICE UNIT #10 Check Total: 18,386.29

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
06262023	06/26/2023		Student Record System Inservice	01 1200 591 000	2,840.00
06262023	06/26/2023		Deaf Education Secondary Billing	01 2151 591 001	104.66
06262023	06/26/2023		Speech SA Secondary Billing	01 2151 591 001	1,624.58
06262023	06/26/2023		Audiology School Age Sec Billing	01 2151 591 001	77.52
06262023	06/26/2023		Audiology School Age Sec Billing	01 2151 591 002	77.53
06262023	06/26/2023		Speech SA Secondary Billing	01 2151 591 002	1,624.58
06262023	06/26/2023		Deaf Education Secondary Billing	01 2151 591 002	104.67
06262023	06/26/2023		Speech SA Elementary Billing	01 2151 591 004	1,582.92
06262023	06/26/2023		Audiology School Age Elem Billing	01 2151 591 004	155.05
06262023	06/26/2023		Deaf Education Elementary Billing	01 2151 591 004	627.99
06262023	06/26/2023		Vocational Secondary Billing	01 6408 591 001	252.07
06262023	06/26/2023		SpEd Supplemental Supervision Billing	01 6408 591 001	189.29
06262023	06/26/2023		SpEd Supplemental Supervision Billing	01 6408 591 002	189.28
06262023	06/26/2023		Vocational Secondary Billing	01 6408 591 002	252.07
06262023	06/26/2023		Audiology Ages 3-4 Billing	01 6421 591 005	38.74
06262023	06/26/2023		Audiology Birth-2 Billing	01 6421 591 005	38.78
06262023	06/26/2023		Speech Ages 3-4 Billing	01 6421 591 005	3,915.65
06262023	06/26/2023		Speech Birth-2 Billing	01 6421 591 005	2,915.91
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-J Albrecht	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-C Arends	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-T Savick	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-D Clodfelter	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-D Neill	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-A Ross	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:DC LETRS Cohort Vol 1-A Trimble	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp:LETRS Vol 2 (Units 5-8)-L Gengenba	01 2213 330 004	80.00

Checking Account: 1 GENERAL CHECKING

23432-1	06/22/2023		Wkshp:LETRS Vol 2 (Units 5-8)-T Poppert	01 2213 330 004	80.00
23432-1	06/22/2023		Wkshp:LETRS Vol 2 (Units 5-8)-M Buss	01 2213 330 004	80.00
23432-1	06/22/2023		Wkshp:LETRS Vol 2 (Units 5-8)-K Berreckm	01 2213 330 004	80.00
23432-1	06/22/2023		Wkshp: DC LETRS Cohort Vol 1-V Gilbert	01 2213 330 004	25.00
23432-1	06/22/2023		Wkshp: DC LETRS Cohort Vol 1-B Dahlgren	01 2213 330 004	25.00
23432-2	06/22/2023		Wkshp:Reality-Based Leadership	01 2213 330 000	75.00
23485-1	06/23/2023	CCS32394	1 day Registration	01 2580 330 000	90.00
23485-2	06/23/2023	CCS32243	Adviser Work Day	01 2580 330 000	20.00
23485-2	06/23/2023	CCS32243	PowerSchool End of Year	01 2580 330 000	20.00
23485-3	06/23/2023	CCS32393	PowerSchool Conference	01 2580 330 000	525.00
23485-4	06/23/2023	CCS32400	registration PS conf	01 2580 330 000	125.00
23485-5	06/23/2023	CCS32413	Lenovo repair (SPED)	01 1200 650 002	125.00
23485-5	06/23/2023	CCS32413	Macbook (Geiger) new screen	01 2580 432 000	250.00

Check Number: 12047 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: KSBSCHO KSB SCHOOL LAW Check Total: 1,190.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
14291	06/29/2023		5/31 Prepare distance teaching contract	01 2330 317 000	260.00
14291	06/29/2023		6/2 Emails CF re Title IX invest	01 2330 317 000	302.50
14291	06/29/2023		6/5 TeleConf CF re Title IX investigatio	01 2330 317 000	55.00
14291	06/29/2023		6/13 TeleConf CF Title IX re proc	01 2330 317 000	55.00
14291	06/29/2023		6/19TeleConf CF Title IX final invest rt	01 2330 317 000	137.50
14291	06/29/2023		6/20TeleConf JF re Title IX proc-fac use	01 2330 317 000	55.00
14291	06/29/2023		6/25 Emails CW re curriculum questions	01 2330 317 000	162.50
14291	06/29/2023		5/31 Review docs of resolution agrmt	01 2330 317 000	162.50

Check Number: 12048 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: LANDMARK LANDMARK IMPLEMENT, INC. Check Total: 551.28

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
11524492	06/16/2023		Air filter for lawnmower	01 2630 610 000	50.30
11534660	06/30/2023		Deck belt	01 2630 610 000	85.00
11534660	06/30/2023		Gearbox	01 2630 610 000	350.98
11534660	06/30/2023		Freight	01 2630 610 000	65.00

Check Number: 12049 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: PAPETIGE PAPER TIGER SHREDDING Check Total: 88.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
182901	06/30/2023		Paper Shredding DO	01 2610 420 000	22.00
182901	06/30/2023		Paper Shredding HS	01 2610 420 001	22.00
182901	06/30/2023		Paper Shredding ELEM	01 2610 420 004	44.00

Check Number: 12050 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: SOFTWAREUN Software Unlimited, Inc. Check Total: 8,550.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20230620	07/01/2023		2023-2024 School Accounting System (AP/P	01 2510 643 000	4,250.00
20230620	07/01/2023		2023-2024 SAS Online Users annual fee (u	01 2510 643 000	2,700.00
20230620	07/01/2023		2023-2024 WebLink Annual Fee	01 2510 643 000	700.00

Checking Account: 1 GENERAL CHECKING

20230620	07/01/2023	2023-2024 WebLink Hosting annual fee	01 2510 643 000	500.00	
20230620	07/01/2023	2023-2024 Human Resources Annual Fee	01 2510 643 000	400.00	

Check Number: 12051 Check Type: Direct Deposit Check Date: 07/17/2023 Vendor: TMS TIME MANAGEMENT SYSTEMS, INC. Check Total: 173.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
290060	07/03/2023		AOD maintenance - May 2023	01 2510 643 000	173.00

*Denotes Expensed Invoice Item

Checking Account ID: 1 Total without Voids: 141,763.37

Checking Account: 6 **LUNCH FUND**

Check Number: 26573 Check Type: Check Check Date: 07/17/2023 Vendor: CARDMEMB CARDMEMBER SERVICES Check Total: 381.42

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
O1989298322	06/01/2023	CCS32422	USPS: Window stamped envelopes	06 3100 531 000	374.80
O1989298322	06/01/2023	CCS32422	USPS: Shipping	06 3100 531 000	6.62

Check Number: 26574 Check Type: Check Check Date: 07/17/2023 Vendor: INNOOFFI Innovative Office Solutions LLC Check Total: 24.80

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
IN4246387	06/30/2023	CCS32284	Mailing Seals	06 3100 610 000	24.80

Check Number: 26575 Check Type: Check Check Date: 07/17/2023 Vendor: OPAAFOOD OPAA! FOOD MANAGEMENT OF NEBRASKA, LLC Check Total: 12,083.62

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
NE00049816	07/17/2023		Student Lunches	06 3100 340 000	0.00
NE00049816	07/17/2023		Student Breakfasts	06 3100 340 000	0.00
NE00049816	07/17/2023		Headstart Breakfasts	06 3100 340 000	0.00
NE00049816	07/17/2023		Snacks	06 3100 340 000	0.00
NE00049816	07/17/2023		Ala Carte sales	06 3100 340 000	6.70
NE00049816	07/17/2023		Adult Lunches	06 3100 340 000	296.90
NE00049816	07/17/2023		Adult Breakfasts	06 3100 340 000	14.37
NE00049816	07/17/2023		Headstart Lunches	06 3100 340 000	0.00
NE00049816	07/17/2023		Headstart Adult Lunches	06 3100 340 000	0.00
NE00049816	07/17/2023		Headstart Adult Breakfasts	06 3100 340 000	0.00
NE00049816	07/17/2023		Commodity credit	06 3100 340 000	(35.76)
NE00049816	07/17/2023		Summer Student Lunches	06 3100 340 000	10,057.61
NE00049816	07/17/2023		Summer Student Breakfasts	06 3100 340 000	1,743.80

*Denotes Expensed Invoice Item

Checking Account ID: 6 Total without Voids: 12,489.84

11. BUILDING FINANCIAL REPORTS AND CLAIMS

11.1. Financial Claims

Checking Account: 8 BUILDING FUND

Check Number: 1053 Check Type: Check Check Date: 07/17/2023 Vendor: PAULSEN PAULSEN, INC. Check Total: 1,424,864.00

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
2022-10	07/10/2023		2022 Bond CM-App 10	08 4700 450 001	1,424,864.00

Check Number: 1054 Check Type: Check Check Date: 07/17/2023 Vendor: WILKARCH WILKINS ARCHITECTURE DESIGN PLANNING LLC Check Total: 19,102.31

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
5516	06/29/2023		HS-Additions & Renovations	08 4700 450 001	11,528.64
5516	06/29/2023		HS-Additions & Renovations-Reimb	08 4700 450 001	165.11
5517	06/29/2023		ELEM Additions & Renovations	08 4700 450 004	7,408.56
5517	06/29/2023		ELEM Additions & Renovations-Reimb	08 4700 450 004	0.00

*Denotes Expensed Invoice Item

Checking Account ID: 8 Total without Voids: 1,443,966.31

12. **DISCUSS, CONSIDER AND TAKE ACTION TO CONTRACT FOR PHYSICAL AND OCCUPATIONAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2023-2024 SCHOOL YEAR**

Occupational Therapy Contract

2023-2024

Cozad Community Schools does hereby agree to purchase occupational therapy services from Cozad Community Physical Therapy, from August 1, 2023, to August 1, 2024. Likewise, Cozad Community Physical Therapy does hereby agree to provide occupational therapy services to Cozad Community Schools, from August 1, 2023, to August 1, 2024.

Cozad Community Schools shall identify and verify the handicapping conditions of any students and notify Cozad Community Physical Therapy of such. Cozad Community Schools shall also notify the parents of any IEP, IFSP, or other meetings as necessary and required by law. Cozad Community Physical Therapy shall evaluate the condition of each student identified and verified by the school and participate in the development of an IEP or IFSP with the school staff, other therapists and series providers, and parents. Occupational therapy services shall then correspond to those services identified on the IEP or IFSP unless amended by the consent of the IEP or IFSP team.

The fees for this service shall match but not exceed the Nebraska Department of Education approved reimbursable rate ($81/hour) for therapy, meetings, evaluation, and all necessary paperwork including progress notes, IEP, IFSP, and MDT. Mileage reimbursement for Cozad Community Physical Therapy employees required to use their personal vehicles for any school related services will be made at the government specified rate ($0.655/mile).

Cozad Hospital will bill Cozad Community Schools on or before the last day of each month and payment will be made on and before 25th of the following month, payable to Cozad Community Hospital, 300 E. 12th Street, P.O Box 108, Cozad, NE 69130.

Cozad Community Schools Representative	Date
Robert Dyer	6-15-23
Cozad Community Hospital	Date
Brett D. Koller	6/13/23
Cozad Community Physical Therapy	Date

Physical Therapy Contract

2023-2024

Cozad Community Schools does hereby agree to purchase physical therapy services from Cozad Community Physical Therapy, from August 1, 2023, to August 1, 2024. Likewise, Cozad Community Physical Therapy does hereby agree to provide physical therapy services to Cozad Community Schools, from August 1, 2023, to August 1, 2024.

Cozad Community Schools shall identify and verify the handicapping conditions of any students and notify Cozad Community Physical Therapy of such. Cozad Community Schools shall also notify the parents of any IEP, IFSP, or other meetings as necessary and required by law. Cozad Community Physical Therapy shall evaluate the condition of each student identified and verified by the school and participate in the development of an IEP or IFSP with the school staff, other therapists and series providers, and parents. Physical therapy services shall then correspond to those services identified on the IEP or IFSP unless amended by the consent of the IEP or IFSP team.

The fees for this service shall match but not exceed the Nebraska Department of Education approved reimbursable rate ($81/hour) for therapy, meetings, evaluation, and all necessary paperwork including progress notes, IEP, IFSP, and MDT. Mileage reimbursement for Cozad Community Physical Therapy employees required to use their personal vehicles for any school related services will be made at the government specified rate ($0.655/mile).

Cozad Hospital will bill Cozad Community Schools on or before the last day of each month and payment will be made on and before 25th of the following month, payable to Cozad Community Hospital, 300 E. 12th Street, P.O Box 108, Cozad, NE 69130.

_____	_____
Cozad Community Schools Representative	Date
Robert Dyer	6-15-23
Cozad Community Hospital	Date
Brett D. Keller	6/13/23
Cozad Community Physical Therapy	Date

13. **DISCUSS, CONSIDER AND TAKE ACTION ON STUDENT HANDBOOKS FOR THE 2023-2024 SCHOOL YEAR**

COZAD

MIDDLE/HIGH SCHOOL

2023-2024

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: James Ford, Superintendent

Cozad High School

1710 Meridian Avenue

Cozad, NE 69130

Telephone: 308-784-2744

Fax: 308-217-4505

Cozad Middle School

1810 Meridian Avenue

Cozad, NE 69130

Telephone: 308-784-2746

Fax: 308-217-4506

COZAD COMMUNITY SCHOOLS WEBSITE www.cozadschools.net

High School Principal: Corey Fisher
Middle School Principal: Brian Regelin
Activities Director/Assistant Principal: Jeremy Yilk
Special Education Director: Jessica Edeal
High School Guidance Counselor: Jordan Haarberg & Daniel Revelo
Middle School Guidance Counselor: Bill Shaffer

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 1.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Mr. James Ford
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

James Ford
Superintendent
1910 Meridian Ave
308-784-2745
James.ford@cozadschools.net

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

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

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

~~A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.~~

~~Discontinuing Enrollment – 16 and 17 Year Old Students~~

~~Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.~~

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Excused Absences
The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

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

Excessive Absenteeism
When a student receives 5 unexcused (unresolved) absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance. School Counselors may also communicate attendance concerns with students throughout the school year.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness (or other excusable absences) has two days for every day of absence to complete missed assignments.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical

appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Backpacks

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

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students, or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Cozad Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students may supply their own consumable items such as pens, pencils, tablets, notebooks, and erasers. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.

2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container.
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Candy and Gum

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

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

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

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

MIDDLE SCHOOL CLASSROOM EXPECTATIONS:

Students at Cozad Middle School are not permitted to have their cell phone on their person during class session and are expected to keep cell phones in their Middle School locker.

HIGH SCHOOL CLASSROOM EXPECTATIONS:

Students at Cozad High School are not permitted to have their cell phone on their person during class session and are expected to keep cell phones in their High School locker or placed in designated cell phone pouches/located in the classrooms.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver or activity sponsor/coach.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any messages sent, or calls made on a cell phone.

Students who violate this policy or classroom expectations may have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices after meeting with the student and/or parent/guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including detention, suspension, or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Misuse of artificial intelligence (AI) for cheating and/or plagiarism is prohibited.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior in the classroom is expected to be honest, respectful, and accountable. Students are expected to:

- arrive to class on time.
- be prepared to participate in class with all necessary materials.
- be considerate and respectful towards others.
- remain awake and alert (no sleeping or appearance of sleeping)
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers may establish additional classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building or campus without permission from the administration.

Students in grades 9-12 who have a valid driver license may drive off campus for lunch only if they have secured their parents' written permission and submitted it to the office on the required parent signature form. A parent permission/signature form will be available to students at the start of the school year. The completed signature form will be considered written parent permission for the duration of the school year. Parents will not need to provide written permission on a daily basis for the lunch driving privilege.

Driving privilege during lunch is a variation of school policy and is granted only to students with the stipulation that students understand and adhere to the following expectations:

1. Students must have a valid driver's license.
2. Students must be passing ~~6~~ **all** classes as per standard grading practice ~~(69.5% or above~~ or as defined in an IEP~~)~~.
3. Students must not be in violation of the school's attendance policy (cannot be truant or have excessive unexcused absences).
4. No unexcused tardies upon returning from lunch.
5. Students must travel in their own vehicle and cannot have passengers.
6. Violation of any school policy may result in suspension of this privilege.
7. IF THE STUDENT IS NOT IN GOOD STANDING (1-6 ABOVE) THE STUDENT WILL NOT BE ALLOWED TO LEAVE CAMPUS FOR LUNCH UNLESS PICKED UP BY A PARENT.

Students and parents must understand that driving off campus during lunch is a privilege and can be revoked at any time for violation of the above stated expectations or for reasons determined by school administration.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. Notifications will be either written or electronic (email and/or text). The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon being notified that the student has enrolled in another school.

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if 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 days after the administrator or Title IX/504 coordinator received the complaint.

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

   a) This appeal must be in writing.

   b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title

IX/504 coordinator communicated his/her decision to the complainant.

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

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

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

a) This appeal must be in writing.

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

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

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it 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 shall promptly and thoroughly investigate the complaint, and shall:

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

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

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

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

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

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

No Retaliation.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

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

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

Complaints about the educational services provided to a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in

a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District's technology director shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the Following site:
http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence:

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

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, james.ford@cozadschools.net or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-7842745, james.ford@cozadschools.net or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. School uniforms worn during the school day must be approved by school administration.

Students are prohibited from wearing the following attire:

1. Clothing and tattoos displaying indecent, sexual, suggestive or profane writing, pictures or slogans
2. Clothing and tattoos that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, hoods and bandannas inside the school buildings during the regular school day.
4. Headphones (including ear buds, air pods, etc.) are allowed in class at the discretion of the classroom teacher
5. Bare feet (some type of footwear must be worn)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property (pliers/plier holders, chains, etc.)
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled (including jeans with excessive holes/rips)
10. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Coats during school hours unless the student has permission from a faculty member
13. All pants must have a hemline, be worn at the waist in an appropriate manner and must cover all undergarments. The length and/or fit of pants, shorts, skirts, and dresses should be such that they are appropriate and not reflect poorly on the school.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

Students participating in graduation exercises will be expected to dress in a manner that reflects the prestige of the occasion. Blue jeans, T-shirts, shorts, tennis shoes, flip-flops, and slippers are prohibited. Students shall NOT have any symbol or writing on their cap or gown.

The above-mentioned dress code requirements are for the protection of all students attending Cozad Middle and High Schools and to promote a positive learning environment. All concerns brought to the administration will be evaluated and addressed individually. Coaches and other staff members, in areas of public interscholastic and athletic appearance, may specify additional requirements for dress and grooming. The Cozad Middle and High
School administration reserves the right to rule on the appropriateness of student dress.

Driving and Parking Personal Vehicles and Reporting Accidents

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
4. All accidents on school grounds shall be reported to the office of the principal in a timely manner.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances, and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency

instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $1.80 and adults $3.00 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK-5 is $2.90. Lunch for 6-12 is $3.10 for students and $5.00 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone. Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the school nurse, principal, or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that

homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the school nurse, who may be contacted at 308-784-3462.

Illness or Injury at School and Reporting Accidents

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention, but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Accidents that happen at school shall be reported to the principal's office immediately.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B series; or

- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or nonapproved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not

expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer’s container. (3) The container must be labeled with the child’s name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student’s physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308-784-2745.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with

other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Personal Items and Valuables

Students shall not bring money or valuables to school, as the school is not responsible for lost/stolen/damaged items. The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Parents who want pictures of their students may purchase them directly from the photographer.

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:10 a.m. and ends at 3:25 p.m. Students are expected to leave the school grounds after dismissal unless they are engaged in a school activity or are working with a teacher. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 10 minutes after the school day ends.

All students in grades 9-12 will report to their 8th period Academic Success classroom at the start of 8th period. Senior students who meet academic, attendance and behavior expectations may be dismissed early from their last period. Senior early dismissal time will be determined and communicated by administration.

Regular Daily Schedule	2:00 P.M. Early Dismissal	Late Start Schedule
Period 1 8:10-8:58	Period 1 8:10-8:48	Period 1 10:00-10:39
Period 2 9:01-9:49	Period 2 8:51-9:29	Period 2 10:42-11:21
Period 3 9:52-10:40	Period 3 9:32-10:10	Period 5A 11:24-12:03
Period 4 10:43-11:31	Period 4 10:13-10:50	1st Lunch 11:21-11:51
Period 5A 11:34-12-22	Period 5A 10:53-11:30	Period 5B 11:54-12:33
1st Lunch 11:31-12:01	1st Lunch 10:50-11:20	2nd Lunch 12:03-12:33
Period 5B 12:04-12:52	Period 5B 11:23-12:00	Period 3 12:36-1:15
2nd Lunch 12:22-12:52	2nd Lunch 11:30-12:00	Period 4 1:18-1:57
Period 6 12:55-1:43	Period 6 12:03-12:40	Period 6 2:00-2:39
Period 7 1:46-2:34	Period 7 12:43-1:20	Period 7 2:43-3:25
Period 8 2:37-3:25	Period 8 1:23-2:00	**NO 8th PERIOD**

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities**. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire**. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items**. Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

   Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:
   Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.
   a. The school district will provide students with the material necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the material, purchase the materials from the school, or purchase the

materials from an outside vendor with an order form provided by the school.

b. Some students enroll in prost-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such postsecondary courses.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience (take-home) fee to take the device off district property. The maximum dollar amount of this convenience (take-home) fee charged by the district will be $20.00.

   As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $20.00.

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

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

- Student Activity Card: $35 ○ Covers admission to all extracurricular events

- Student Participation Fee: $35 ○ Required of all students who participate in athletics and/or other extracurricular activities
- National Honor Society: $40
- Cheer Squad and Dance Team: $1800 ○ Student must provide uniform, poms, and shoes selected by the sponsor and/or student group.
- Football: $300 ○ Students must provide their own football shoes, undergarments, and mouth guards
- Golf: $500 ○ Students must provide their own golf shoes, undergarments, and clubs
- Softball and Basketball: $300 ○ Students must provide their own shoes, gloves, belt and undergarments
- Track, Volleyball, and Wrestling: $300 ○ Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: $40
- Field Trips: $40 ○ If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.
- FCCLA: $165
- Pep Club: $35
- Spirit Club: $10
- Skills USA: $25
- High School Honors Art: $20
- FFA: State and Local dues $35
  ○ Jacket $80 ○ Clothing $120
- Industrial Technology:
  ○ High School Woods 1 $60 ○ High School Woods 2 $50 ○ Metals Shop $15
- Family/Consumer Science:
  ○ FCS 7 Sewing Project $10 ○ FCS 8 Sewing Project $10 ○ High School FCS $30
- Physicals: $50
  ○ Students are required to have completed physical to compete in some activities.

7. **Post-Secondary Education Costs**. Some students enroll in postsecondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course

without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

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

9. **Copies of Student Files or Records**. The school district may charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

10. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. **Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

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

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

- Breakfast Program – Grades PK-5
  Regular Price $1.55
  Reduced Price $.30
- Breakfast Program – Grades 6-12
  Regular Price $1.80
  Reduced Price $.30
- Lunch Program – Grades PK-5
  Regular Price $2.90

Reduced Price $.40

- Lunch Program – Grades 6-12
  Regular Price $3.10
  Reduced Price $.40

13. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

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

14. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. The dues for the class fund will be as follows:
    - Grade 9: $10
    - Grade 10 $15
    - Grade 11 $20
    - Grade 12 $10

Waiver Policy.
Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge

for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the

child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, email address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when

used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted

with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

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

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously

as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to

the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion. These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable

expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio station KRVN and local television stations and school notification system which includes the school website and apptegy. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

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

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic ~~core~~ classes.

The middle and high school grading system is as follows:

General Grade Scale		Honors Grade Scale	(value added 10-point scale)
A+	98.5 and above	A+	96.7 and above
A	94.5 - 98.4	A	93.3 - 96.6
A-	92.5 – 94.4	A-	90.0 - 93.2
B+	90.5 - 92.4	B+	86.7 - 89.9
B	86.5 - 90.4	B	83.3 - 86.6
B-	84.5 - 86.4	B-	80.0 - 83.2
C+	82.5 - 84.4	C+	76.7 - 79.9
C	79.5 - 82.4	C	73.3 - 76.6
C-	76.5 - 79.4	C-	70.0 - 73.2
D+	73.5 - 76.4	D+	66.7 - 69.9
D	71.5 - 73.4	D	63.3 - 66.6
D-	69.5 - 71.4	D-	60.0 - 63.2
F	0 - 69.4	F	0 - 59.9

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The school has the authority to promote or retain students based on academic progress.

Graduation

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.
High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools 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.

Students must earn 240 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Cozad High School Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
Language/Arts	40 credits
Social Studies	35 credits
including 5 credits American Government and 5 credits Economics	
Math	30 credits
Science	30 credits
Physical Education (5) Health (5)	10 credits
Electives	95 credits

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Academic Eligibility

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in the Cozad High School Activity Handbook they must meet the following criteria:

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

Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time. Eligibility is based on semester grades.

AFTER SCHOOL ACADEMIC SUPPORT PROGRAM

The Cozad High School After School Academic Support Program is intended to provide time and support to students who are failing one or more classes or who may have missing assignments. Students who are failing in one or more classes on a given Friday may be required to attend the After School Academic Support Program the following week. Most often the After School Academic Support Program will be held on Wednesday. Students shall be informed if they are expected to attend, and session dates and times will also be announced to students each week.

MIDDLE SCHOOL HOMEWORK CENTER:

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

(1) A student is assigned a Homework Center (after school) and will receive a slip to take home to their parents;

(a). Because the assignment was turned in late, they will receive a 15% reduction in their grade (b) Students will be allowed to leave the Homework Center as soon as the assignment is completed and turned into the supervising instructor.

(2) **If the student fails to attend Homework Center after school he/she will have one day of in school suspension the following day and receive a 0% for the incomplete assignment.**

(3) Students who attend Homework Center, but did not finish their assignment have until 8:05 a.m. the following morning to hand in their assignment to the Middle School Office and will receive a 25% reduction in their grade.

(4) If a student fails to complete the assignment by 8:05 they will receive a 0% Once a student reaches 5 Homework Centers in a given academic quarter, that student will be deemed "mandatory" for the remainder of the quarter. In this context, mandatory means that the student has proven that they are unreliable in getting their assignments turned in on time and therefore they will be required to attend Homework Center after school each day they receive a Homework Center. In addition, they will be required to stay until 4:00 (2:30 on Wednesday) each Homework Center they receive for the remainder of the quarter.

Honor Roll

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

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

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

Mid-Term Graduation

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

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to

such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions and/or detentions will not exceed 30 minutes and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

In-School Suspension

The building administrator may require a student to serve in-school suspension. There will be zero tolerance for behavior problems from students

placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the

following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term*

means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further

contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

    f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Middle School/High School Student Code of Conduct Outline of Offenses and Consequences

GROUP A

Being in an unauthorized area
Graffiti on body or clothing
PDA (Public Display of Affection

*Improper care of school equipment
**Tardy
***Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing) or violation of backpack expectations
****Theft under $5.00
*****Food/drink outside authorized areas ~ Food/drink brought in from outside the school without proper permission
******Traffic Violation

GROUP A CONSEQUENCES

1st offense - Verbal Warning
2nd offense - Contact with parents
3rd offense - Detention
4th offense and beyond - One or more of the following options (detention, work with school personnel, ISS STOSS, LTOSS, parent conference, parent visitation) **Special circumstances:**
*Tardiness handled according to stated policy
**Tardiness handled according to stated policy
***Students will remove inappropriate clothing, and parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)
****Replace item and detention
*****Confiscation of food/drink, or taken to the commons, or take to the nearest trash receptacle.
******Prevent students from driving on school property, and possibly contacting appropriate law enforcement agencies.

GROUP B

Lying to school personnel
Disrespectful/Rude/Insubordinate/Defiant attitude directed toward a staff member Disturbance of a school function
In an unauthorized vehicle during lunch
Leaving school grounds without permission
Obscene language or gestures
Tampering with school records, bogus pass
Threatening to do bodily injury to someone other than school employee
Graffiti on school property
*Cheating
** Theft over $5.00
***Inappropriate use of the computer

GROUP B CONSEQUENCES

1st offense - detention

2nd offense and beyond - one or more of the following consequences (detention, work with school personnel, removal from class via ISS during the problem class or lunch time, ISS, STOSS, LTOSS, parent/guardian conference, parent/guardian visitation) Special circumstance:

***** Cheating-Student receives a 0% on the assignment

******ISS

*******Lose the right to use computers for internet/e-mail purposes

GROUP C

Repeated 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 5035
**To be handled in accordance with Board Policy 5035

GROUP D

Physical assault on school personnel
Verbal assault/obscene language directed toward school
personnel
Bomb threats
Damage to school or private property
Major injury to any student caused by a student
Use of violence, force, coercion, threat, substantial
interference with school purposes Stealing or
threat to obtain money or anything of value
False fire alarms
Causing fires

Engaging in activity forbidden by law
*Possessing a weapon Policy 5049

GROUP D CONSEQUENCES

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)
*Handled according to State/Federal Law (refer to Board Policy 5049)

GROUP E

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

GROUP E CONSEQUENCES

First offense: Refer to Board Policy 5035
Second offense: Refer to Board Policy 5035
Third offense: Refer to Board Policy 5035

SECTION FOUR Title IX Policy

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

1. **Title IX Coordinator**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

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

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

2.6.6.2. suffer substantial emotional distress.

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

3. **Discrimination Not Involving Sexual Harassment.**

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

research, occupational training, or other education program or activity operated by the district.

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

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

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

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

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

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

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

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

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

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's

Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

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

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

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with

section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

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

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

5.1. **General Requirements**.

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

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

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

5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will

promote impartial investigations and adjudications of formal complaints of sexual harassment.

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

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

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

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

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

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

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

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

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

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

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

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

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

5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

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

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

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

5.3. **Dismissal of Formal Complaint.**

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

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

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

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

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

5.3.3. **Discretionary Dismissals**. The district **<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. **Determination Regarding Responsibility**

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

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

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

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

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

5.6.3.3. Findings of fact supporting the determination;

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

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

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

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

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

5.7. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

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

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

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

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

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

5.7.3. As to all appeals, the district will:

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

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

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

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

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

5.7.3.6. Provide the written decision simultaneously to both parties.

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

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

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

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

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

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

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

5.9. **Recordkeeping**.

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

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

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

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

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not

provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

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

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

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

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

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

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

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

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

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

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

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

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

retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances**.

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

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

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

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

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

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

STAFF DIRECTORY

Member of the Board of Education:

Michele Starman	President
Joel Carlson	Vice-President
Ann Burkholder	Secretary
Will Geiger	Member
Kiley Goff	Member
John Peden	Member

Administrative Staff:

Corey Fisher	High School Principal
Brian Regelin	Middle School Principal
Jeremy Yilk	Activities Director/Assistant Principal
Jessica Edeal	Special Education Director

Teaching Staff ~ Middle School

Trysta Asche	Language Arts/Reading
Nick Broz	Physical Education
Kylie Corkern	Art
Samantha Crick	Computers
Brent Dinslage	Language Arts/Reading
Valeria Estrada	Spanish/ELL
Dave Evertson	Science
Alisa Favinger	Math
Ashley Ford	Language Arts/Reading
Brent Frauen	Social Studies
Stacy Hickenbottom	Special Education
Dillon Higgins	Math
Kaleen Hodge	Special Ed/TLC
Amanda Kidder	Vocal Music
Lyndee Koch	Life Skills
DeVere Larington	Band/Instrumental Music
Barry Mraz	Social Studies
Arika Russell	Special Education
Shavonne Schacher	Science

Support Staff ~ Middle School

Amy Buss	Para-Professional
Selina Finnegan	Para-Professional
Michelle Gibson	Para-Professional
Bethany Hyatt	School Psychologist
Christie Irish	LAN Technology Support
Deb Klein	Para-Professional

Bill Shaffer	Guidance Counselor
Sera Shoemaker	School Nurse
Lisa Smith	Middle School Secretary
Jennifer Walls	Media Specialist
Jenny Wichelt	Para-Professional
Patty Wolfe	Technology Director
TBA	Speech & Language Pathologist/ESU

Teaching Staff ~ High School

Josh Asche	Math
Nick Auwerda	Science/Physics
Dawn Beans	Business/Accounting/Vision Specialist
Paul Besong	Science/Biology
Woody Blackmore	English
Trey Botts	Art
Jacob Brummer	Science/Chemistry
Sandra Burke	Alternate Education
Marissa Campbell	English
Brian Cargill	Physical Education/Weight Training
Katelyn Day	Agricultural Education
Jessica De La Torre	Family Consumer Science
Jayce Dueland	Trades & Technical Education (Woods)
Tessa Eldridge	Special Education
Ethan Haarberg	Special Education
Derek Hammerlun	Social Studies
Amanda Kidder	Vocal Music
Marcie Kostrunek	Spanish/ELL
DeVere Larington	Band/Instrumental Music
Amanda Rossell	Social Studies
Heather Schultz	English/Journalism
Chris Tvrdy	Math
Kyle Vincent	Social Studies
Seth Vlasak	Information Technology/Business
Kristen Wilkins	Math/Health

Support Staff ~ High School

Rebecca Galyas	Para-Professional
Shelli Gill	Library Aide
Jordan Haarberg	Guidance Counselor
Bethany Hyatt	School Psychologist
Christie Irish	LAN Technology Support
Daniel Revelo	Guidance Counselor
Roxanne Reyes	Activities Director Secretary
Sera Shoemaker	School Nurse
Kristy Strohmyer	High School Secretary
Patty Wolfe	Technology Director
Cheri Ziebel	Para-Professional
TBA	Speech & Language Pathologist/ESU

2023-2024
Student Council Members

Student Council President: Ben Yocom

12th Grade:
Class President: Makaia Baker
Class Reps: Blair Brennan
Wyatt Hosick
Kooper Pohl
Makenzie Smock
Makenna Wilkinson

11th Grade:
Class President: McKenzie Munster
Class Reps: Mara Stubbs
Mason Fales
Brock Malcom
Jorja Yocom

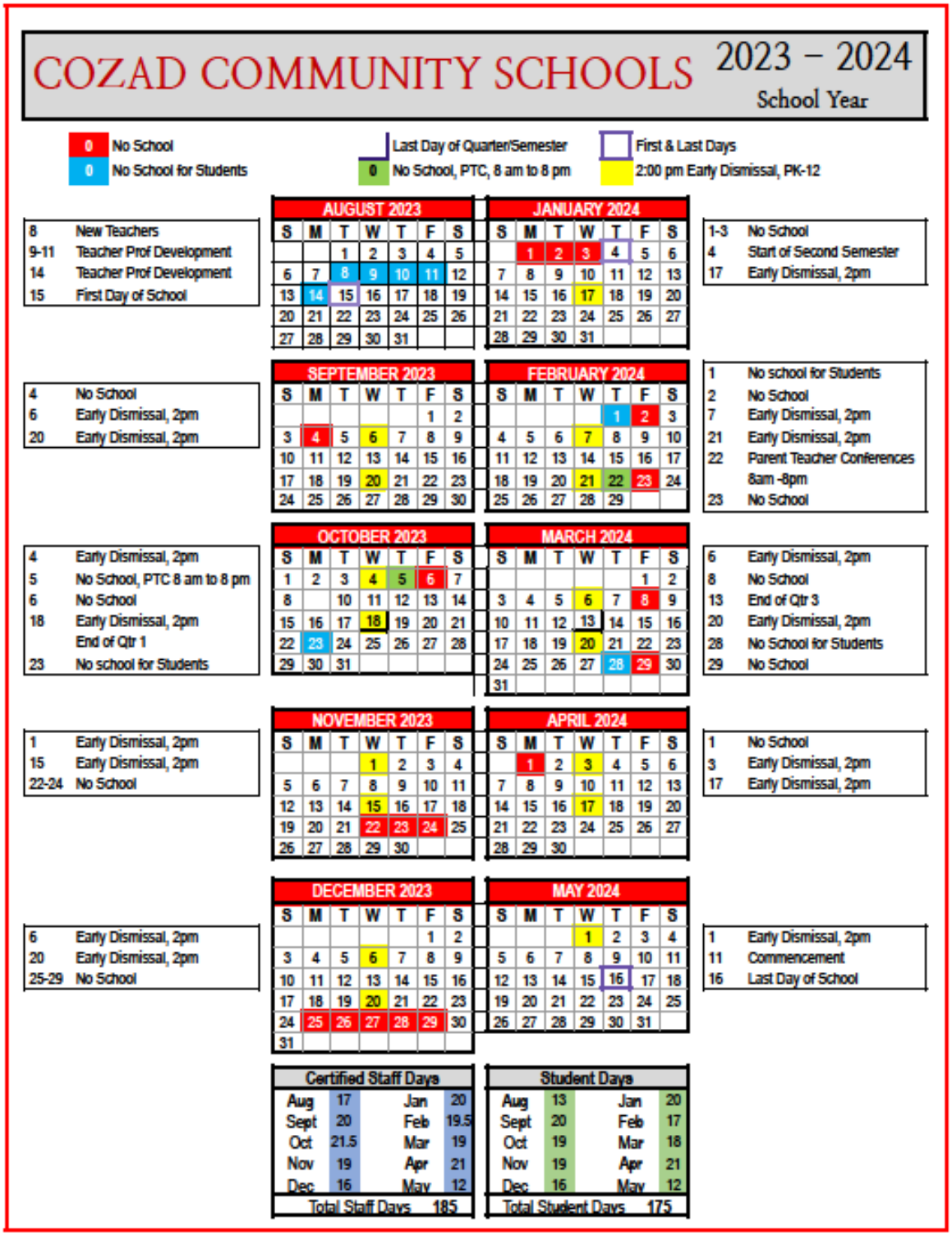
10th Grade:
Class President: Layla Leahy
Class Reps: Daygn Buss
Greeley Cargill
Destiny McFall
Tayln Propp
Camryn Yilk

9th Grade:
Class President: Morgan Mraz
Class Reps: Ethan Atchison
Myles Ide
Courtney Jensen
Owen Ross

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office.


COZAD COMMUNITY SCHOOLS
2023 – 2024
School Year
No School
No School for Students
Last Day of Quarter/Semester
No School, PTC, 8 am to 8 pm
First & Last Days
2:00 pm Early Dismissal, PK-12
AUGUST 2023
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
8 New Teachers
9-11 Teacher Prof Development
14 Teacher Prof Development
15 First Day of School
SEPTEMBER 2023
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
4 No School
6 Early Dismissal, 2pm
20 Early Dismissal, 2pm
OCTOBER 2023
S M T W T F S
1 2 3 4 5 6 7
8 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
4 Early Dismissal, 2pm
5 No School, PTC 8 am to 8 pm
6 No School
18 Early Dismissal, 2pm
End of Qtr 1
23 No school for Students
NOVEMBER 2023
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
1 Early Dismissal, 2pm
15 Early Dismissal, 2pm
22-24 No School
DECEMBER 2023
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
6 Early Dismissal, 2pm
20 Early Dismissal, 2pm
25-29 No School
JANUARY 2024
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
1-3 No School
4 Start of Second Semester
17 Early Dismissal, 2pm
FEBRUARY 2024
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29
1 No school for Students
2 No School
7 Early Dismissal, 2pm
21 Early Dismissal, 2pm
22 Parent Teacher Conferences
8am -8pm
23 No School
MARCH 2024
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
6 Early Dismissal, 2pm
8 No School
13 End of Qtr 3
20 Early Dismissal, 2pm
28 No School for Students
29 No School
APRIL 2024
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30
1 No School
3 Early Dismissal, 2pm
17 Early Dismissal, 2pm
MAY 2024
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
1 Early Dismissal, 2pm
11 Commencement
16 Last Day of School
Certified Staff Days
Aug 17 Jan 20
Sept 20 Feb 19.5
Oct 21.5 Mar 19
Nov 19 Apr 21
Dec 16 May 12
Total Staff Days 185
Student Days
Aug 13 Jan 20
Sept 20 Feb 17
Oct 19 Mar 18
Nov 19 Apr 21
Dec 16 May 12
Total Student Days 175

NAME:_____ Class of:_____

Student and Staff RESPONSIBLE USE AGREEMENT
2023-2024

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. All personal devices (ex: personal computers) should be approved by the technology department to access our 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
    - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.

4. Respect and practice the principles of community.
    - Communicate only in ways that are kind and respectful.
    - Report threatening or discomforting materials to a teacher or school official.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.
    - Not send spam, phishing emails, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**

- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
    - Stressing the importance to staff and students of building a positive online presence.
    - Integrating digital citizenship instruction and modeling across the curriculum.
    - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

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

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____ Date: _____

_____ _____

Parent Name Student Name

_____ _____

Parent Signature Student Signature

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

Cozad High School
Student Profile Information
School Year 2023-2024

Student's Name:_____

Parent's Preferred Phone Number:_____

Parent's Email addresses:_____

_____

Home Address:_____

_____

Father's Name:_____

Employer:_____

Employer Phone:_____

Father's Cellphone:_____

Mother's Name:_____

Employer:_____

Employer Phone:_____

Mother's Cellphone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Emergency Contact:_____

Emergency Contact Phone:_____

Physician's Name:_____

Parent's Signature:_____

COZAD HIGH SCHOOL
PARENT/STUDENT SIGN-OFF SHEET
2023-2024

Student'sName_____**Grade**_____

Parent or Guardian's Name_____

A. Cozad Middle School/High School Parent and Student Handbook

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

_____ I have reviewed and understand the policies set forth by the district.
Student's Initials

_____ I have read the Parent/Student Handbook and reviewed it with my child.
Parent's Initials

B. Cozad Community Schools Haymakers Activity Handbook

The Cozad Activities Department will provide a positive, life changing experience to our students to maximize their potential and represent the community of Cozad in a first class manner.

_____ I have reviewed and understand the policies set forth by the district.
Student's Initials

_____ I have read the Parent/Student Handbook and reviewed it with my child.
Parent's Initials

C. Responsible Use Agreement

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Students will adhere to the following policy at school, at home, and any online activities.

_____ I have reviewed and understand the policies set forth by the district.
Student's Initials

_____ I have read the Parent/Student Handbook and reviewed it with my child.
Parent's Initials

FINAL SIGNATURES FOR SIGN OFF FORM

_____
Student's Signature **Date**

_____
Parent's Signature **Date**

STUDENT NAME_____**GRADE**_____

EMERGENCY MEDICAL (RELEASE) INFORMATION SIGN-OFF SHEET

1. I/we have read the policies concerning activities found in the Activities Handbook and understand them fully. I/we agree that my/our son/daughter will abide by these policies while he/she is involved in activities of Cozad Middle School and/or High School and that the school and its sponsors/coaches will follow these policies.
2. I/we further understand that should there ever be a time whereby I/we have a question regarding these policies or if my/our son/daughter has not been in accordance with these policies, a conference may be requested with school personnel - Principal, Activities Director and/or Coach/Sponsor - to discuss the matter further. Complete due process procedure for NSAA policies are available from the Activities Director.
3. I/we understand the **school carries NO insurance** of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally.
(Please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation.)
4. I/we hereby give my/our consent for our son/daughter to accompany any school group of which he/she is a member on any of its local or out of town trips. I/we authorize the school to obtain, through a physician of it's own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel.

★ **Parent/Guardian Signature**_____**Date**_____

MEDICAL INFORMATION SIGN-OFF
Please complete the following Emergency Information

Parent's Address_____

Home Phone #_____

Mother's Work Phone #_____Father's Work Phone #_____

If no answer, call in case of emergency (include name and phone #)

Physician's Name Phone #

_____

Hospitalization Insurance (Type, Group and ID#)

History of Diabetes YES NO History of Epilepsy YES NO

Please List Any Allergies to Sulfa, Penicillin, etc…

Parent /Guardian gives permission to administer anesthetic and/or emergency treatment as required:

★ **Parent/guardian Signature**_____**Date**_____

*****My child's medical history from school records may be shared with supervising coaches & staff members*****

COZAD COMMUNITY SCHOOLS
Home of the Haymakers

2023-2024 Cozad High School Counseling Informed Consent

Introduction:

Cozad Community Schools are committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better navigate their social, emotional, academic, and professional lives. There is no cost for counseling services provided at Cozad High School.

Provisions of Services:

It is a goal of the Cozad High School Counselors to obtain parent/guardian written permission for all students in order to make our services available to them. Services include intake assessment, short-term counseling, individual counseling, crisis intervention, group counseling, and referrals as needed. School counseling services are aimed to be most effective in the students' education and socialization within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication treatment, which are not the responsibility or liability of the school counselor. As school counselors, there may come a time where our services may not be sufficient for a child. At this point, referring a student to a Clinical Mental Health Counselor is best. At that time, parents will be called to discuss this transition.

Benefits:

Utilizing the school counselors at Cozad High School can help improve a student's ability to relate with others, provide a clear understanding of themselves, in addition to identifying values, goals, and an ability to deal with everyday stress. The counselors also help students prepare for plans after high school, rather it be continuing their education, entering the workforce, or beginning a military career.

Confidentiality:

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. The counselor is required by law to share information with the appropriate authorities, given the circumstance at hand:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The counselor will make the child aware of these limits of confidentiality. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

Contact Information:

Jordan Haarberg:	jordan.haarberg@cozadschools.net	(308)784-2744
Daniel Revelo:	daniel.revelo@cozadschools.net	(308)784-2744

- - - - - - - - - - - - - - - - - -Cut on this Line and Turn In - - - - - - - - - - - - - - - - -

Cozad High School Counselor Consent

Students Name:_____

Parents/Guardians Name: _____ I,

_____, am the legal parent/guardian of _____.

I have read and understand the terms of the Cozad High School Counselors Informed Consent.

Please Check One:
____ I give permission for my student to receive individual and/or group counseling services while attending Cozad High School. (If your child is invited to join a recurring group, you will receive additional information at that time.)
____ I choose to decline school counseling services for my child at this time.
Please Initial Below:
____ I understand that myself or my student may withdraw or request counseling from the school counselors at any time with parent/guardian consent.

Custodial Parent/Guardian Signature:_____Date:_____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

Cozad Community Schools
2023-2024 Mobile Device Agreement

Please print your last and first name and your grade:

Student: _____ Grade: _____
Last First

Parent email (required) _____

Parent Phone number(s) (required)_____

One Chromebook & charger are being lent to the parents or guardian of the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Cozad Community Schools of Cozad, Nebraska, and is herewith lent to the parents/guardian of the student for educational purposes and only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing his/her right to use this device. The equipment will be returned to the school when requested by Cozad Community Schools, or sooner, if the student withdraws from Cozad Community Schools prior to the end of the school year. Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Cozad Community Schools. By signing the bottom of this document, I agree to follow the Cozad Community Schools' responsibilities and rules at all times while using the school issued device.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____ _____
Student signature **Date**

_____ _____
Parent/Guardian signature **Date**

Mobile Device Responsibilities and Rules can be accessed on the school website under Documents-Schools-High School

Cozad Community Schools Mobile Device Responsibilities and Rules

As your child's parent or guardian, you have been loaned a Chromebook mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools **Responsible Use Agreement** (RUA) be followed by your child in ALL use of the Chromebook and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA or other electronic device policies in the student handbook by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or networks in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the Chromebook in class and/or to take it home (take-home only available for 6th-12th graders), you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a $20 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair and maintenance costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

Most common repairs are approximately $45. The first such required repair of the year (up to $45) will be done free of charge. Subsequent repairs or repairs in excess of $45 in the same year will be billed to the student. Please note that loss of the charger and intentional damage is NOT covered by the protection fee.

In the case of loss, theft, or extensive damage from abuse or negligence which require replacement of the device, the cost may be up to $220. Such incidents will NOT be covered by the take-home fee and will require that the parent or student pay the full cost of repair or replacement. Please note that damaged or lost chargers are NOT covered by the take home fee. Take-home privileges are only allowed for students with no outstanding fees or repair charges.

Parent Responsibilities and Terms:

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.
- Will not attempt to repair the device.
- Will report any problems or damage to the device to the building administrator or member of the technology staff.
- Will report loss/theft of the device to school and proper authorities (police) within 24

hours.

- Will not remove any apps or certificates from the device which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide the school with current contact information, including email and phone number(s).
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

Student Responsibilities and Terms:

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and school and district rules and guidelines each time the device is used, at home or at school.
- Will recharge the device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day and keep it locked in my locker when not using it for a class.
- Will make the device available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will follow the practices I am taught to keep myself and my information safe and secure online.
- Will report loss/theft of the device to parents, school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report all problems and damage immediately to an administrator or technology staff.
- Will not remove or attempt to remove identification tags on the device or deface with permanent stickers, marking pens, etc.

Cozad Elementary Student/Parent Handbook

2023-2024

#HaymakerWay

Cozad Community School District students, families, and employees are hereby notified that the Cozad Elementary School does not discriminate on the basis of race, color, national origin, age religion marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. All inquiries concerning Cozad Elementary School's compliance with Title I, Title II, Title VI, Title IX and/or Section 504 may contact Supt. James Ford.

COZAD COMMUNITY SCHOOLS WEBSITE www.cozadschools.net

Elementary Leadership Personnel

Principal: *Kyle Hoehner.*

Assistant Principal: *Connor Williams*

Administrative Asst: *Brooke-Lynn Rascon*

School Guidance Counselor: *Blair Stuthman*

Title I Coordinator: *Bailey Dahlgren*

Special Education Director: *Jessica Edeal*

Office Phone: (308) 784-3462

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 1st, 2023.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

_____
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jeremy Yilk
Title: Activities Administrator
Address: Cozad High School
Telephone: 308-784-2744
E-mail: Jeremy.yilk@cozadschools.net

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

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

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to dis-enroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report

with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences
The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting

2. Severe weather

3. Medical appointments for the student or for a child whom the student is parenting

4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith

8. College planning visits

9. Personal or family vacations

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned Absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:
1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Cozad Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

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

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.

- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a

complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if 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 days after the administrator or Title IX/504 coordinator received the complaint.

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

    a) This appeal must be in writing.

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

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

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

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

a) This appeal must be in writing.

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

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

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it 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 shall promptly and thoroughly investigate the complaint, and shall:

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

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

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

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

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

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

No Retaliation.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that

he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

Bad Faith or Serial Filings.
The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet

usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate

online behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   b. Cyberbullying awareness and response.
3. The School District's technology director shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Superintendent at 308-784-2745, angelasimpson@cozadschools.net or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Superintendent/Activities Director at 308-784-2745, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, angelasimpson@cozadschools.net or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut

9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $1.55 and adults $2.35 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is $2.90. Lunch for 6-12 lunch is $3.10 for students and $4.00 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited "courtesy meals," such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice and Nits

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe

that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the school nurse, who may be contacted at 308-784-3462.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B series; or

- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to Elementary conference room. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer’s container. (3) The container must be labeled with the child’s name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in

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

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308-784-2745.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school

newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.

2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:20 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

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

Listing of Fees Charged by this District.

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

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

3. **Personal or Consumable Items**. Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

   Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:
   Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.
   a. The school district will provide students with the material necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the material, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
   b. Some students enroll in prost-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such postsecondary courses.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to

utilize a device off district property, the district may charge students a convenience (take-home) fee to take the device off district property. The maximum dollar amount of this convenience (take-home) fee charged by the district will be $20.00.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $20.00.

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

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

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

7. **Copies of Student Files or Records**. The school district may charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

8. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

9. **Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

10. **Charges for Food Consumed by Students**. The district will charge for items that students purchase from the district's breakfast and lunch

programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations.

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

- Breakfast Program – Grades PK-5
  Regular Price $1.55
  Reduced Price $.30

  Lunch Program – Grades PK-5
  Regular Price $2.90
  Reduced Price $.40

11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
    - Band students must provide their own instruments.

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

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committees. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides

not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

   i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

   ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member need participate in every threat assessment. If the threat has been made by or is

directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Student must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating

school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio station KRVN and local television stations and school notification system which includes the school website and apptegy. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

SECTION TWO
ACADEMIC INFORMATION

REPORT CARDS

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

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

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

The scales used on these report cards are:

1st, 2nd grade Art, Music, PE

E	94.5 - 100
E-	92.5 - 94
G+	90.5 - 92
G	86.5 - 90
G-	84.5 - 86
S+	82.5 - 84
S	79.5 - 82
S-	76.5 - 79
N	70 - 76
U	0 - 69

3rd, 4th & 5th Grade

A+	99 – 100
A	95-98
A-	93 - 94
B+	91 - 92
B	87 - 90
B-	85 - 86
C+	83 -84
C	80 -82
C-	77 -79
D+	74 -76
D	72-73
D-	70 -71
F	69 and lower

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.

2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline. In this section, references to "Principal" shall include

building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After-School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for

behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion
Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension
PK-2nd Grade Students. LB 705 provides that schools will no longer be able to suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a school vehicle, or to a school-sponsored activity or athletic event. Schools must develop a policy to implement this new limitation and must include disciplinary measures inside the school as an alternative to suspension.

3rd-5th Grade Students. The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal

ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law. LB 77 authorizes anyone, other than a minor or prohibited person, to carry a concealed handgun anywhere in Nebraska, with or without a concealed handgun permit. However, the law still prohibits people from carrying a concealed or unconcealed handgun into a public school or on public school property. This prohibition does not apply to a qualified law enforcement officer or qualified retired law enforcement officer carrying a concealed handgun pursuant to 18 U.S.C. 926B or 926C.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c)

unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being

driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in

section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
    e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    f. Possession of pornography;
    g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;

i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend

long-term suspension or expulsion. The notice shall include the following:

a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately

to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

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

1. Title IX Coordinator

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

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

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

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

1.5. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the

district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 4.1.3–4.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

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

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

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

1.8.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

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

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

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

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

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

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

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

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

1.8.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

1.8.4. **Dating violence**, as defined in 34 U.S.C. § 12391(a)(10), which means violence committed by a person—

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

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

1.8.4.2.1. The length of the relationship.

1.8.4.2.2. The type of relationship.

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

1.8.5. **Domestic violence**, as defined in 34 U.S.C. § 12391(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

1.8.6. **Stalking**, as defined in 34 U.S.C. § 12391(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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

1.8.6.2. suffer substantial emotional distress.

1.9. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without

unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

2. Discrimination Not Involving Sexual Harassment.

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

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

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

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

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

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

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

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

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

2.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 1.8 above—shall be addressed pursuant to the district's general complaint procedure.

3. Response to Sexual Harassment

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

3.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 1.9 above to a complainant, and by following the grievance process described in section 4 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator

will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

3.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district 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.

3.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 4 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

3.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 3.

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

4.1. **General Requirements**.

4.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 4 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to

restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 1.9 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

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

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

4.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 4.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

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

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

4.1.4.2.1. The definition of sexual harassment in subsection 1.8;

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

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

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

4.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 4.6.

4.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 4.5.8.

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

4.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good 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.

4.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws.

Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

4.1.8. **Range of Supportive Measures**. The range of supportive measures available to complainants and respondents include those listed in subsection 1.9.

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

4.2. **Notice of Allegations.**

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

4.2.1.1. A copy of this policy.

4.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 1.8, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 4.5.5, and may inspect and review evidence under subsection 4.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

4.3. **Dismissal of Formal Complaint.**

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

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

4.3.2.1. Would not constitute sexual harassment as defined in subsection 1.8 even if proved;

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

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

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

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

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

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

4.3.4. Upon a dismissal required or permitted pursuant to subsections 4.3.2 or 4.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

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

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

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

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

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

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

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

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

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

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

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

4.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 4.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness,

provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

4.7. **Determination Regarding Responsibility**

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

4.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

4.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 1.8;

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

4.7.2.3. Findings of fact supporting the determination;

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

4.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the

district's education program or activity will be provided by the district to the complainant; and

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

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

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

4.8. **Appeals**. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

4.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 4.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

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

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

4.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or

dismissal was made, that could affect the outcome of the matter; and

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

4.8.3. As to all appeals, the district will:

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

4.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

4.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 4.1.3–4.1.4.

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

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

4.8.3.6. Provide the written decision simultaneously to both parties.

4.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a

formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

4.9.1. Provides to the parties a written notice disclosing:

4.9.1.1. The allegations;

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

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

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

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

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

4.10. **Recordkeeping**.

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

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

4.10.1.2. Any appeal and the result therefrom;

4.10.1.3. Any informal resolution and the result therefrom; and

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

4.10.2. For each response required under section 3, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

6. **Access to Classes and Schools**.

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

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

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

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

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

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

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

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

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

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

9. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

9.1. **Specific Circumstances**.

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

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

10. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this

policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

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

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

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

NOTE: IF AT ANY TIME IT BECOMES NECESSARY TO ADD OR ALTER THE RULES AND/OR GUIDELINES OUTLINED IN THIS HANDBOOK, SUCH A DECISION WILL BE MADE BY THE ADMINISTRATION. THESE CHANGES WILL BE "IN EFFECT" IMMEDIATELY, AS AUTHORIZED.

Cozad Elementary Staff List (2023-24)

Elementary Staff:	
Abbie Neujahr	Kindergarten
Tracy Lindstedt	Kindergarten
Jacquie Kral	Kindergarten
Stephanie Rush	Kindergarten
Courtney Arends	1st Grade
Pam Laird	1st Grade
Amber Ross	1st Grade
Lexie Anthony	1st Grade
Karen Berreckman	2nd Grade
Ashely Korth	2nd Grade
Lisa Gengenbach	2nd Grade
Debbie Neill	2nd Grade
Megan Buss	3rd Grade
Vickie Gilbert	3rd Grade
Hannah Walker	3rd Grade
Sydney Widick	3rd Grade
Kimberly Heimann	4th Grade
Theresa Lemmer	4th Grade
Anngie Love	4th Grade
Mindy Brock	5th Grade
Heidi Cover	5th Grade
Tess Poppert	5th Grade

Support Staff:	
Brooke-Lynn Rascon	Secretary
Sandra Pelayo	Gen.Ed.(Media) Para
Tina Schmidt	Gen.Ed. (Art) Para
Monica Henrickson	Title 1 Para
Kim Smock	ELL Para
Stephanie Curtice	Gen.Ed. (K-1) Para
Deb Junker	Gen.Ed. (K-1) Para
Rachel Cisneros	SPED (K-1) Para
Stephanie Schroeder	SPED (K-1) Para
Hannah Bevard	SPED (TLC) Para
Sandra Burgess	SPED (TLC) Para
Amelia Meyers	SPED (TLC) Para
TBD	SPED (K-5) Para
Martina Davis	SPED (K-1) Para

Specialized Staff:	
Blair Stuthman	School Counselor
Sera Shoemaker	School Nurse
Bailey Dahlgren	Title I
Preston Carbaugh	Physical Education
Senja Stephens	Elementary Music
Ashley Simpson	Resource
Caitlin Smith	Resource
Teresa Savick	Resource
Denise Clodfelter	Resource
Jill Arnold	Computer/Library
Jill Albrecht	Speech Pathologist
Bethany Hyatt	School Psychologist

AfterZone:	
Karmen Morse	Director
Laurie Brunick	
Hali Cashman	
Annette Cardenas	
Cassie Dewey	
Denise Rasmussen	

Custodial Staff:	
David Crick	Elementary
Kathy Scott	Elementary

Administration:	
Kyle Hoehner	Principal
Connor Williams	AP & Director of Teaching/Learning

Cozad Elementary MTSS Behavior Response Model

Observe, Identify and Address Problem Behaviors

Teacher/Staff

Redirect the Student
Redirect, Prompt, Provide Choice

Intervention 1: Reteach
- Reteach appropriate behavior with the student, emphasizing CE expectations.

Intervention 2: Think Sheet, Think Seat (optional) & 1-on-1 Conference with Student
- Review and practice positive behavior expectations in 1-on-1 student meeting. YELLOW sheet to be sent home & returned with parent signature. File all Yellow Forms.

Intervention 3: Think Sheet Think Seat & Parent Contact
- Think Sheet, Think Seat & Parent Contact. Review/practice positive behavior with student. *Email or Call parent same day as incident.*

Intervention 4: Think Sheet, Think Seat & Parent Call
- Think Sheet/Seat & *Call Parent same day.* Record date, time & "who" was contacted.

Intervention 5: eduCLIMBER Incident Report (Office Referral)
- Send student to office. Enter incident on eduCLIMBER ASAP (include the # of repeated incidents). Student will conference with Teacher prior to classroom return.

STUDENT BEHAVIOR

Does the behavior require a Teacher/Staff Managed or Office Managed intervention

TEACHER/STAFF Managed Behaviors

Disruptive Behavior
- Distracting other students
- Running in Hallway/Cafeteria
- Poor line behavior inside & out
- Throwing food
- Blurting out
- Dress Code Violation

Disrespecting Adults
- Talking back
- Cussing
- Noncompliance
- Mimicking
- Inappropriate graphic, visual, language, etc. on clothing, desk, backpack, CCS property, etc.

Unsafe Playground Behavior

Not Following Directions/Rules
- Not completing classwork
- Not listening
- Noncompliance
- Using someone else's items
- Misusing items (ind. electronics)
- Petty theft - little to no value
- Lying, Cheating (1st Offense)

Uncooperative/Inappropriate Behavior or Contact with Peers
- Name Calling
- Cussing
- Demeaning/hurtful language
- Physical Incident (minor) -- Wrestling with another student, Pushing, Shoving, Kicking, Biting
- Harassment (physical or verbal)

OFFICE Managed Behaviors

Abusive Language
- Verbal Threats
- Vulgar Language

Fighting/Physical Aggression
- Kicking, Hitting, Pushing, Shoving, Biting, Tackling, etc. WITH AN INTENT TO DO HARM

Leaving School Grounds without permission

Threat or Intimidation/Bullying
- Aggressive Verbal/Written/etc. threats against another person

Vandalism of Personal or Cozad Community Schools Property

Weapons/Dangerous Items
- Guns, Knives, Bullets, Lighters, Matches, etc. (anything dangerous)

Lying/Cheating
- Repeated offenses

Harassment
- Verbal
- Sexual
- Racial
- Cyber
- Inappropriate Touching/Talking

Theft
- Major Theft - items of high value

Office/Admin

Send to Office with eduCLIMBER Referral
- Call/Notify office of all major infractions (*and repeated minor incidents - reference "eduCLIMBER Referral" below in yellow space*). Student must be picked up or sent to office. Teacher will document incident.

Intervention 1: Reteach and Conference with Student
- Admin will conference with student to reflect, reteach, and rehearse desired behavior. An Admin-Parent Meeting will be scheduled if Admin deems necessary.

Intervention 2: Consequence and Direct Parent Contact
- CE Office will assign an appropriate consequence and will also contact the parent (*parent will be contacted via phone*). An Admin-Parent Meeting will be scheduled if Admin deems necessary.

Intervention 3: Development of MTSS Behavior Plan
- The CE MTSS Behavior Team will meet to outline an appropriate "Student Behavior Plan." The MTSS Team will meet with the parent(s) to communicate the plan AFTER approval, but PRIOR to implementation.

NOTE: State-Mandated Incident Reports will be Entered on PS.

- *Consistently PRACTICE, RETEACH, and REHEARSE the desired behaviors.*
- *The "Think Sheet" will be filled out by the student for repeated minor incidents, followed by a student/teacher 1-on-1 conference. The "Think Sheet" will be sent home with the student to be signed by parent and returned to school.*
- *An "eduCLIMBER Incident Report" will be entered after a major incident OR repeated (3 or more) "Thinks Sheets." A meeting with the student and parents is required after 5 "Think Sheets." Admin discretion will be utilized for unique situations.*
- *Staff Members will enter the specific incidents & identify the number of repeated incidents on eduCLIMBER when a major or repeated violation has been issued.*
- *Teachers are encouraged to use preventative strategies to eliminate student misbehavior; triage daily, and review/reteach our strategies and expectations.*
- *Teachers/Staff Members should take immediate, concrete actions to correct behavior (i.e. individual practice, removal from activity, think seat/sheet, etc.).*
- *Every week starts with a clean slate.*

Be SAFE ◦ Be RESPONSIBLE ◦ Be RESPECTFUL

SCHOOL CALENDAR

COZAD COMMUNITY SCHOOLS 2023 – 2024 School Year

0 No School
0 No School,Teacher In-Service
Last Day of Quarter/Semester
0 No School, PTC, 8 am to 8 pm
First & Last Days
2:00 pm Early Dismissal, PK-12

8	New Teachers
9-11	Teacher In-Service
14	Teacher In-Service
15	First Day of School

AUGUST 2023

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		

4	No School
6	Early Dismissal, 2pm
20	Early Dismissal, 2pm

SEPTEMBER 2023

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

4	Early Dismissal, 2pm
5	Parent Teacher Conference 8am -8pm
6	No School
18	Early Dismissal, 2pm End of Qtr 1
23	No School for Students

OCTOBER 2023

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

1	Early Dismissal, 2pm
15	Early Dismissal, 2pm
22-24	No School

NOVEMBER 2023

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		

6	Early Dismissal, 2pm
20	Early Dismissal, 2pm
22	End of Qtr 2 /1st Sem
25-29	No School

DECEMBER 2023

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			
Aug	17	Jan	20
Sept	20	Feb	19.5
Oct	21.5	Mar	19
Nov	19	Apr	21
Dec	16	May	12
Total Staff Days	185		

JANUARY 2024

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

1-3	No School
4	Start of Second Semester
17	Early Dismissal, 2pm

FEBRUARY 2024

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

1	No School for Students
2	No School
7	Early Dismissal, 2pm
21	Early Dismissal, 2pm
22	Parent Teacher Conferences 8am -8pm
23	No School

MARCH 2024

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

6	Early Dismissal, 2pm
8	No School
13	End of Qtr 3
20	Early Dismissal, 2pm
28	No School for Students
29	No School

APRIL 2024

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

1	No School
3	Early Dismissal, 2pm
17	Early Dismissal, 2pm

MAY 2024

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

1	Early Dismissal, 2pm
11	Commencement
16	Last Day of School Early Dismissal, 11am End of 4th Qtr/2nd Sem

Student Days			
Aug	13	Jan	20
Sept	20	Feb	17
Oct	19	Mar	18
Nov	19	Apr	21
Dec	16	May	12
Total Student Days	175		

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below before September 1st, 2023

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Cozad School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Cozad Elementary School, including the Drug Free School Policy and Title IX Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Parent/Guardian Signature **Cell Phone Number (Optional)**

Parent's Email Address (Optional)

Cozad Community Schools
Activity Handbook
2023-2024

Superintendent: James Ford
High School Principal: Corey Fisher
Middle School Principal: Brian Regelin
Activities Director: Jeremy Yilk
Activities Secretary: Roxanne Reyes

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ARTICLE 1:
CCS Activities Mission and Vision

Section 1: OVERVIEW OF PROGRAMS

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

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

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this Activity Handbook makes both your child's and your experience with the Cozad High School and the Cozad Middle School 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.
3. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
4. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

Section 5: NSAA SPORTSMANSHIP RULES

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

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

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

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

ARTICLE 2:

CCS Activities Assignments

Sections 1: SPORTS AND ACTIVITIES

FALL SPORTS

FOOTBALL

Head Coach: Jayce Dueland
Assistants - High School: Eric Ide, Trey Botts, , Chris Tvrdy, Scott Adkisson, Dreu Young, Conor Young
8th Head / Assistant: Derek Hammerlun / Rod Baker
7th Head / Assistant: Nick Broz / Brian Cargill

VOLLEYBALL
Head Coach: Darrel Francescato
Assistants - High School: Kristen Wilkins, Shavonne Schacher
8th Head / Assistant: Bill Shaffer / Kylie Corkern
7th Head / Assistant: Trysta Asche / Lexie Trimble

SOFTBALL
Head Coach: Ashley Ford
Assistants: Brent Dinslage, Samantha Crick

CROSS COUNTRY
Head Coach: Jacob Brummer
Assistants: Nick Auwerda, Micah Waskowiak, Anne Burkholder (V)

GIRLS GOLF
Head Coach: Preston Carbaugh
Assistants: N/A

WINTER SPORTS

GIRLS BASKETBALL
Head Coach: Joshua Asche
Assistants - High School: Amber Ross, Preston Carbaugh
8th Head / Assistant: Alisa Favinger / Sydney Widick
7th Head / Assistant: Brent Frauen / Ashley Simpson

BOYS BASKETBALL
Head Coach: Nick Broz
Assistants - High School: Dillon Higgins, Darrel Francescato
8th Head / Assistant: / Brent Dinslage / Trey Botts
7th Head / Assistant: Brian Cargill / Trysta Asche

WRESTLING
Head Coach: Derek Hammerlun
Assistants - High School: Barry Mraz, Brian Messersmith, Aaron Ide
Jr. High Head Coach: Barry Mraz
Jr. High Assistant: Martin Rascon

SPRING SPORTS

BOYS GOLF
Head Coach: Jayce Dueland
Assistant: Preston Carbaugh, Tim Hansen (V)

GIRLS TRACK
Head Coach: Trey Botts
Assistants - High School: Brian Cargill, Ashley Ford, Nick Auwerda, Scott Adkisson, Rod Baker
Jr. High Head Coach: Brent Dinslage
Jr. High Assistants: Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Seth Vlasak

BOYS TRACK

Head Coach: Jacob Brummer
Assistants - High School: Brian Cargill, Ashley Ford, Nick Auwerda, Scott Adkisson, Rod Baker
Jr. High Head Coach: Brent Dinslage
Jr. High Assistants: Alisa Favinger, Shavonne Shacher, Brian Bussinger, Lexie Trimble, Seth Vlasak

ACTIVITIES

ACA-DECA

ANNUAL
Marissa Campbell

QUIZ BOWL
Nick Auwerda, Jennifer Walls

DANCE TEAM
Samantha Crick

CONCESSIONS
Dawn Beans

TRI-M
Amanda Kidder

FFA
Jordan Haarberg

SENIOR CLASS
Dawn Beans, Amanda Rossell

FRESHMAN CLASS
Tessa Eldridge, Nick Auwerda

NATIONAL HONOR SOCIETY
Woody Blackmore, Amanda Rossell

ONE ACT
Kyle Vincent, Mercedez Guerra, Nick Auwerda

SPEECH
Woody Blackmore, Mariss Campbell, Omar Carlos

SCHOOL PLAY/MUSICAL
Amanda Kidder, DeVere Larington, Mercedez Guerra

SMASH
Jennifer Walls, Samantha Crick

SKILLS USA
Dawn Beans

FCCLA
Jessica De La Torre

JUNIOR CLASS
Kristen Wilkins, Jennifer Walls

VOCAL MUSIC
Amanda Kidder

WEIGHT TRAINING
Coaches

CHEER TEAM
Karsyn Dugan, Alyson Racek

INSTRUMENTAL MUSIC
DeVere Larington

SPIRIT CLUB
Dawn Beans

DIGITAL JOURNALISM
Marissa Campbell

STUDENT COUNCIL
Dawn Beans

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.

Section 2: COACH - PARENT COMMUNICATION

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at Cozad Middle School and Cozad High School, they will experience some of the most rewarding

moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

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

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

COMMUNICATION COACHES EXPECT FROM PARENTS

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

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

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

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

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

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

ELECTRONIC COMMUNICATION

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy for School District Employees for further explanation.

Section 3: PARENT CODE OF CONDUCT

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

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches
3. Be in control of your emotions.
4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

ARTICLE 4:
CCS Activities Guidelines

Section 1: ACADEMIC ELIGIBILITY

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

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

Section 2: SPORTS SEASONS

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

NSAA Dates for the 2023-2024 School Year are:

FALL	OPENING PRACTICE	CLOSE OF SEASON
Football	August 7, 2023	Football Playoffs
Girls Golf	August 7, 2023	State Meet
Softball	August 7, 2023	State Tournament
Cross Country	August 7, 2023	State Meet
Volleyball	August 7, 2023	State Tournament
WINTER	**OPENING PRACTICE**	**CLOSE OF SEASON**
Wrestling	November 13, 2023	State Meet
Basketball (B/G)	November 13, 2023	State Tournament
SPRING	**OPENING PRACTICE**	**CLOSE OF SEASON**
Boys Golf	February 26, 2024	State Meet
Track (B/G)	February 26, 2024	State Meet

Section 3: PRE-PRACTICE REQUIREMENTS

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

1. Completed physical exam form
2. Completed NSAA form (Parent Agreement)
3. Concussion Test (If Applicable for Participant)
4. Medical Release Form
5. Drug Testing Policy Consent
6. Pay any fees that might go along with the activity
7. ***$35 participation fee REQUIRED for all NSAA activity participants***
    a. *All students who participate in a NSAA sport or activity must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee.*

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

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

Section 4: PRACTICE REGULATIONS DURING SCHOOL

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

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

Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE

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

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

Section 6: PARTICIPATION AND ATTENDANCE

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

Section 7: DECEMBER MORATORIUM

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school.
The 2023-2024 5-Day Practice/Competition Moratorium is December 23rd-December 27th, 2023.

Section 8: TEAM SELECTION

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

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

1. School Representation: Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

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

Section 9: CONFLICTS BETWEEN ACTIVITIES

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

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

Section 10: CHANGING ACTIVITIES

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

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

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

Section 11: LETTERING REQUIREMENTS

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

A. LETTER IN BAND

1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
3. Be an active and conscientious band member in rehearsals.
4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
5. In all cases, the participant must have the sponsor's recommendation.

B. LETTERING IN GIRLS BASKETBALL

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

C. LETTERING IN BOYS BASKETBALL

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

D. LETTERING IN CHORUS

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

E. LETTERING IN CROSS COUNTRY

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

F. LETTERING IN FOOTBALL

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

G. LETTERING IN BOYS' GOLF

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

H. LETTERING IN GIRLS' GOLF

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

I. LETTERING IN PLAY PRODUCTION

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

J. LETTERING IN SOFTBALL

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

K. LETTERING IN SPEECH

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

L. LETTERING IN TRACK

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

M. LETTERING IN VOLLEYBALL

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

N. LETTERING IN WRESTLING

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

Section 12: FUNDRAISING

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the Superintendent.

Section 13: INSURANCE

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

ARTICLE 5:
NSAA ACTIVITIES GUIDELINES

Section 1: Constitution and Bylaws 2023-2024

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

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

Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students 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. It is expected that all members of a team return from a contest by the same transportation provided for taking them to the contest. This will promote team camaraderie and unity among the players. **Exceptions**: A student may go with his/her parents in case of a family emergency, illness or injury. They may also continue on a trip with his/her parents or their adult designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.

B. Dress: Dress of team members should be clean, neat and in good taste.

C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, team members will eat the pre-game meal at home.

D. When traveling by bus, students should remember the following:

1. Always be on time for departure
2. There will be no loud or boisterous behavior.
3. All riders will remain seated for the entire distance.
4. There will be complete silence when the bus stops for railroad crossings.
5. There will be no yelling out windows or waving of arms out the window.
6. No obscene gestures will be allowed.
7. Students will always exit the bus by using the front door.
8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.

E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, has been post-concussion tested, and is cleared to return to light aerobic exercise per the return to play protocol.

ARTICLE 7:
CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND INITIATIONS/HAZING

Section 1: CODE OF CONDUCT

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

A. Appearance:

1. Participants should be neat, clean, and well-groomed.
2. All participants should take pride in their dress and appearance.

B. No Tobacco:

1. There is no place in Cozad activities on the High School or Middle School level for a participant who uses tobacco.
2. Anyone who does will not only be hurting themselves, but also the team.

C. No Drinking or Use of Drugs:

1. Use of alcohol by a person under the age of 21 is illegal. So is using drugs. There is no way to justify any participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team.

D. Citizenship and Student Behavior:

1. Students involved in activities are expected to be on their best behavior both in and outside of school.

Section 2: DISCIPLINE

A. Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is observed, under the influence of, in possession of, or distributing:

1. Tobacco, Tobacco Substitute (cigars, cigarettes, e-cigs, chew, snuff, vapes, etc.)
   a. First Offense:. The tobacco and its containers will be confiscated and destroyed. The student will be suspended from attending all school activities for five consecutive days and may not participate in contests or performances during the suspension.
   b. Second Offense: The tobacco and its containers will be confiscated from the student and destroyed. The student will be suspended from attending all school activities for three weeks and may not participate in contests or performances during the three weeks.
   c. Third Offense:. 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.

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

3. Illegal Drugs
   a. First Offense: The student may not attend or participate in any school activities for two weeks. The student will miss two weeks worth of contests starting when the school is informed of the rule violation , when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from

activity to activity and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are in one school activity.

b. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). (If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.)

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

Section 3: INITIATIONS and HAZING

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

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

Hazing: Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

~~Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.~~

~~Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the Superintendent.~~

~~Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.~~

Section 4: SECRET ORGANIZATIONS

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

~~Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.~~

Section 5 OUTSIDE ORGANIZATIONS

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

Section 6: DISCIPLINE PROCEDURES

Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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

Article 8:
CCS ACTIVITIES CONCUSSION AND INJURY INFORMATION
Section 1: CONCUSSION INFORMATION and LINKS

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

A. Require all coaches, sponsors and trainers to complete the following on-line course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
   - Concussion in Sports (NFHSLearn.com)

B. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
   a. The signs and symptoms of a concussion;
   b. The risks posed by sustaining a concussion; and
   c. The actions a student should take in response to sustaining a concussion, including notification of his or her coaches.

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

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

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

We are using resources provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}
http://www.nebsportsconcussion.org/resources/forms.html

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

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

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

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

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

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

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

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

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

Section 2: INJURIES

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see concussion information above.

Article 9:
NCAA I, NCAA II, 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 7-12 Cozad Community Schools activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. Results are reported to the Building Principal or Activities Director.

A. A STATEMENT OF NEED AND PURPOSE

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

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

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

B. SUPPORTING DATA

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

C. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

D. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

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

b. Urine Drug Testing Frequency

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

c. Testing Pool / Activity Drop Form

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

d. Sample Collection

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

E. CONFIDENTIALITY OF RESULTS

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

F. VENDOR REQUIREMENTS

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

a. Random Selection of Eligible Students

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

b. Collection of Urine Specimens

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

c. Testing of Urine Specimens

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

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

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

e. Reporting of Random Urine Test Results by Vendor

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

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

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

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

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

(1) The Designated Official, within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within 48 hours from first notification of positive test results. The student must get a Doctor's order to be able to get a second test done on the same sample at a different laboratory. If there is not enough sample to retest, a new sample may be required.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

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

c. Second Positive Result

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

d. Third Positive Result

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

e. Self-Report

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

f. Prescription Drug Positive

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

H. NON-PUNITIVE NATURE OF POLICY

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

I. ILLICIT OR BANNED SUBSTANCES

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

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

Section 2: INFORMED CONSENT AGREEMENT

Student Name (Print) _____ **Grade** ____

Parent/Guardian/Custodian Name (print)_____

Home Phone_____ **Work Phone**_____

AS A STUDENT:

I understand and agree that participation in activities is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any activity program, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice or participate . I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature _____ **Date** _____

AS A PARENT/GUARDIAN/CUSTODIAN:

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

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

Section 3: CONSENT TO PERFORM URINALYSIS

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

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

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

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

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

Section 4: ACTIVITY DROP FORM

I, _____wish to withdraw from

_____

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

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

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

Student Name (Print)	Parent or Guardian Name (Print)
Student Signature	Parent or Guardian Signature
Date	Date
Activities Director	Date of Receipt

Article 11:
CCS ACTIVITIES GUIDELINE DISCLAIMER

Section 1: GUIDELINES ARE SUBJECT TO CHANGE

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

Cozad Early Education Center Handbook

2023-2024

#HaymakerWay

Cozad Community School District students, families, and employees are hereby notified that the Cozad Elementary School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. All inquiries concerning Cozad Elementary School's compliance with Title I, Title II, Title VI, Title IX and/or Section 504 may contact Supt. James Ford.

COZAD COMMUNITY SCHOOLS WEBSITE *www.cozadschools.net*
COZAD EARLY EDUCATION CENTER WEEBLY *http://cozadceec.weebly.com/*

Pre-School Leadership Personnel

Principal/Special Education Director: Jessica Edeal Administrative Asst.: Amy Mohler

Office Phone: (308) 784-3381

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Intent of Handbook

This handbook is intended to be used by parents, and staff as a guide to the rules, procedures, and general information about CEEC and this school district. Parents and staff must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jeremy Yilk
Title: Activities Administrator
Address: Cozad High School
Telephone: 308-784-2744
E-mail: Jeremy.yilk@cozadschools.net

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

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

CEEC Staff

James Ford	Superintendent
Jessica Edeal	Principal/Special Education Director
Karsyn Dugan	Special Education Teacher
Amy Mohler	Administrative Assistant
Chad Case	Custodian
Bethany Hyatt	School Psychologist
Tricia Regelin	Pre-Kindergarten Teacher
Megan Wetovick	Pre-Kindergarten Teacher
Jacque Yocom	Pre-Kindergarten Teacher
Sera Shoemaker	School Nurse
Chris Scuchsland	Speech Pathologist
Blair Stuthman	Guidance Counselor
Jessica Botts	Physical Therapist
Kate Brummer	Occupational Therapist
Kristine Bauer	Para Educator
Tara Meyer	Para Educator
Brianda Prado	Para Educator

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

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

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal. Out of consideration of other students, please pick up students before 12:00 PM or after 12:45 pm to avoid disruption of rest time.

Behavior
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 make. Adults support learning appropriate behavior practices through social stories, visuals, and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self, or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interferes with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young Children (PTR-YC) model. In this model, all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support. 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.

Building Operations
The pre-kindergarten program will be in operation during all regular school hours with the exception of some Fridays. These days will be noted on the calendar given to families. Parent notes will be used to inform you of any other schedule changes. Please refer to the school calendar for information about scheduled school dismissals.

CEEC doors will open promptly at 7:40 a.m. for breakfast. Dismissal begins at 3:10 p.m. Students can arrive between 7:40 a.m and 8:10 a.m. Lunch is served between 11:30 a.m. and 12:00 p.m.

Bullying

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior. A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. Bullying

Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team. Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Clothing

Your child will spend a great deal of each day on the floor inside and playing outside. Please dress your child for an active school day. Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. The clothing attire should be suitable for the classroom, school activities, and weather. Students will not be permitted to wear clothing that is inappropriate for school (cut-off shirts, 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. Label your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, costs, etc. Students will play outside each day unless there is precipitation falling, or the temperature is dangerously cold.

Students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess. Students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse.

Communicating with Parents

Frequent written and verbal communication between staff and families regarding student progress. Please read newsletters, social media and reference school calendars to stay informed about CEEC and district events designed to include you in your child’s education.

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, the complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sexual 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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

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

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

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

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

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

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

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

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

b) Strongly encourage the complainant to reduce his or her concerns in 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 to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education. Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education. Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. 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.

Curriculum & Assessment

Teaching Strategies GOLD

We use the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning at the foundation of the Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program. Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

Assessment

Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children from birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and

disabilities and the social, linguistic, and economic diversity of families within the community.
Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children from birth to age five and their families.

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

Child Assessment and Program Evaluation
The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation. Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website. Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Drill and Evacuations

Periodic drills, such as evacuations, tornado, lockdowns, fire, and bus, are required. 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.

Drop off and Pick up Procedure

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.

Entering and Exiting Building
To maintain a consistent flow of traffic we ask that you enter the building through the south main entrance and exit the building through the west playground doors.

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 parents leave. However, we have found that when parents give their child a reassuring hug and leave promptly after entering the building, it can be less stressful for the child. We ask that when you enter the building you direct your student to either go to the cafeteria for breakfast or Room 16 to color until their teacher is ready to take them to their classroom.

Sign-Out
At dismissal, parents must sign their children out for the day. The staff will sign out students leaving on the bus. This helps us assure safety. You will be required to provide the names of people you authorize the school to release your child to. If someone other than the parent will be picking up the child, the staff must have the authorization (written note, phone call, etc.) to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate

and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

Enrollment Policy

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

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

Mid-Year Enrollment

Children who move into the district during the school year and wish to attend CEEC will be considered if they meet age requirements and there is an opening in the program.

Children who are newly eligible with a disability will be accepted into the program to fulfill the Individualized Education Plan (IEP) if the IEP team determines the program is the best placement for the child and there is an opening in the program.

Children who have high risk factors as set out in Nebraska Rule 11 will be accepted if there is an opening in the program.

If a student moves during the school year and has been attending CEEC for at least a quarter of the school year, they will still be eligible to attend for the remainder of the school year.

*Successful early childhood education programs must keep the teacher/pupil ratio low and match enrollment to the physical size of the facility. The above mentioned factors are limiting factors in enrollment numbers and are considered on a case-by-case basis.

Field Trips
Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip.

First-Aid
First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice and Nits
Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities
Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification. Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Home Visits
Home visits are scheduled throughout the school year and are a requirement of the Nebraska Department of Education. Teachers will work with you to find a convenient time to schedule home visits. CEEC families will participate in two home visits and the option for one parent-teacher conference each school year.

Homeless Students

1. General Policy. The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

2. Homeless Liaison. The District's homeless liaison is the School Nurse. Students in homeless situations who require assistance should contact the liaison at 308-784-3462 or in person at Cozad Elementary School, 420 E 14th St, Cozad. The liaison's responsibilities include:

a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;

b. Receiving training regarding state and federal law governing homeless children and youth;

c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;

d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;

e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and f. Carrying out other aspects of this policy.

3. Definitions

a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

b. The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.

c. “Child” and “youth” refers to persons who, if they were children of residents of the District, would be entitled to a free education.

d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

e. “School of origin” means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

4. School Stability and Enrollment. Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child’s best interest unless it is contrary to a request of the child’s parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

5. Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district’s homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

6. Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.

b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

7. Records. The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

8. Dispute Process. If a dispute arises over school selection or enrollment in a school:

a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

b. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.

d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

9. Appeal Process

a. Nebraska Department of Education. If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

b. State Board of Education. If the Complainant is not satisfied with the decisions of the Commissioner, the Complainant may file a Petition with the

State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Illness or Injury at School

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

Emergency Health Situations

In the case of an accident that 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

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella and hepatitis B series; or

- A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
- An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

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

Meals

Students attending CEEC have the option to eat breakfast. Daily lunch and snack(s) are provided to each child. This cost is in addition to the monthly tuition cost. A breakfast and lunch calendar is provided to parents.

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 CEEC school office.

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 7:40 until 8:00 a.m. Lunch is from 11:19-11:45 a.m. CEEC staff is on duty in the cafeteria during the breakfast and lunch periods. Students will get their lunch in traditional “cafeteria” style by using a tray and going through the line to be served their food. Students may bring a sack lunch from home if they choose. During meal and snack time, students will have the opportunity to visit with their friends and teachers while also practicing table manners, language skills, and responsible behavior.

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

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; $1.80 lunch. Adult meal prices are $3.00 breakfast; $5.00 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 eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at www.cozadschools.net District>Board Policies.

*Please inform your child's teacher and the CEEC office staff of any food allergies.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative

Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in Page 30 of 87 standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

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

Parent-teacher Conferences

Parent-teacher conferences are scheduled twice a year. Your child's teacher will be in contact with you to schedule a convenient time to attend and learn more about your child's learning progression.

Parties

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.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Health Screenings

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.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student,

or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company. Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

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

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.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Others who may be included, depending on the threat, are: information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful. At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.
- Communication with the Public about Reported Threats The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat
The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them. Transportation to School Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the

following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Students must respect the rights and safety of others at all times.
13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will

be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**
Records of vehicle misconduct will be forwarded to the appropriatebuilding principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities
The school district provides transportation to students who are participating in school-sponsored events (field trips) and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Tuition Payment Information
For the 2023-2024 school year, CEEC tuition is on a sliding scale. The full tuition rate is $250 per month, beginning in September and ending in April, and a partial fee of $125 will be collected in the month of May.

- For families who qualify for free and reduced meals, the tuition rate will be $125 per month, September through April, and $67.50 for May.

- Families who qualify for free meals are not required to remit a tuition fee.

- If your child qualifies for a 504 Plan a reduction of fees may be considered on an individual basis.

Free and Reduced Price Meal applications are distributed to all households prior to the beginning of the school year and can be filled out at any time during the school year to update meal status. Contact the CEEC Office for more information, 308-784-3381.

Full or partial tuition payments can be made to the CEEC Office through check, cash or money order, payable to Cozad Community Schools by the 1st of each month. Failure to pay tuition may result in removal from the program unless alternative arrangements have been made with the district. Pursuant to board policy, the district will assess an additional penalty for $30 for any check returned from the bank for insufficient funds.

Weapons and/or Firearms

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

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. Definition of Firearm. The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or

2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

4. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle; or.

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

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

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

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

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

Weather Related Dismissals

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 https://www.cozadschools.net, or look at the Cozad Community Schools Facebook and Twitter pages for school cancellations. The office should have the most updated contact information in PowerSchool. If school is closed during the day, **parents will be notified via media broadcast and Apptegy using the contact information on file**.

SECTION TWO

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include inschool suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students
Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

SECTION THREE

TITLE IX POLICY

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

1. **Title IX Coordinator**

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

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

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

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The

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

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

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

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

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

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship. 2.6.4.2.2. The type of relationship.

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

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1.is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
2.6.5.2.is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
2.6.5.3.shares a child in common with the victim; or
2.6.5.4.commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

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

2.6.6.1. fear for his or her safety or the safety of others; or
2.6.6.2. suffer substantial emotional distress.

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

3. **Discrimination Not Involving Sexual Harassment**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.2. **Notice of Allegations.**

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

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

5.3. **Dismissal of Formal Complaint**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.6. **Determination Regarding Responsibility**

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

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

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

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

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

5.6.3.3. Findings of fact supporting the determination;

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

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to

the district's education program or activity will be provided by the district to the complainant; and

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

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

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

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.7.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

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

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

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

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

5.7.3. As to all appeals, the district will:

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

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

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

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

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

5.7.3.6. Provide the written decision simultaneously to both parties.

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

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

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

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

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

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

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

5.9. **Recordkeeping.**

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

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

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

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

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known

circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

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

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

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

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

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

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

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

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or

intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

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

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

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

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

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

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under

this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

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

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

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

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

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

Parents (or guardians) and students are required to sign & return the receipt form below before September 1st, 2023.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Cozad School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Cozad Elementary School, including the Drug Free School Policy and Title IX Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

_____ _____

Parent/Guardian Signature Date

_____

Cell Phone Number (Optional)

_____

Parent’s Email Address (Optional)

14. **DISCUSS, CONSIDER AND TAKE ACTION ON THE DISTRICT HANDBOOK**

COZAD COMMUNITY SCHOOLS DISTRICT HANDBOOK 2023-2024

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- Section 4: Complaint and Grievance Procedures, Policy 2006
- 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
- Section 13: TITLE IX POLICY - 3057
- Section 15: Complaint Procedure - 2006

ACKNOWLEDGEMENT OF RECEIPT

Foreword

Section 1: Intent of Handbook

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

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 2023-2024 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 Nebraska Framework Process in the spring of 2021. 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
Will Geiger
Kiley Goff
John Peden

Administration

James Ford, Superintendent
Jessica Edeal, Director of Special Education/Pre-K Principal
Connor Williams, Director of Teaching & Learning/Elementary Assistant Principal
Patty Wolfe, Director of Technology
Corey Fisher, High School Principal
Jeremy Yilk, Assistant High School Principal/Activities Director
Brian Regelin, Middle School Principal
Kyle Hoehner, Elementary School Principal

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. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office. See activities handbook guidelines and/or Board Policy: 6028. 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 updated contact information in PowerSchool. 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 an 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 following the Standard Response Protocol.

Section 5: Emergency Procedures

Emergency Authority, Policy 3040

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 3040

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 dispatchers 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 the 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.
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 the 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.

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian •
all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours •
visitors must wear the visitor's badge supplied by the building office

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 circumstances 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.

Section 8: Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions
    a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

        i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

        ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

        iii. **A substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Article 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. Unless otherwise required by law or contract, the following resignation

requirements apply. Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. 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. Staff may also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events. 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

Staff members are paid on the 20th of each month unless the 20th falls on a weekend or bank holiday. The district provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

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's

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

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 their own vehicle. No reimbursement for expenses will be provided if permission is 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.

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.
All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

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 $13; Lunch $15; Supper $25. Amounts not applicable if the hotel provides breakfasts or meals come with a 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 1 1⁄2 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 email, 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 15th for 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.

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.

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 training, 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

Section 18: Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Section 19: Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as

the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Section 20: Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase meals from the school cafeteria for $2.35 breakfast and $3.85 lunch per day. The price includes one carton of milk. Extra cartons cost 40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

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 the 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

Certified staff members who are too ill to perform their teaching duties must contact their building principal

by 6:30 a.m. Refer to Negotiated Agreement.

Section 3: Bereavement Leave

Refer to Negotiated Agreement.

Section 4: Personal Leave

Reasons for personal leave are not required. Professional discretion shall be used when making requests for personal leave. No more than five (5) staff members may be granted personal leave on any one day, and from the entire staff no more than three (3) for the elementary, middle or high school levels on a particular day. Request shall be made in writing seven (7) days in advance of the leave date requested and shall be given to the principal or superintendent who reserves the right to grant or reject depending on the circumstance surrounding the request. (Example: availability of substitutes for that day). In cases of an emergency or after the timeline established for request, a reason shall be required for the use of that day. Refer to Negotiated Agreement.

Section 5: Professional Leave

Professional leave shall be used only to attend professional meetings and self-improvement activities which are directly related to the person's contracted education field. This shall not include interviewing for another position. All requests shall be submitted in writing to their principal at least forty (40) hours prior to the date of leave. No expense for transportation will be provided for a person taking professional leave. Refer to Negotiated Agreement.

Section 6: Absences / Unpaid Leave Requests

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave. 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

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

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 employee's 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

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee’s eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board’s policies.

Article 4 – Duties & Responsibilities

Section 1: General Duties

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.

b) Attending such education conferences as are required by law or administrative directives.

c) Attending school assemblies unless excused by the principal.

d) Instructing pupils in the proper use of equipment and instructional supplies.

e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.

f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.

g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.

h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.

i) Refraining from joining book clubs or film clubs using the school name.

j) Turning in all monies collected to the main office by the end of the school day.

k) Clearing all class meetings or trips through the principal's office.

l) Participating in Student Assistance Teams pursuant to board policy.

m) Assisting with the administration of standardized testing as assigned by the administration.

n) Provide homebound instruction as assigned by the administration.

o) Performing additional duties as assigned by the administration.

Section 2: 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 3: Teachers, Time of Arrival and Departure and policy 4024

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 4: 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 reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 5: 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 6: 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 7: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

Textbook and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the 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 the building administrator.

Recording of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

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 email address for purposes of intra-school and inter-school email correspondence. A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Teacher Mailbox

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

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 8: 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 policy

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 device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

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 9: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the 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 10: 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 11: 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 12: Activity Accounts

No student or sponsor may make any purchase without a signed purchase order from the superintendent or his/her designee. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.
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 organization's name, sponsors should fill the organization's 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 13: Agents, Policy 4026

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 14: 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 15: 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 16: Blood Borne Pathogens

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 17: 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 18: 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 19: Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other

contact information. Contact the building secretary to report a change.

Section 20: Controversial Issues, see Policy 6013

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Section 21: 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.

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.
The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review Reproduction of Copyrighted Works by Educators and Librarians from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and Copyright for Students found at

https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Section 22: 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.

Section 23: 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 24: Disciplinary Guidelines

See Student Handbook

Section 25: Drug Free Workplace Requirements, 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 workplace. 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 workplace 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 26: 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 the 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 27: Internet – Acceptable Use, see Policy 4012 & 4012.1

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.

Policy 4012

Internet access is an important tool for communicating, keeping up-to- date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

1) Staff Expectations in Use of the Internet

A) Acceptable Use While on Duty or on School Property

1) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B) Unacceptable Use While on Duty or on School Property

1) Staff shall not access obscene or pornographic material.
2) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems

such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2) School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

3) Enforcement

A) Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1) The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2) Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3) The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B) Any violation of school policy and rules may result in that staff member facing:

1) Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3) When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

4) Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, Internet access is an important tool for communicating, keeping up-to- date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

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3) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

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2) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted material.

3) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district

policy.

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3) The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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3) When appropriate, the involvement of law enforcement agencies in investigating and prosecuting

wrongdoing.

8) Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Section 28: Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Section 29: 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 30: 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 31: Purchase Orders

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are to be completed on WebLink accessible on the school web page. Orders should not be placed until the district office has issued a purchase order. Once an order has been received, the staff member must notify the building secretary or district office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

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 32: 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 33: Teachers, Substitute

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 34: 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.

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Section 35: Fair Dismissal Procedures

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 36: 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.

Section 37: 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
    - o General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), and the Activities Account
- District Bookkeeper
    - o General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), Employee Benefit Fund, Depreciation Fund, Student Fee Fund, and Hot Lunch Fund
- HS Building Secretary
    - o 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.

Section 38: Locker Room Supervision – Policy 4062

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations. Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student. The locker room must be locked at all times when unsupervised. Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day. Students are not allowed to enter or reenter the locker room without appropriate supervision. If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a crossgender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order. Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave. Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason. Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor. School administrators or their designees may make random checks to assess policy compliance.

Section 39: News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Section 40: Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

- 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
    - o Sponsor or Activities Director
    - o Activities Secretary
    - o Bank
- Hot Lunch Daily Sales
    - o Food Service Line Operator
    - o Hot Lunch Secretary
    - o Bank
- Hot Lunch Account Deposits
    - o Hot Lunch Secretary
    - o District Office Administrative Assistant
    - o Bank
- General Fund / Building Fund / Qualified Capital Purpose Fund / Bond Fund
    - o Business Manager
    - o District Treasurer
    - o Bank
- Employee Benefit Fund / Depreciation Fund
    - o School Board Authorization
    - o Business Manager
    - o Bank
- Student Fee Fund
    - o Sponsor
    - o Business Manager
    - o Bank

Check Signatures Required

- Activities Account – 3
    - o Superintendent
    - o Activities Director
    - o Activities Secretary

- o High School Secretary
- o Administrator
- o Business Manager

• Hot Lunch Account – 2
- o Business Manager
- o District Office Administrative Assistant
- o Superintendent

• General Fund Account – 2
- o Board of Education President
- o Board of Education Secretary
- o Superintendent – in emergency

• Bond Fund / Depreciation Fund / Employee Benefit Fund / Qualified Capital Purpose Fund – 2 o Business Manager
- o 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 fundraisers, 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.

Section 41: Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Section 42: Classroom Sanitation

1) Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2) Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

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

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows: Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes. Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position. This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

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 policies, 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 members 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

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district. 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 4051

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 sites 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 is 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 cyberbullying and could be deemed a disciplinary offense. 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 emails; 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.

Social media is an important tool for communicating, keeping up-to date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage. I. Personal Versus School-Affiliated Social Media Use A. Personal Social Media Use 1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts. 2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts. 3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district. 4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so. B. School-Affiliated Social Media Use Page 2 of 5 1. Any social media account which purports to be "the official" account of the school district (e.g., "Haymaker Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use. 2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts. 3. Staff may be required to interact with specified individuals on school-affiliated social media accounts. 4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use A. General Use and Conditions Staff must comply with all board policies, contract provisions, and applicable rules of

professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage. Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about Page 3 of 5 appropriate content should be referred to the staff member's supervising administrator. B. Acceptable Use 1. Staff may use social media for instructional purposes. 2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons. 3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. C. Unacceptable Use 1. Staff shall not access obscene or pornographic material while at school, on school-owned devices or on school-affiliated social media accounts. 2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials. 3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices. III. School-Affiliated Digital Content A. General Use and Conditions for School-Affiliated Accounts Page 4 of 5 Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school related, or which could be reasonably understood to be school related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image. Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers. B. Moderation of Third Party Content The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval. In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions: 1. Is obscene, lewd, or appeals to prurient interests; 2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law; 3. Contains threatening, harassing, or discriminatory words or phrases; Page 5 of 5 4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or 5. Contains any other threat to the safety of students and staff. Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Section 10: Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or

promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Section 11: Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co workers, students, and the public for one year after the child's birth.

Section 12: Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Section 13: Professional Boundaries Between Staff and Students – Policy 4043

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration immediately. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Section 14: Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school

when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

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 PowerSchool 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 workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place 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 workplace 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 3016

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

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 online 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 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 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. Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. 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 not to be lent to individuals except by permission of the superintendent. 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 days 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 and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds. 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 ensure 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 ensure 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 briefcase, 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 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: 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 3040

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 Schools 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 workplace 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: o Completed.
  o Not complete, but in process.
  o 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

Staff members 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. Staff members will be provided a Driver's Certification form to verify this information. Staff members 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. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Use of School Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles. Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

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.

Section 19: Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

- 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.

Article 8 – State & Federal Programs

Section 1: NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jeremy Yilk
Title: Assistant Principal/Activities Director
Address: 1710 Meridian Avenue
Telephone: 308-784-2744
E-mail: Jeremy.yilk@cozadschools.net

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

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

Section 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
    - o Coordinator: High School Principal
- Title IX
    - o Coordinator: High School Principal / Assistant High School Principal, Activities Director • Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) o Coordinator: High School Principal
- Section 504 of the Civil Rights Act
    - o Coordinator: Special Education Director
- Homeless Student Laws

- o Coordinator: District Nurse
- Safe and Drug Free Schools and Communities
  - o Coordinator: Activities Director

Section 3: Anti-discrimination & Harassment Policy, 3057 - attached

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Corey Fisher at 308-784-2744, corey.fisher@cozadschools.net or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jeremy Yilk at 308-784-2744, jeremy.yilk@cozadschools.net , 1710 Meridian Ave, Cozad NE 69130, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, james.ford@cozadschools.net or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Section 4: Complaint and Grievance Procedures, Policy 2006

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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

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

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

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

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

board of education.

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

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

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

i) 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.

ii) 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:

i) All relevant details of the complaint;

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

iii) 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.

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

ii) 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.

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
  - o 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.
  - o 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:
    - o the name of the Complainant,
    - o the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant,
    - o a brief description of the alleged violation, and
    - o 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)

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records. 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.

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:
    - o Political affiliations or beliefs of the student or the student's parent;
    - o Mental or psychological problems of the student or the student's parent;
    - o Sex behavior or attitudes;
    - o Illegal, anti-social, self-incriminating or demeaning behavior;
    - o Critical appraisals of other individuals with whom the student has close family relationships;
    - o Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - o Religious practices, affiliations, or beliefs of the students or the student's parent; o 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
    - o Timely information about programs under Title I,
    - o 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
    - o 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 became 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.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Cozad Community District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Employee Signature: _____

Printed Name of Employee: _____

Date: _____

15. **DISCUSS, CONSIDER AND TAKE ACTION OF BOARD POLICY 6320 PARENTS REQUEST FOR EXCLUSION**

Policy from Perry Law

6320
Parent Request for Exclusion

Parents may request that their child be excused from the study of a given book, instructional unit or particular literary work. The Superintendent or designee shall work with the family and district staff to determine whether to grant such requests based on legal requirements relating to the request, the reason given for the request, the effect of the request on the student's educational development and the educational program, and the availability of alternative materials or instruction for the student. It is the Board's desire that parents and the Superintendent work collaboratively to find a mutually agreeable solution for the student if a parent has legitimate objections to a given book, instructional unit or particular literary work. However, in the event of an impasse or disagreement, the Superintendent or designee's decision shall be final and not subject to appeal. The Superintendent or designee may develop and implement forms consistent with this policy.

Adopted on : 7/17/2023
Revised on:_____
Reviewed on:_____

6320
Parent Request for Exclusion

Parents may request that their child be excused from the study of a given book, instructional unit or particular literary work. The Superintendent or designee shall determine whether to grant such requests based on legal requirements relating to the request, the reason given for the request, the effect of the request on the student's educational development and the educational program, and the availability of alternative materials or instruction for the student. The Superintendent or designee's decision shall be final and not subject to appeal. The Superintendent or designee may develop and implement forms consistent with this policy.

Adopted on : 6/12/2023
Revised on:_____
Reviewed on:_____

16. **DISCUSS, CONSIDER AND TAKE ACTION ON REQUIRED ANNUAL REVIEW OF POLICIES 3040, 4031, 5001, 5018, 5045, 5054, AND 5057**

3040

School Safety and Security

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

I. General Safety and Security

a. NDE Rubric

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

b. School Hours

i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.

ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

i. The school's facilities may not be used for funeral or memorial services during the school day.

ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

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

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

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

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

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

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

b. Compliance with Fire and Safety Codes

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

c. Annual Safety Audits

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

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

d. Mutual Aid Agreements

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

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

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

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

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

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

b. Visitor Protocol.

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

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

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

c. Emergency Drills

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

i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.

ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.

iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

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

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

Adopted on: 07/16/2018
Revised on: _____
Reviewed on: 7/18/2022

4031
Evaluation of Probationary Certified Employees

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

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

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

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

Adopted on: 12/17/2018
Revised on: _____
Reviewed on: 7/18/2022

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)

2. Severe weather

3. Medical appointments for the student

4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation

6. Appearance at court or for other legal matters

7. Observance of religious holidays of the student's own faith

8. College planning visits

9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Loss of Credit

Any student who does not attend school for at least 90% of the time shall be considered as not passing and will not receive credit for courses taken. The Cozad Board of Education may make exception for students who have a major illness or accident and are under a doctor's care. The same rules of attendance may be applied to students who consistently do not attend 90 percent of individual classes during a semester.

Adopted on: 3/18/19
Revised on: _____
Reviewed on: 7/18/2022

5018
Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

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

c. National Assessment of Educational Progress

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

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 8/14/2017
Revised on: _____
Reviewed on: 7/18/2022

5045
Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

- Industrial Technology Classes
  - H.S. Woods #1: $60
  - H.S. Woods #2: $50
  - Metals Shop: $15

- Art Classes
  - H.S. Honors Art: $20

- Family and Consumer Science Classes
  - 7th F.C.S. Sewing Project: $10
  - 8th F.C.S. Sewing Project: $10

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

5. Technological Devices

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

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

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

6. Extracurricular Activities.

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

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

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

    - Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- National Honor Society: $40
- Cheerleading, Jazz Team: $1800
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: $ 300
    - Students must provide their own football shoes and undergarments
- Golf: $500
    - Students must provide their own golf shoes, undergarments, and clubs
- Softball: $300
    - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: $300
    - Students must provide their own shoes and undergarments
- Invention Convention/Science Fairs: $40
- FCCLA: $165
- FFA:
    - State and Local Dues: $35
    - Jacket:$80
    - Clothing: $120
- Physicals: $50
    - Students are required to have a physical taken for participation in athletics.
- High School Pep Club: $35
- SKILLS USA: $25
- Spirit Club: $10
- Field Trips: $40
    - If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

7. Post-Secondary Education Costs.

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

Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

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

9. Copies of Student Files or Records.

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

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

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

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

11. Participation in Summer School or Night School.

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

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that

students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

13. Charges for Musical Extracurricular Activities.

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

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

(waived if student participates in Fall Choir Fundraiser)

14. Contributions High School Class Extracurricular Activities.

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

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: 7/15/2019
Revised on: 7/18/2022
Reviewed on: _____

5054
Student Bullying

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 6/15/2020
Revised on: _____
Reviewed on: 7/18/2022

5057
District Title I Parent and Family Engagement Policy

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

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

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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

Adopted on: 10/19/2020
Revised on: _____
Reviewed on: 7/18/2022

17. **DISCUSS, CONSIDER AND TAKE ACTION ON KSB REVISIONS TO POLICIES 3059 AND 6004**

6004
Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The district will review curriculum and adopt associated textbooks on the following schedule.

SUBJECT AREAS	REVIEW	ADOPTION
Foreign Language Fine Arts/Music	Fall 2023	Spring 2024
K-12 Language Arts	Fall 2027	Spring 2028
Math	Fall 2028	Spring 2029
Technology	Fall 2023	Spring 2024
Science	Fall 2024	Spring 2025
Physical Ed/Health	Fall 2029	Spring 2030
Vocational	Fall 2023	Spring 2024
Social Studies	Fall 2025	Spring 2026
Financial Literacy	Fall 2023	Spring 2024
Computer Science and Technology	Fall 2023	Spring 2024

Adopted on: 12/13/2021
Revised on: 6/12/2023
Reviewed on: _____

Cozad Curriculum Resource Adoption/Review Protocols

People Involved	Timeline For Adoption/Review
-Superintendent -Director of Teaching and Learning -All additional admin -Associated MTSS Teams -Classroom teachers teaching the content -School Board will be provided updates throughout	- Cozad Curriculum Resource Adoption 2021-2030 -Adoption of resources will take a school year's time to adequately dig into various options of resources. -Review of the resource materials will take place from the adoption of standards, through the first year and on. -Immediate changes will be made to material deemed by the team to be actionable. -The remaining changes such as pacing and sequence will be fluid and addressed at the end of each year.

Steps in The Process

1. **EdReports**
    a. Cozad Community Schools will use the Nebraska state recommended analysis tool: EdReports analyzes curriculum resources using three Gateways. Gateways 1 and 2 focus on questions of alignment. Are the instructional materials aligned to the standards? Are all standards present and treated with appropriate depth and quality required to support student learning? Gateway 3 focuses on the question of usability. Are the instructional materials user-friendly for students and educators? Materials must be well designed to facilitate student learning and enhance a teacher's ability to differentiate and build knowledge within the classroom. In order to be reviewed and attain a rating for usability (Gateway 3), the instructional materials must first meet expectations for alignment (Gateways 1 and 2).
2. **Vision**
    a. Cozad Community Schools will write vision statements as to what they want a content area classroom to look like in their prospective buildings. This will provide a scope for evaluation teams to look through.
3. **Online Demo Review**
    a. Cozad Community Schools will narrow their choices of curriculum resources to 3-5. This is done by looking through demo online access and visiting with other districts. Each building will use their vision to guide their decision making.
4. **Hard Copy Review and Visits**
    a. Cozad Community Schools will then receive access to hard copy resources to review. This portion of review will also involve teachers visiting other districts to observe the resource in action. The team will then narrow the curriculum resource options down to 2.

5. **All staff/Department Review and Decision**
    a. Cozad Community Schools will then gather input on the data and information collected in the process of the adoption of the two resources. The decision will be made by the MTSS team of that content area, in conjunction with the admin.
6. **Board Review and Approval**
    a. The Cozad Board of Education will then be given all information that goes with the proposed curriculum resource in time to review it and approve the resource for purchase via standard procedure at a board meeting.
7. **Instructional Guides**
    a. The MTSS team will create instructional guides that include all information needed to relay the resource in the way that meets the needs of the students at Cozad Community Schools. This process will include supplementing any materials needed, arranging units in an order that is beneficial, and pacing the units to ensure the coverage of all content standards.
8. **Resource Review**
    a. The Director of Teaching and Learning, as well as the MTSS teams, and grade level teachers will constantly be looking through the curriculum resource over the first year of implementation to make the necessary changes to help meet the needs of all students. This will be reflected on the instructional guides. All decisions in altering the curriculum resource will be team decisions that benefit the elementary as a whole.
    b. Admin, Teachers, and MTSS teams will review the resources throughout the year and make immediate changes if deemed necessary. Any additional changes to structure or content will be accomplished at the end of each year and noted in teachers instructional guides.
    c. Curriculum Resource Review Timeline.pdf
    d. Specific Lesson Evaluation

    If a lesson is deemed necessary to be evaluated, or a stakeholder has brought a concern:

    1. The lesson is read in its entirety by Mr. Williams.
    2. Each portion of the resource is reviewed and notes are taken by Mr. Williams.
    3. The concern is brought to the grade level team for explanation and review.
    4. Changes are made if necessary including: Omission, substitution, supplementation, or modification.
    5. These changes are noted in the hard copy teacher manuals, the online instructional guides, the Curriculum At a Glance documents (public), and the Cozad CKLA Instructional Decisions document (public).

3059
Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those

recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

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

18. **DISCUSS, CONSIDER AND TAKE ACTION ON ADOPTING POLICY 5062**

Policy 5062: Lice and Nits, KSB recommended

5062
Lice and Nits

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: 7/17/2023
Revised on: _____
Reviewed on: _____

19. **DISCUSSION ITEM ON BANKING OPTIONS**

A board discussion and the opportunity to learn about banking options for Cozad Community Schools were recently discussed in the finance committee.

Bank	**Homestead**	**Security First**	**Waypoint**
Interest Rate	Treasury Rate-**3.02%** Money Market-**4.13%** Certificate of Deposit(CD)-**4.75%**	*Recommended Action*-Public Funds Checking + Interest Account for each fund-**4.24%***(Time Deposit Account for 6-18 months)*	13-Month Certificate of Deposit-**4.00%**
Benefits/Features	Free internet banking, total collateralization with pledged securities for amounts exceeding FDIC, duplicate deposit slips provided free, free statements, Merchant Remote Deposit Capture, deposited checks available the next business day, night depository, wire capability	Free deposits/credits, free checks/debits, free debit card, online/mobile banking, Haymaker Card, Merchant Link, Elan CommUNITY Credit Card, TSYS Debit and Credit Card Processing, and CorpLink Business Online Banking, and potential financial literacy courses for the school.	Close working relationship with the school to ensure we are getting the best interest rates, prompt response time to any questions with accounts, direct negotiation with Branch President,
Community Support	Been a part of Cozad for 116 years. Many donations, including-educational opportunities, sponsoring and volunteering for FFA, supporting sporting events at the school, donations for calendars, programs, and popcorn bags, usage of the propane tank for grilling, scholarships to four students of $1,000. Membership in Rotary, Teammates, Charitable Funds of Cozad, CCSA, CDC, Chamber, Ambassadors, and Cozad Community Foundation	Supports all communities they have a branch in. Financial support to Cozad Community Foundation, Charitable Fund of Cozad, Rotary, FFA, 4H, youth sports, Robert Henri, Dawson County Fair, several Chamber Functions, and many more.	Been a part of Cozad since 1883 and is a hands-on bank. Support for the schools in numerous ways, such as donations, volunteer hours, work-study programs, annual scholarships, and working to establish a “branch” inside of Cozad Elementary School where students can make up to weekly deposits in their own savings account and can practice financial literacy. Rotary, CDC, Charitable Funds of Cozad, and more.

Security First Bank + COZAD COMMUNITY SCHOOLS

Personalized banking services to meet your financial needs.

OUR RECOMMENDATIONS

Based on what we know about Cozad Community Schools and our experience with other governmental entities and non-profits, here are the specific accounts and tools we recommend for your organization.

Deposit Accounts:

MAIN ACCOUNT(S): PUBLIC FUNDS CHECKING + INTEREST

Minimum Balance & Fees	Interest	Account Features
• $1,500 • $8 per month account maintenance fee if average balance falls below $1,500.	• Yes, tiered interest rate at a 91-day Treasury Rate less .62%. • Rate adjusts monthly with a floor of .50%. • Current rate **4.24%** as of April 2023.	• Free deposits/credits • Free checks/debits • Free debit card • Online/Mobile banking

ADDITIONAL ACCOUNT(S): TIME DEPOSIT ACCOUNT

Minimum Balance	Interest	Account Terms
• $1,000 minimum deposit	• Special **4.25% APY** rate	• Your choice of 6, 12, or 18 month terms

INSURED CASH SWEEP (ICS)

Account Features		Interest
• Access FDIC insurance on multi-million dollar deposits • Work directly with Security First Bank, no need to manage multiple bank relationships • Place funds into demand deposit accounts or money market accounts	• You receive one, consolidated monthly account statement • View ICS balances and transactions through CorpLink	• Yes, tiered interest rate • Special, fixed rate available

Depending on your cash management needs, Security First Bank is also a network bank of the Certificate of Deposit Account Registry Service (CDARS) for placing large deposits into CD accounts. Please let us know if you would like more information regarding CDARS.

Deposit Services:

MERCHANT LINK

For an on-site software option, Merchant Link (Remote Deposit Capture) is also available. Scan and deposit checks from your office, using a bank-provided scanner and software. Merchant Link service is available for $30 per month and includes two scanners.

Money Management Tools:

ELAN COMMUNITY CARD

Security First Bank partners with Elan Financial Services to offer credit cards designed specifically for non-profits and municipalities. The Elan CommUNITY Card features dedicated cardmember service, consolidated statements, free online reporting and an optional rewards program.

TSYS CREDIT AND DEBIT CARD PROCESSING

Security First Bank partners with TSYS to provide our customers with payment processing products and services. TSYS offers traditional point-of-sale terminals, credit card and wireless processing, mobile credit card processing and online credit card processing with fair processing rates and fees.

CORPLINK BUSINESS ONLINE BANKING

CorpLink is our secure, flexible, high-performance business online banking tool, which we pair with local, dedicated support staff. Available via desktop, laptop or mobile device. Our online banking team can be reached at 844-277-8860. CorpLink will give the District the ability to allow multiple users with varying levels of security and access as assigned by the District. In addition, CorpLink has the ability to help process ACH payroll.

Fee Type	Monthly Fee	Activity Fee
ACH File Upload Origination Fee	$10	
ACH File CorpLink Template Origination Fee	$5	
• Up to 50 transactions included		
• Excess of 50 transactions per month		$0.10 per transaction
• All transactions sent under Same Day ACH		$0.15 per transaction
Bill Payment	$5	
• Up to 15 transactions per month		
• Excess of 15 transactions per month		$0.30 per transaction
CorpLink Domestic Wire Fee		$7
CorpLink Foreign Wire Fee		$45
Client Administrative Fee		$5
• Fee per individual user request		

Additional CorpLink feature: POSITIVE PAY

Positive Pay is a fraud detection tool used through CorpLink that uses a combination of direct, personal contact and banking software to help businesses avoid check fraud.

Contact Us:

Please contact us for any additional questions or concerns. Your primary, dedicated personal banker at Security First Bank is Bill Wilkinson. Secondary and specialized support from our operations and electronic banking departments will be provided by Cheryl Dreyer and Delmarie Toczek.

Primary Contact:

Bill Wilkinson
Chief Market Officer
308-784-4400
bwilkinson@security1stbank.com

Electronic Banking Contact:

Delmarie Toczek
Electronic Banking Administrator
605-718-8318
dtoczek@security1stbank.com

Operations Contact:

Cheryl Dryer
Controller
605-718-8053
cdreyer@security1stbank.com

REQUESTED RESPONSES

1. Name of Bank
2. Location of Branches
3. Years in Business

Security First Bank is a Nebraska-chartered, privately-held community bank with 26 bank branch locations and 12 insurance offices throughout Nebraska and southwest South Dakota. Security First Bank was founded in Rushville, Nebraska in 1898 by nine western Nebraska ranchers. This year, we are celebrating our 125th anniversary. Our headquarters is located in Lincoln, Nebraska and our corporate office, which houses our corporate staff, operations staff, and electronic banking staff, is located in Rapid City, South Dakota. We also have a mobile banking unit which travels and services Reservation communities located in Manderson, Wanblee, Pine Ridge and Kyle.

4. Education & Municipal Customers: Please see Exhibit "A" for a list of current education and municipal customers who can be contacted for references.

5. Dedicated Bank Personnel for Cozad Community Schools: Primary bank support for Cozad Community Schools will come from Bill Wilkinson, Chief Market Officer in Cozad. Bill has been with Security First Bank since 2006 and oversees all aspects of the Cozad branch. Secondary and specialized support will come from our operations and electronic banking departments. Cheryl Dreyer oversees our operations department and has been with the bank for 42 years. Delmarie Toczek, an accredited ACH Professional, oversees our electronic banking department and has been with the bank over 28 years. Contact information for Bill, Cheryl and Delmarie is located on Page 2.

6. Account Proposals: Security First Bank takes pride in being a financial partner and supporter of our schools as well as looking out for the best interest of our customers. Our account and additional service recommendations for the Cozad Community Schools are listed on Pages 1 and 2. Specific examples of past commitments to the District include:

- When rates started moving up last year, Security First Bank reached out to the District office to ensure current rates on the District's deposit accounts were being evaluated to maximize the District's return. Security First Bank also proactively and voluntarily raised the rate on the District's primary account with our bank, which as of today is earning 3.36%.
- Security First Bank created the Haymaker debit card to help promote the school. When the Haymaker card was first established, Security First Bank made a donation to the school. Starting in the 2022-2023 school year, each year at the end of the year, Security First Bank will make a donation to the school based on the number of customers who opened an account and are utilizing the Haymaker card.

REQUESTED RESPONSES CONT

6. Account Proposals Cont:

- Security First Bank helps supports the District with annual donations to Senior Pen Pal Picnic, Student Food Drive, and Post Prom to name a couple. In addition, we've helped with donations towards a new scoreboard and items to Afterzone.
- Security First Bank started the Cash for College scholarship program that helps promote attendance at Cozad Schools athletic events while providing an opportunity for any student, regardless of class rank, to earn a scholarship for post-secondary education.

7. Fees and Costs for Accounts: Please see our Deposit Account recommendations on Page 1.

8. Other Benefits and Product Recommendations: Our additional product and service recommendations are listed on Pages 1 and 2 and include: Merchant Link, Elan CommUNITY Credit Card, TSYS Debit and Credit Card Processing, and our CorpLink Business Online Banking.

9. Community and District Support: Security First Bank proudly supports all communities (and surrounding communities) in our service areas. In Cozad, we give financial support to various organizations including Cozad Community Foundation, Charitable Fund of Cozad, Rotary, FFA, 4H, youth sports, Robert Henri, Dawson County Fair, and several Chamber functions - to name a few. In addition, our staff gives our time volunteering on community boards, coaching youth sports, Sunday School, Teammates, the fire department, and even adopted two miles of highway for clean up.

11. Accounts and Interest Rates: Given the description of the District's accounts, their usage, and the current rate environment, we recommend placing each of the seven distinct funds into their own Public Funds Checking + Interest account. The proposed rate for these accounts would be a 91-day Treasury rate less .62%. This rate would adjust monthly and as of April 2023, the rate would be 4.24%. We would also offer a floor of .50%, meaning the rate would never drop below .50%. Our other recommendation for stationary funds would be to place them in a Time Deposit account which we would provide a special rate of 4.25% and let you choose your term of 6, 12, or 18 months. This information can also be found on Page 1 under our Deposit Account recommendations.

12. Additional Information: Security First Bank can also help with providing Financial Education to Cozad Community Schools through our partnership with Banzai. Banzai's financial literacy program offers a virtual world of decision-making where student learn how to budget, pay bills, and save up for big expenses. Our insurance division also works with multiple insurance carriers to offer a range of coverage options at the fairest price.

June 5, 2023

Mr. James Ford
Cozad Community Schools
1910 Meridian Avenue
Cozad, NE 69130

RE: Response to Request for Proposal for Banking Services

Dear Mr. Ford:

We appreciate the opportunity to provide banking services to you. First and foremost, we pledge to (1) provide the Public Schools with the highest level of banking service and (2) be an active partner in the continued growth and prosperity of the Cozad Community School system.

The following is Homestead Bank's (Bank) proposal/bid for the Cozad Community Schools banking needs:

DESCRIPTION OF ACCOUNTS

- Operating Account, Student Fee Account, Petty Cash Account, and Activity Petty Cash Fund Account – The Operating interest-bearing checking account may be subject to standard account analysis charges.
    - Interest rate would be set at 2.35% below the average of the three-month treasury constant maturity rate of the last full week of the prior month. The rate will be reviewed and adjusted monthly on the first business day of the month beginning July 3, 2023. Due to the volatility of the treasury constant maturity rate, there is a rate ceiling of 4.00%
    - Due to the recent increase of interest rates, the rate analysis is as of June 1, 2023 and the first full week of the month was used. The average of the three-month treasury constant maturity rate of the last full week of May was 5.37%; which would equate to an interest rate of **3.02%.**
    - It will be subject to review and adjustment at any time thereafter.
    - Interest is paid on current balance in accordance to our current funds availability policy.

- Investment Account – Interest bearing Money Market account is not subject to standard account analysis charges.
    - Interest rate would be set at 1.240% below the average of the three-month treasury constant maturity rate of the last full week of the prior month. The rate will be reviewed and adjusted monthly on the first business day of the month beginning July 3, 2023. Due to the volatility of the treasury constant maturity rate, there is a rate ceiling of 5.00%
    - Due to the recent increase of interest rates, the rate analysis is as of June 1, 2023 and the first full week of the month was used. The average of the three-month treasury constant maturity rate of the last full week of May was 5.37%; which would equate to an interest rate of **4.13%.**
    - It will be subject to review and adjustment at any time thereafter.
    - Interest is paid on current balance in accordance to our current funds availability policy.

- Certificates of Deposit –
    - Our current interest rate for Certificates of Deposit is **4.75%** for a 9 month period (good through July 1, 2023). These rates are volatile, so a request will need to be made for a 'current rate' at the time of need of this product.

OTHER BANKING SERVICES

- The bank will provide total collateralization with pledged securities for the amount exceeding FDIC insurance, free of charge. **This service is handled by local bank personnel.**
- Internet banking services can be provided free of charge. Services available would be account balances, posted activity, images of activity items and full monthly bank statement retrieval. Due to multiple signature requirements on accounts, money transfers between accounts (held within the Bank) and payment of bills (bill pay) to third parties would NOT be available.
- Generic (non-personalized) duplicate deposit slips will be provided for the accounts at no charge.
- Bank statements will be provided free of charge. These statements can be provided in either standard paper form, secure email delivery or both. Email statements can be sent to up to three separate email addresses.
- The Bank offers Merchant Remote Deposit Capture. If there is interest in this product, additional information can be provided upon request.
- Details of banking services can be found in Attachment A

CONTRIBUTIONS TO THE SCHOOLS AND THE COMMUNITY

Homestead Bank has locations in Ainsworth, Albion, Chadron, Cozad, Howells, Lexington, St. Paul, Schuyler and Wolbach, with the home office located right here in Cozad. Homestead Bank also has Homestead Insurance Agencies in Cozad, Lexington, St. Paul, Wolbach and Chadron and Homestead Investment Center in Cozad. Homestead Bank has, and currently is servicing multiple, Schools and municipalities throughout all 9 of our locations.

Homestead Bank has been a part of the Cozad for 116 years, since 1907. Our staff; from the tellers, backroom and lending staff, will always strive to provide the Schools with great face-to-face service to meet the needs of the Schools. The Bank will always look for ways to give back to the community through service or financial support.

Our staff is a vital part of the business community and school community that understands what it takes to make this community great and viable. Our Bank staff have provided several educational opportunities to the students of Cozad Public Schools for numerous years. Homestead Bank both sponsors and volunteers for many FFA events. Homestead Bank employees volunteer their time to help at sporting events, including Football, Volleyball, Wrestling and Track. Homestead Bank donates popcorn bags to use for concessions and offers the use of our propane grill to the school and to many school organizations for free. This year, the Bank did give out four (4) $1000 scholarships to Cozad Community School seniors. Lastly, one of the long standing tradition is Homestead Bank has been a multi year sponsor of the Banzai program, which is a tool for the school to teach financial and life literacy to its students for free.

Through our staff, we take leadership roles in the local organizations such as Rotary, Teammates, Charitable Funds of Cozad, CCSA, Cozad Development Corporation, Cozad Chamber of Commerce, Cozad Ambassadors and the Cozad Community Foundation.

Capital projects within the community are important to us. In the last few years we have been major contributors to the Meadowlark Point and to the proposed Baseball Complex. We do this to help keep Cozad attractive for current and future residents to reside in and raise a family in.

Again, we appreciate the opportunity to provide banking services to the Cozad Community Schools and encourage any questions you may have in regard to this proposal.

CONTACT PERSON

Cindy Petersen, VP of Deposit/Operations
Homestead Bank
PO Box 2000
Cozad, NE 69130
308-784-2000

Cindy has been with Homestead Bank for over 15 years. She has been an integral part of the deposit function, of the bank, through our growth during the past 15 years. Cindy and her

husband have watched both of their children pass through the halls of Cozad Community Schools and are now both Cozad Community Schools Alumni.

Homestead Bank is proud to call Cozad home. Many of our employees either graduated from Cozad Community Schools, had children graduated or currently have kids in the Cozad Community Schools. Homestead Bank would be proud to service the need of our School. Our employees are strong supporters of the Haymakers and are willing to help in any way we can.

If you have any questions concerning this proposal, please do not hesitate to contact me at your convenience. I would be glad to help in any way I can.

Sincerely,

Adam Boryca
President

Attachment A: Details

COLLATERALIZATION OF SCHOOL DEPOSITS

The bank, free of charge, will provide total collateralization with pledged securities for the amount exceeding FDIC insurance:

- Securities used for collateral are currently held in Midwest Independent Bank in Jefferson City, MO. Bank may change the FDIC insured bank it utilizes for safekeeping purposes from time-to-time.
- Any substitution of collateral will be done only when deemed necessary by the Bank, such as a matured security or a called security. This substitution will be done with advice given to the Schools.
- A monthly listing of the collateral pledged for the Schools' accounts showing the fair market value of the collateral can be provided upon request. An internal analysis of the School's account balances and fair market value of pledged collateral will be performed at every month-end.
- The Schools shall receive a written receipt of the pledged securities via email when requested.
- Whenever it is deemed that there is insufficient collateral to cover the Schools' deposits, additional collateral will be pledged and notification given to the Schools immediately. A written safekeeping receipt will be provided as soon as reasonably possible via email.
- Additional collateral will be pledged upon reasonable request from the Schools, such as a valid determination that the pledged collateral's fair market value has deteriorated to a point to justify additional pledging.

OTHER BANKING SERVICES

- Per our funds availability policy, checks deposited would be available the next business day (i.e. deposit made on a Monday bank business day would be available on Tuesday bank business day for usage availability). In some cases, we will not make all of the funds that you deposit by check available to you on the first business day after the day of your deposit. Generally, the funds would be available the second business day.
- Standard Bank practice for NSF checks is to present the item twice prior to charge back of the item.
- Electronic payments can be accepted by the Bank. Written verification can be provided via a secure email if the electronic payment is originated correctly to enable the Bank's software to produce an EDI notice. The Schools must complete an EDI agreement for each account they would like an EDI notice on.
- A night depository is available at the bank located at 915 Meridian. Locking night depository bags can be provided and available for pick-up at 8:00 a.m. through 5:00 p.m. at the drive-up facility or 8:00 a.m. through 4:00 p.m. within the main bank, Monday through Friday.
- Routine banking services would be available to the Schools, such as cashier's checks and stop payments. The Bank's standard rate and service charge schedule will apply. The schedule is attached.

- Wires can be provided by the Bank. Bank would require the Schools to provide correct wiring instructions for outgoing wires, collected funds to cover the wire and a fee of $20.00 (subject to change as normal banking practice). Currently, any outgoing wire request would need to be received by the Bank no later than 3:00 p.m. to meet the Bank's wire cutoff time. Incoming wires would have a fee of $10.00 (subject to change as a normal banking practice). Incoming wires will be memo-posted to the account upon receipt to enable verification by the Schools via the Internet or via a telephone inquiry to the Bank. The Bank would also give a telephone advice upon the receipt of the wire, if so desired.

Waypoint bank
guiding your success

Banking Services Proposal for Cozad Community Schools

From:

Waypoint Bank
747 Meridian Avenue
Cozad, NE 69130

About Us:

Waypoint Bank's chartered branch (main branch) is located in Cozad, Nebraska and has been since 1883. The Bank is formally known as First Bank & Trust Company, but changed the name to Waypoint Bank in 2017. We currently have 7 locations located in Cozad, Nebraska, Clay Center, Nebraska, Colorado Springs, Colorado, Eustis, Nebraska, Imperial, Nebraska, Cambridge, Nebraska, and Ft. Collins, Colorado.

References:

City of Cozad – Board of Public Works
Andrea Hernandez
308-784-2090

City of Clay Center
Mitzi Messenger, Clerk
402-762-3356

Clay County Treasurer's office
Robin Gilbert, Treasurer
402-762-3505

Clay County Mutual Insurance Co.
L. Wayne Johnson, General Manager
402-762-3860

Eustis-Farnam Public School
Nick Hodge, Superintendent
308-486-3991

Chase County Public Schools
Adam Lambert, Superintendent
308-882-4304

City of Cambridge
Courtney Stanton, City Clerk
308-697-3711

Bank Personnel

Tim Sladek, Branch President - Cozad

- I have been with the bank for 8 years and would oversee the School district. I will assist with all your banking needs from general questions to financing options if they would arise in the future.

Jessica Beisner, Vice President/Cashier

- Has been with the bank for 17 years and would be the primary account manager for the School.

Cristy Vollenweider, Head Bookkeeper

- Has been with the bank over 21 years and would help with your deposit account needs. Cristy would provide assistance in, but not limited to: bookkeeping, transactional questions, ACH management, online banking, etc.

Audri Stark, Personal Banker

- Has been with the bank for 4.5 years. Audri would assist the School with any opening or maintaining of deposit accounts.

Management of Accounts

A few things that we take pride in at Waypoint Bank are the following:

- Prompt response time to any questions regarding accounts/services.
- Personal relationship with our customers, such as, personally calling you when CD's renew to make sure you are reviewing different rates to ensure you are getting the best rate for the use of those funds.
- Help you understand the products we offer and which ones suit your financial needs, such as evaluating the timeline of use for funds.

Bank Fees and Costs

- See our enclosed fee schedule.

Products Offered

We offer a wide variety of products at Waypoint Bank. Enclosed is a brochure to show you what type of deposit accounts we offer. Rates are reviewed weekly, to ensure Waypoint Bank is paying market rate for all deposits. If rates and terms need to be

reviewed for a specific product and/or service these terms and conditions will be negotiated directly with Tim Sladek.

Community

Being a family owned bank we believe being active in and supportive of our community and school districts is very important. All team members of our branch are active in our community through over 30 different organizations. We have supported many projects through the school district via donations, volunteer hours, work study program, annual scholarships, or just being present to support our local youth. We are currently working to create a branch inside the Elementary School where students can make up to weekly deposits in their own savings account.

We know this is a tough decision for the Cozad School District and we want you to know we are a hands on bank that will be right there to help you every step of the way. With our experienced staff and variety of product offerings I know we can continue our great relationship with the Cozad School District. Again, we thank you for this opportunity to submit a proposal to maintain your deposit account needs.

Sincerely,

Tim Sladek, Branch President - Cozad

MISCELLANEOUS FEES AND CHARGES

May 10, 2023

This disclosure contains information about terms, fees, and interest rates for some of the accounts we offer.

MISCELLANEOUS FEES AND CHARGES

Money Orders (Customers Only): $4.00
Cashiers Checks (Customers Only): $8.00
Garnishments/Levies: $50.00
Collection Items: $20.00
Check Printing - Fee depends on style ordered: Varies
Paper Statement - (Smart-Start & Waypoint Advantage accounts only): $3.00
Temporary Checks (per check): $0.50
Duplicate Statement Copy: $5.00
Photo Copy per page: $0.25
Faxes - Incoming or Outgoing: $1.00 per page
Check Cashing - non-customer: $5.00
Preauthorized Transfer: No Charge
IRA Transfer to Another Institution: $25.00
Undelivered Mail: $0.75
Account Closing - 90 days: $25.00
Excess debit fee for over 6 transactions (Savings, Investment Plus & Money Market only): $3.00 per debit

ATM

Withdrawal At Machines We Do Not Own: $2.00
Deposit At Machines We Do Not Own: $2.00
Transfer At Machines We Do Not Own: $2.00
Inquiry At Machines We Do Not Own: $1.00
Debit/ATM Card - Withdrawal Dollar Limit: $500 per 24 hours

Debit Card

New Card or Reorder: $10.00
Rush Order: $50.00
Point of Sale Dollar Limit: $500 per 24 hours for HSA, $1,000 per 24 hours for business and $1,000 per 24 hours for personal

Dormant Account

Inactive for 18 Months: $10.00/ month when balance is less than $300.00

Charge Back Fee

Charge Back Fee: $5.00

Overdraft Charge

(After the 5th business day and will continue to charge through the 30th business day for each subsequent consecutive business day your account is overdrawn and continues to have a negative (overdraft) balance.) A daily overdraft charge applies to overdrafts created by check, in-person withdrawal or other electronic means, including items that were previously returned and are resubmitted for payment: $20.00

NSF

Paid Item & Returned Item Fee - items $10.00 or more: $30.00
Paid Item & Returned Item Fees - limit per day: $120.00
Check on Loan Payments: $30.00
A Returned Item or Paid Item Fee applies to overdrafts created by check, in-person withdrawal or other electronic means, including items that were previously returned and are resubmitted for payment.

Stop Payment

Request & Renewal - (Each request & renewal is effective for six months.): $30.00

Maintenance Fee

Savings/Advantage accounts: $2.00/month if average daily balance is below $100.00

Wire Transfers

Outgoing Domestic: $25.00
Outgoing & Incoming International: $50.00
Incoming Domestic: $15.00

Account Research

Account Research: $30.00/hr
Minimum charge: $20.00
Research Copy: $0.25/pg
Research Account Printout: $2.00
Reconcilement of Account: $25.00

Safe Deposit Box

annual rental fee - 3 x 5: $15.00
annual rental fee - 4 x 6: $20.00
annual rental fee - 5 x 5: $25.00
annual rental fee - 3 x 10: $30.00
annual rental fee - 5 x 10: $45.00
annual rental fee - 7 x 10: $53.00
annual rental fee - 10 x 10: $60.00
annual rental fee - 10 x 11: $78.00
annual rental fee - 7 x 13: $78.00
1 Lost Key: $20.00
2 Lost Keys Drilling Fee: $225.00

20. **AGENDA SETTING AND FUTURE MEETINGS**

- July 25, 2023- Board of Education Retreat, 6pm
- August 14, 2023- Board of Education Regular Meeting, 7pm

21. **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.