

## **Agenda**

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Approval of Financial Report
- VI. Public Comment
- VII. Reports
  1. Activity Director
  2. Principals
  3. Student Board Member
  4. Superintendent
- VIII. Action Items
  1. Take all necessary action to approve the Pom/Pom and PTO lease agreements.
  2. Take all necessary action to approve the superintendent contract for the 2017-18 school year for the amount of \$138,000.
  3. Take all necessary action to approve the 2016-17 classified handbook.
  4. Take all necessary action to approve the 2016-17 transportation handbooks
  5. Take all necessary action to approve the 2016-17 student handbooks.
  6. Take all necessary action to approve the use of local substitute teachers
  7. Take all necessary action to approve all resignations and appointments
  8. Take all necessary action to approve second reading of new and reaffirmed policies for the 2016-17 school year.
  9. Take all necessary action to approve the purchase of a 2014 Ford Fusion from Imperial Country Ford for \$15,200.
  10. Take all necessary action to approve Annual Review of Policy JIA - Violence Free/Anti-Bullying Policy
- IX. Discussion Items
  1. Bus barn ideas
  2. Meeting on the 29th for purchases and transfers
- X. Adjourn

**Board of Education Regular Meeting July 12, 2016 6:00 PM Conference Room**

**I. Call to Order** Discussion: President Olsen called meeting to order at 6:02 P.M. and directed attention to the open meetings act.

**II. Pledge of Allegiance** Discussion: President Olsen led the assembly in the pledge of allegiance.

**III. Approval of Agenda Motion Passed:** Motion to approve the agenda as presented passed with a motion by Sheila Stromberger and a second by Penny Strand.

Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**IV. Approval of Minutes Motion Passed:** Motion to approve the minutes as presented: passed with a motion by Sheila Stromberger and a second by Penny Strand.

Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**V. Approval of Financial Report Motion Passed:** Motion to approve the financial report in the amount of \$659,992.60 passed with a motion by Willy O'Neil and a second by Thomas Gaschler. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**VI. Public Comment** Discussion: None noted.

**VII. Reports**

**VII.A. Activity Director** Discussion: Mr. Hauxwell discussed the coaches' clinic coming up end of the month in Lincoln, Ne. He noted the gym floors were in the process of being refinished. Hauxwell noted the motors were replaced on basketball hoops as well as safety straps in both longhorn & shorthorn gyms. Hauxwell also noted the NSAA classifications were out & we moved up to class C in XC & are also in the lower end of C-1 in volleyball as well as basketball. He noted the possibility of jumping to class B in track as well. The NSAA classifications are based on enrollment. Board member Stromberger inquired if we had enough girls going out for softball this year, Hauxwell verified that we did.

**VII.B. Principals** Discussion: Principal Odens did not have anything to report. Principal Scheel was absent so Supt. Lefdal relayed Principal Scheel's update noting that Mrs. Odens & himself attended a Language Arts Conference. Principal Scheel also had a discussion with teachers about new technology & programs that would allow them to develop new methods of instruction to enhance the use of technology in the classroom.

**VII.C. Student Board Member** Discussion: No discussion

**VII.D. Superintendent** Rationale: Perkins and coding, New website and work to be done, Alicap letter, Aeronautical study, Disc golf class, Handbooks, Asbestos, Ameritas & Perry Law Firm Discussion: Perkins & Coding: State questioned some of the course codes offered & Lefdal did further investigation & discovered the school needed to correct some coding on courses. He noted that for this year the codes will be okay but he is working on correcting them for the next year. New website is up and running, but Supt Lefdal stated there will be some tweaking that needs done before it's completed. Alicap has decreased premium 26% for 2016-17 year, although Lefdal stated that may fluctuate due to claims this past year. The FAA (Federal Aviation Administration) conducted an aeronautical study concerning the new addition & stated structure would not exceed obstruction standards & would not be a hazard to air navigation. Lefdal shared he would be teaching a class for NPCC on Disc Golf this week & was looking forward to it. Handbooks were not completed as Lefdal stated there is more to do, but will be available for next board meeting. There will be hard copies and also online copies that can be downloaded from website. Parents & students will still have to sign off on the handbooks. Asbestos inspection was done by Twin Rivers who walked through the Wellington & main school facility. The main school is asbestos free and Lefdal noted there should be a policy stating that the location is free of asbestos. That policy will be drawn up and available at a later time the report on

Wellington will take about a month. Lefdal spoke with Perry Law firm via phone on policy updates, Lefdal suggested to move forward with legal help in writing the schools policies because the language that is currently being used isn't as legal as it should be & stated the law firm will work with us through the next couple years, by going through section by section. The rewriting will take up to a couple years to complete.

#### **VIII. Action Items**

##### **VIII.A. Take all necessary action to approve Coke/Pepsi contract Motion Passed:**

Motion to approve Coke/Pepsi contract passed with a motion by Sheila Stromberger and a second by Penny Strand. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Pepsi contract was a better offer. Coke was recently purchased by Chester They weren't interested in giving much, Pepsi a 5 yr contract, they could donate for signage. We have to meet certain requirements but Supt Lefdal didn't think it was unattainable.

##### **VIII.B. Take all necessary action to approve 2016-17 substitute rate. Motion Passed:**

Motion to approve 2016-17 substitute rates as proposed passed with a motion by Thomas Gaschler and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Lefdal suggested moving rate for substitutes-Other: Instruction, Kitchen, ELL, and Office from \$8.50 to \$9/hr. All others remained unchanged except as subject to Board Policy GCB.

##### **VIII.C. Open Public Hearing on Policy JM - Student Fees - to discuss, consider, and receive input Motion Passed:**

Motion to open public hearing passed with a motion by Sheila Stromberger and a second by Thomas Gaschler. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Current P.E uniform costs were discussed, with idea of not making students purchase P.E uniforms but instead wearing black shorts and white t-shirts. Board Member Stromberger inquired whether or not the P.E. instructors had any opinions on the uniforms. Other discussion whether or not shirts should be white or colored, with no logos or writing on them might be more appropriate. Mr. Lefdal stated that attire would have to pass school policy. Lefdal noted that if the school is requiring a course for students then the school is liable to provide materials for that course. So if band is required in 5th grade, then the school has to provide the instrument. That goes for 4th grade recorders if it's a required part of the music program.

**VIII.D. Close Hearing Motion Passed:** Motion to close hearing at 6:48 pm passed with a motion by Sheila Stromberger and a second by Thomas Gaschler. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

##### **VIII.E. Discuss, consider and take any action on Policy JM - Student Fees**

**Motion Passed:** Motion to approve Policy JM-Student fees for with no changes passed with a motion by Sheila Stromberger and a second by Steve Wallin. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Supt/cheerleading. But those have lessened this year. Supt Lefdal read the policy currently written. P.E. and Band we require students to participate in, so shouldn't be charging fees for something the school requires. We shouldn't be charging for uniforms. Stromberger asked when did band become a required subject. Mrs. Odens stated it has been for a couple years now. Supt. Lefdal stated we should be providing an instrument if we are requiring it, esp. the first semester. P.E recommendation black short and whit shorts. The white shirt should follow our dress code. Wallin asked what total cost for year was for P.E uniforms. Hauxwell stated they are \$20 a piece & according to P.E instructors elementary likes it, high school isn't as picky. Stromberger likes to keep the uniforms. Giving everyone at the beginning of the year no charge, then if they need a replacement uniform they have to pay a fee. Other Fees: Class dues: Supt Lefdal stated what he would like to do

is if Pom Poms doesn't want to do concession, classes then will do the concession stands. Stromberger suggested that classes still pay dues for dances etc. but not graduation. Milk: Supt Lefdal stated they would have them drink water instead of milk for Kindergarten in the afternoon. Show Choir discussed. Elementary recorders: If its required the school needs to take care of that. Cheerleading: \$500-\$1000 to pay for uniforms. Multiple pieces of apparel. The high cost can push some kids away from participating. Lefdal recommends that the school purchase and those uniforms roll forward to other cheerleaders but remain property of the schools. Hauxwell stated that this year the cheerleaders went with a different vendor that was more cost effective & cheerleaders did fund raisers to pay for the uniform and costs were around \$100 per uniform. Lefdal stated we could control and continue to reassess.

**VIII.F. Take all necessary action to appoint Joseph Lefdal as District Representative for local, state and federal programs for the 2016-17 school year Motion Passed:**

Motion to appoint Joseph Lefdal as District Representative for local, state and federal programs for the 2016-17 school year passed with a motion by Dan Reeves and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**VIII.G. Take all necessary action to appoint Joey Lefdal as the district non-compliance officer, non-discrimination officer and Title IX coordinator for 2016-17 school year. Motion Passed:**

Motion to appoint Joey Lefdal as the district non-compliance officer, non-discrimination officer and Title IX coordinator for 2016-17 school year passed with a motion by Dan Reeves and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**VIII.H. Take all necessary action to approve first reading of new and reaffirmed policies for the 2016-17 school year.** Discussion: Mr. Lefdal read through the new & reaffirmed policies. Board Member Stromberger inquired on the hazing/soliciting policy in regards to the Armed Forces coming into the school talking to the students. Lefdal stated he would research that.

**VIII.I. Take all necessary action to approve membership in NRCSA for the 2016-17 school year. Motion Passed:**

Motion to approve membership in NRCSA for the 2016-17 school year passed with a motion by Sheila Stromberger and a second by Penny Strand. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**VIII.J. Take all necessary action to approve summer transportation Motion Passed:**

Motion to approve summer transportation passed with a motion by Penny Strand and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Lefdal discussed limiting mileage on transportation through the summer, but starting that process next summer. Stromberger noted that the NSAA requires transportation to be approved by Board. Supt Lefdal would like a yearly update on transportation for sports activities. Lefdal noted that he would like to discuss transportation needs in the spring with coaches on any upcoming transportation needs. Hauxwell liked the idea of keeping mileage at a cap.

**VIII.K. Take all necessary action to approve the purchase of the Jackson Crew 44CE dishwasher Motion Passed:**

Motion to approve the purchase of the Jackson Crew 44CE dishwasher passed with a motion by Steve Wallin and a second by Penny Strand. Thomas Gaschler-Yes, Karl Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Lefdal discussed new dishwasher that fits area and right model. This is something that is desperately needed.

**VIII.L. Take all necessary action to approve the purchase of new swing sets and spinner Motion Passed:**

Motion to approve the purchase of new swing sets and spinner passed with a motion by Steve Wallin and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl

Meeske-Absent, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Absent, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes Discussion: Supt Lefdal noted that the current swing set is not in very good condition & it needs replaced & to either remove the current spinner altogether or replacing it with a new one. A new swing set will be around \$5,000 and a spinner \$3,000. The costs do not include installation, however Lefdal noted that our maintenance staff will be doing the installation so that won't be a factor in cost.

**IX. Discussion Items**

**IX.A. New addition and building maintenance Rationale:**

<http://www.spflooring.com/SiteResources/Data/Templates/templated.asp?docid=548&DocName=Schools/Education> Discussion: Lefdal discussed 3 options in regard to new addition and building maintenance: To move ahead with addition, redesign rebuild or reconstruction of Wellington. He shared with board the possible cuts and the pros and cons of each. Lefdal strongly suggested to move forward with addition and away from any remodel or revamping of Wellington. Board President Olsen inquired about the Alt Ed room currently at Wellington, Lefdal stated there were some options for the Alt Ed room & he would be working with the ESU to get a good location. President Olsen also discussed the bus barn being an issue as we would need that location to store buses. The deadline for making a decision on the addition is July 21st and further discussion will be held at a special meeting on that date.

**X. Adjourn** Discussion: President Olsen adjourned meeting at 8:07 P.M.

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Board President

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Board Secretary

**Special Meeting** July 21, 2016 6:00 PM Conference Room

**Attendance Taken at 5:59 PM:** Present Board Members: Thomas Gaschler, Karl Meeske, Willy O'Neil, Jeff Olsen, Dan Reeves, Gregg Smith, Penny Strand, Sheila Stromberger, Steve Wallin

**I. Call to Order** Discussion: Meeting was called to order at 6:03 PM, with all Board members present.

**II. Pledge of Allegiance**

**III. Approval of Agenda Motion Passed:** Motion to approve the agenda as presented passed with a motion by Karl Meeske and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Yes, Willy O'Neil-Yes, Jeff Olsen-Yes, Dan Reeves-Yes, Gregg Smith-Yes, Penny Strand-Yes, Sheila Stromberger-Yes, Steve Wallin-Yes

**IV. Action Items**

**IV.A. Take all necessary action to accept or reject all bids for the new addition Motion Passed:** Motion to accept the bid from Riacharts as presented passed with a motion by Karl Meeske and a second by Willy O'Neil. Thomas Gaschler-Yes, Karl Meeske-Yes, Willy O'Neil-Yes, Jeff Olsen-No, Dan Reeves-Yes, Gregg Smith-Yes, Penny Strand-No, Sheila Stromberger-Yes, Steve Wallin-Yes

Discussion: Joey explained the tax asking which will not change based off of a lease ed bond, spreading out the costs over 5 years. Joey would move 670,000 from the Special building fund and the rest from general fund to pay down 800,000 to 1,000,000.

**V. Adjourn** Discussion: Meeting was adjourned at 6:25 PM.

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Board President

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Board Secretary

Status	Invoice No.	PO No.	Payment Vendor	Comment	Invoice Amount
Included	1522		20/20 Technologies LLC	August Managed Services	\$ 1,500.00
Included	P16281	6914	21st Century Equipment	Lower and back for 5410 JD tractor fitting for air compressor out let	\$ 199.19
Included	G00845		21st Century Equipment	gator lease	\$ 250.00
Included	07122016		A T & T	LD	\$ 290.81
Included	2530685	6637	Acco Brands	plastic binding elements for 127 pages 3/4	\$ 7.37
Included	12266108	6759	Accucut	Library supplies	\$ 370.00
Included	12266108-2		Accucut	credit on PO 6759 Invoice 12266108	\$ (74.00)
Included	J-7303-16	6613	ADA Badminton & Tennis	smack badmiton rqt, yellow shuttlecock	\$ 157.86
Included	J-7303-16-2		ADA Badminton & Tennis	shipping/handling left off PO6613	\$ 12.00
Included	386366/386427/386506/		Adams Lumber Co	maintenance/property maintenance supplies	\$ 207.19
Included	063016		Affiliated Benefits	June Cafeteria Plan Fees	\$ 394.00
Included	07292016		Affiliated Benefits	cafeteria Plan fees	\$ 394.00
Included	2016-2017		Alicap	policy for 2016-2017 (9/01/2016-08/31/2017)	\$ 115,144.00
Included	06242016		Allo Communications	06/24-07/23 computer consulting services	\$ 2,750.00
Included	07242016		Allo Communications	computer consulting services 7/24-7/31	\$ 641.67
Included	27917		Baker and Associates	Construction documents	\$ 56,025.00
Included	15596		Bamford Inc	pipe fire sprinkler system inspections	\$ 350.00
Included	DCReimb		Benge, Billie Jo	Dual Credit Reimb	\$ 121.50
Included	DCReimb		Bill Christensen	Dual Credit Reimb	\$ 121.50
Included	1341		Black Brick Software	domain renewal/DNS hosting	\$ 50.00
Included	1312/1351		Black Brick Software	custom coding/styling/development for trophies & grad archive pages	\$ 382.50
Included	DCReimb		Brad Dillan	Dual Credit Reimb	\$ 121.50
Included	DCReimb		Brent Bussell	Dual Credit Reimb	\$ 121.50
Included	16052		Brico Pest Control	Regular service	\$ 44.00
Included	8012016Strmnt		Carquest Auto Parts	parts for buses/school vehicles	\$ 476.38
Included	DCReimb		Chad Fisher	Dual Credit Reimb	\$ 121.50
Included	ALRMPNLS		Chase County	1/3 payment for repair on alarm panels at dispatcher center.	\$ 536.50
Included	DCReimb		Chavira, Blanca	Dual Credit Reimb	\$ 283.50
Included	125562	6764	Children's Plus Inc.	Library books	\$ 730.08
Included	08152016		City Of Imperial	6/30-7/31	\$ 12,481.18
Included	094019	6883	Companion Corporation	software subscription from Aug 9, 2016-2017	\$ 499.00
Included	205364	6866	Cornhusker Cleaning	brush and handle for cleaning outside of buses.	\$ 33.67
Included	5025045/502506	6903	Cornhusker Internationl T	cross over mount, driver fan, intake heater relay, defrost fan/shipping	\$ 193.33
Included	5024987	6888	Cornhusker Internationl T	E window latch kit ,shipping	\$ 24.90
Included	4007-38		Culligan	salt/delivery fee	\$ 211.30
Included	DCReimb		Curtis Musgrove	Dual Credit Reimb	\$ 162.00
Included	DCReimb		Dan Kuhlman	Dual Credit Reimb	\$ 243.00
Included	6158971	6859	Dave Ramsey/Lampo Gr	Dave Ramsey workbooks	\$ 923.60
Included	5900254-2		Demco, Inc.	supplies (remaining balance of invoice)	\$ 114.49
Included	6964695		Eakes Office Solutions	laserjet printer	\$ 295.00
Included	07152016		ESU #10	News-2 You Subscription	\$ 111.30
Included	JulySUBWrkshop		ESU #15	July sub pay/six Traits of Writing workshop/Aimsweb	\$ 2,972.55
Included	7950	6676	Everything Medical	Reusable cold Packs	\$ 33.45
Included	NEMCC68908		Fastenal	gym rivits and gun	\$ 156.00
Included	568727	6882	Frenchman Valley Co-op	mount tires, recap tire	\$ 324.35
Included	07202016		Frenchman Valley Co-op	Bulk fuel	\$ 1,195.33
Included	DCReimb		GLORIA ALMANZA	Dual Credit Reimb	\$ 121.50
Included	08012016		Great Plains Communicat	08/01-08/31 telephone	\$ 729.81
Included	7/01/-7/31		Great Plains Communicat	telephone	\$ 729.81
Included	DCReimb		Griselda Marquez	Dual Credit Reimb	\$ 162.00
Included	85621	6896	Harchelroad Motors - Imp	check alignment on front end of vehicle	\$ 89.95
Included	MN00093425		Harris Computer Solution:	Annual maintenance support June 2016-May 2017/Nebraska Census	\$ 500.00
Included	DCReimb		Heidi Wheeler	Dual Credit Reimb	\$ 121.50
Included	1646		Holiday Farms	mowing, spraying/football/practice field (6/1,6/7,6/14,6/22,6/28 /weed kill @ Wellington	\$ 4,320.00
Included	54169/54177/54183/5418		Holiday Inn Of Kearney	hotel rooms for adm/teachers 6/23/16	\$ 439.80
Included	8/10/2016		Hometown Leasing	copier lease for August-16	\$ 962.11
Included	DCReimb		Huicochea, Rabecca	Dual Credit Reimb	\$ 162.00
Included	0538083/053536	6913	Ideal Linen Supply Inc	uniforms and shop towels	\$ 63.36
Included	0518778/052416	6886	Ideal Linen Supply Inc	uniform & shop towel	\$ 62.65
Included	9144	6889	Imperial Auto Renewal	install new windshield in van	\$ 421.78
Included	614736/618096		Imperial NAPA	maintenance & transportation supplies	\$ 116.11
Included	37		Imperial Republican	Ads, Child Dev Ad, BM ad	\$ 437.18
Included	5723	6892	Imperial Yost Farm Suppl	grounds equipment/shipping	\$ 327.73
Included	13-81530	6911	Inland	drive line repair & oil leak	\$ 986.16
Included	UKULELE		Jack's Shop	Ukulele Storage Cabinet supplies/labor	\$ 500.00
Included	DCReimb		Jeff Wallin	Dual Credit Reimb	\$ 121.50
Included	10121668Quote 6906		journeyEd.com	Year 2 of 3 Adobe Licenses	\$ 1,416.00

Status	Invoice No.	PO No.	Payment Vendor	Comment	Invoice Amount
Included	DrEd16		Kriss Krutsinger	drivers ed	\$ 3,680.00
Included	7252		L & L Ready Mix	cement fb field goal posts	\$ 266.00
Included	6854338		LaQuinta Inn & Suites-Ke	hotel room for Foods conference	\$ 89.95
Included	97219	6880	Lightspeed Technologies	Classroom microphone, rechargeable batteries	\$ 964.00
Included	97218	6879	Lightspeed Technologies	Redcte with flexmike	\$ 1,066.00
Included	DCReimb		Matt Maxwell	Dual Credit Reimb	\$ 121.50
Included	92399258001	6844	McGraw-Hill	4t Grade Classroom Reading supplies	\$ 6,457.02
Included	92399258001-2		McGraw-Hill	shipping/handling PO#6844	\$ 375.97
Included	92399258003	6837	McGraw-Hill	Your turn Practice books 2nd Grade	\$ 141.12
Included	92399258003-2		McGraw-Hill	shipping/handling on PO 6837	\$ 31.30
Included	92399258002	6835	McGraw-Hill	Textbooks 1st Grade	\$ 148.92
Included	92399258002-2		McGraw-Hill	shipping/handling not onPO 6835	\$ 36.00
Included	DCReimb		Mike Rowley	Dual Credit Reimb	\$ 243.00
Included	DCReimb		MORENO, JOSH	Dual Credit Reimb	\$ 648.00
Included	MS500369	6852	MyService	Mac repair/cracked screen	\$ 179.00
Included	0156018	6912	Nebraska Central Equipm	rear door seal, intake heater switch	\$ 125.00
Included	0156008	6893	Nebraska Central Equipm	ark brake parts, cover, pads, drum, freight	\$ 381.07
Included	0156019/01559	6868	Nebraska Central Equipm	grill mount brackets/park brake cover	\$ 166.76
Included	2016-17Member		Nebraska Rural Commun	2016-17 NRCSA membership dues	\$ 850.00
Included	TML52WK		North Platte Telegraph	52 weeks subscription	\$ 171.60
Included	678253305	6795	Oriental Trading Compan	2nd Grade classroom supplies	\$ 133.07
Included	678253305-02		Oriental Trading Compan	Mavalus Multipurpose Tape (2nd Grade Classroom)	\$ 9.98
Included	3558	6891	Overhead Door Specialist	service on West Bus barn door	\$ 99.78
Included	06/26-07/25		Owens True Value	supplies for maintenance/property/bus barn	\$ 893.10
Included	4024544075	6842	Pearson Education	Grade 3 Mathbook	\$ 358.00
Included	4024544075-2		Pearson Education	shipping/handling for PO 6842	\$ 25.06
Included	7024973654	6836	Pearson Education	Math 1 yr digital license, Stand alone Digital license (1st grade)	\$ 1,946.91
Included	7024973654-2		Pearson Education	shipping/handling left off of PO 6836	\$ 133.98
Included	7024973652	6832	Pearson Education	Student lesson Packets with premium digital access ( Kindergarten)	\$ 2,092.41
Included	7024973652-2		Pearson Education	shipping/handling missed on PO 6832	\$ 145.94
Included	4024544077	6845	Pearson Education	math textbooks	\$ 1,376.67
Included	4024544077-2		Pearson Education	shipping/handling missing on PO6845	\$ 96.37
Included	1686850	6761	Perma Bound	library books	\$ 2,240.74
Included	2556572	6805	Pro Ed	textbooks	\$ 438.80
Included	2556572-2		Pro Ed	shipping/handling left off PO6805	\$ 43.88
Included	S1317223-1	6656	Pyramid School Products	Colored pencils, markers	\$ 84.04
Included	S1317223-2	6659	Pyramid School Products	pocket portolios/pencil erasers/dry erasers	\$ 66.10
Included	S1317223-3	6666	Pyramid School Products	pocket folders, clipboards	\$ 16.36
Included	S1317223-4	6668	Pyramid School Products	pocket folders, crayons, colored pencils	\$ 53.34
Included	S1317223-5	6680	Pyramid School Products	pocket folders	\$ 20.45
Included	A1317223-6	6684	Pyramid School Products	glue, paper clips, pencil erasers,tempra paint, utility knife,blades, drawing pencils	\$ 100.13
Included	S1317223-7	6600	Pyramid School Products	all purpose pencils, EZ clips, overhead marking pens,	\$ 556.32
Included	S1317223-8	6692	Pyramid School Products	pocket folders, safety spectacles/goggles	\$ 57.80
Included	S1317223-9	6695	Pyramid School Products	binders, pocket folders	\$ 4.09
Included	S1317223-10	6696	Pyramid School Products	acrylic paints, precision knife	\$ 382.62
Included	S1317223-11	6647	Pyramid School Products	velcro strips,clipboards,tempra brushes	\$ 105.96
Included	S1317223-12	6853	Pyramid School Products	safety goggles, dust pan	\$ 25.07
Included	75371512	6807	Recorded Books, Ince	txt books with CD	\$ 169.52
Included	DCReimb		Rick Taylor	Dual Credit Reimb	\$ 121.50
Included	DCReimb		Robert Schilke	Dual Credit Reimb	\$ 81.00
Included	DCReimb		Russ DaMoude	Dual Credit Reimb	\$ 324.00
Included	00037023		Samway Floor Covering	supplies,change in tile, corrugated tile, adhesive	\$ 10,426.76
Included	M5867321-3		Scholastic Magazine	PO 6607 had wrong amount & missed on Invoice. (Jr. High year Scholastic Magazine	\$ 1,252.50
Included	308102472801	6819	School Specialty Supply I	easel with tubs/pocket chart	\$ 313.36
Included	208116367241	6849	School Specialty Supply I	colored paper	\$ 209.72
Included	208116371995	6847	School Specialty Supply I	long reach stapler	\$ 27.35
Included	208116367245	6827	School Specialty Supply I	highlighters,digital timer, white card stock, class record book cover	\$ 398.65
Included	008129855311		Shape Magazine	Magazine subscription for classroom	\$ 5.99
Included	DCReimb		Sid Bartels	Dual Credit Reimb	\$ 121.50
Included	201804266091		SourceGas CCCF	05/07-6/07 & repair	\$ 1,329.40
Included	1862		Spec Installation	provide/install 12 replacement motors for BB backstops, pulleys/cables, install 4 safet	\$ 25,562.00
Included	5-31-2016		St. Joseph Institute For T	I Hear-Teletherapy 5/2,9,11,16,18,23,25,	\$ 385.00
Included	3306200991		Staples Advantage	Hardboard clipboards	\$ 164.64
Included	2016/2017		Student Assurance Servic	Catastrophic coverage	\$ 822.50
Included	07272016		Sysco Denver, Inc	Cafeteria Dishwasher	\$ 14,564.55
Included	DCReimb		Teresa Chavez	Dual Credit Reimb	\$ 405.00
Included	DCReimb		Todd Burpo	Dual Credit Reimb	\$ 121.50

Status	Invoice No.	PO No.	Payment Vendor	Comment	Invoice Amount
Included	DCReimb		Tomky, Chris	Dual Credit Reimb	\$ 121.50
Included	07272016		Tony's Concrete	Concrete	\$ 2,080.00
Included	048309	6615	Total Fitness Equipment	Slam Ball, Spring collars	\$ 123.00
Included	048309-2		Total Fitness Equipment	shipping/handling on PO 6615	\$ 31.00
Included	59564	6833	TREND Enterprises, Inc.	KD text books	\$ 698.60
Included	59564-2		TREND Enterprises, Inc.	shipping/handling missing on PO 6833	\$ 69.86
Included	11561A		Unitech	screen,tack & refinish Wellington gym floor	\$ 2,250.00
Included	11546A		Unitech	screen, tack, & Refinish Longhorn/Shorthorn gym	\$ 4,740.00
Included	11522A		Unitech	glass cleaner, disinfectant, stripper, floor finish, cutter spray	\$ 1,624.80
Included	07-25-2016		US Bank	See detail	\$ 11,373.50
Included	9767939467/976903063		Verizon Wireless	June 02-Jul 01/June 21-Jul 20	\$ 240.21
Included	C256383	6816	West Music	mallet cuff,T-bar mallet, adaptive mallets set/shipping	\$ 130.95
Included	DCReimb		WILSON, DOUG	Dual Credit Reimb	\$ 162.00
				August Bills	\$ 322,595.99
				August Payroll	\$ 461,077.19
					<u>\$ 783,673.18</u>

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function) Between '1000' AND '9000') AND ((Fund) = '01') AND ((Object) Between '000' AND '755')

Primary Sort Element	Secondary Sort Element
01	Function:1100 - REGULAR INSTRUCTIONAL PROGRAMS

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-1100-110-00	Salaries-teacher	\$ 2,123,417.00	\$ 2,123,417.00	\$ 2,077,053.07	\$ 2,077,053.07	\$ -	\$ 2,077,053.07	\$ 46,363.93
01-1100-111-00	Salaries-ESU Sti	\$ 750.00	\$ 750.00	\$ 5,480.26	\$ 5,480.26	\$ -	\$ 5,480.26	\$ (4,730.26)
01-1100-112-00	Schedule B	\$ 148,439.00	\$ 148,439.00	\$ 135,399.32	\$ 135,399.32	\$ -	\$ 135,399.32	\$ 13,039.68
01-1100-115-00	Schedule B	\$ -	\$ -	\$ 12,746.75	\$ 12,746.75	\$ -	\$ 12,746.75	\$ (12,746.75)
01-1100-120-00	Sal-sub	\$ 68,000.00	\$ 68,000.00	\$ 107,268.83	\$ 107,268.83	\$ -	\$ 107,268.83	\$ (39,268.83)
01-1100-130-00	Sal - Staff Develp	\$ 5,000.00	\$ 5,000.00	\$ 561.16	\$ 561.16	\$ -	\$ 561.16	\$ 4,438.84
01-1100-140-00	Sal-clerks-aides	\$ -	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	\$ (20.00)
01-1100-150-00	Benefit payout U	\$ 15,000.00	\$ 15,000.00	\$ 17,196.38	\$ 17,196.38	\$ -	\$ 17,196.38	\$ (2,196.38)
01-1100-210-00	Social Security	\$ 175,709.00	\$ 175,709.00	\$ 173,249.60	\$ 173,249.60	\$ -	\$ 173,249.60	\$ 2,459.40
01-1100-220-00	Retirement	\$ 221,307.00	\$ 221,307.00	\$ 218,612.73	\$ 218,612.73	\$ -	\$ 218,612.73	\$ 2,694.27
01-1100-230-00	Health Ins	\$ 443,275.00	\$ 443,275.00	\$ 454,882.40	\$ 454,882.40	\$ -	\$ 454,882.40	\$ (11,607.40)
01-1100-231-00	Health Ins. - Ded	\$ 28,350.00	\$ 28,350.00	\$ -	\$ -	\$ -	\$ -	\$ 28,350.00
01-1100-290-00	Other Emp Bene	\$ 5,222.00	\$ 5,222.00	\$ 5,475.96	\$ 5,475.96	\$ -	\$ 5,475.96	\$ (253.96)
01-1100-319-00	Repair	\$ 10,400.00	\$ 10,400.00	\$ 2,302.72	\$ 2,302.72	\$ 1,064.10	\$ 3,366.82	\$ 7,033.18
01-1100-319-20	Repair	\$ -	\$ -	\$ 1,848.10	\$ 1,848.10	\$ -	\$ 1,848.10	\$ (1,848.10)
01-1100-410-00	Supplies	\$ 100,000.00	\$ 100,000.00	\$ 52,614.92	\$ 52,614.92	\$ 11,951.19	\$ 64,566.11	\$ 35,433.89
01-1100-410-10	Supplies	\$ -	\$ -	\$ 6,443.38	\$ 6,443.38	\$ -	\$ 6,443.38	\$ (6,443.38)
01-1100-410-20	Supplies	\$ -	\$ -	\$ 3,350.76	\$ 3,350.76	\$ 329.55	\$ 3,680.31	\$ (3,680.31)
01-1100-410-20	REGULAR INST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-1100-411-00	Field Trips	\$ -	\$ -	\$ 1,113.52	\$ 1,113.52	\$ -	\$ 1,113.52	\$ (1,113.52)
01-1100-420-00	Textbooks	\$ 70,000.00	\$ 70,000.00	\$ 4,519.76	\$ 4,519.76	\$ 356.75	\$ 4,876.51	\$ 65,123.49
01-1100-420-10	Textbooks	\$ -	\$ -	\$ 1,596.67	\$ 1,596.67	\$ -	\$ 1,596.67	\$ (1,596.67)
01-1100-420-20	Textbooks	\$ -	\$ -	\$ 662.00	\$ 662.00	\$ -	\$ 662.00	\$ (662.00)
01-1100-425-00	E-BOOKS	\$ -	\$ -	\$ 4,376.42	\$ 4,376.42	\$ 1,913.94	\$ 6,290.36	\$ (6,290.36)
01-1100-440-00	Periodicals	\$ 4,375.00	\$ 4,375.00	\$ 125.25	\$ 125.25	\$ 1,127.25	\$ 1,252.50	\$ 3,122.50
01-1100-440-10	Periodicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-1100-440-20	Periodicals	\$ -	\$ -	\$ 139.00	\$ 139.00	\$ -	\$ 139.00	\$ (139.00)
01-1100-450-00	Audio-visual	\$ 5,000.00	\$ 5,000.00	\$ 388.90	\$ 388.90	\$ 75.00	\$ 463.90	\$ 4,536.10
01-1100-450-20	Audio Visual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-1100-460-00	Software	\$ 90,750.00	\$ 90,750.00	\$ 65,675.10	\$ 65,675.10	\$ 5,837.45	\$ 71,512.55	\$ 19,237.45
01-1100-460-20	Software	\$ -	\$ -	\$ 558.00	\$ 558.00	\$ -	\$ 558.00	\$ (558.00)
01-1100-465-00	REGULAR INST	\$ 1,500.00	\$ 1,500.00	\$ 8,941.07	\$ 8,941.07	\$ 107.12	\$ 9,048.19	\$ (7,548.19)
01-1100-467-00	Web/Cloud Base	\$ 2,800.00	\$ 2,800.00	\$ 2,350.00	\$ 2,350.00	\$ -	\$ 2,350.00	\$ 450.00
01-1100-490-00	Other Supplies &	\$ 6,500.00	\$ 6,500.00	\$ 16,135.49	\$ 16,135.49	\$ 150.00	\$ 16,285.49	\$ (9,785.49)
01-1100-530-00	Furn And Equip	\$ 24,300.00	\$ 24,300.00	\$ 14,348.45	\$ 14,348.45	\$ 3,027.62	\$ 17,376.07	\$ 6,923.93
01-1100-530-10	Furniture & Equip	\$ -	\$ -	\$ 1,728.39	\$ 1,728.39	\$ -	\$ 1,728.39	\$ (1,728.39)
01-1100-530-20	Furniture & Equip	\$ -	\$ -	\$ 2,164.00	\$ 2,164.00	\$ -	\$ 2,164.00	\$ (2,164.00)
01-1100-531-00	Lease-purchase	\$ 13,500.00	\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ 13,500.00
01-1100-560-00	Computer Equip	\$ 1,000.00	\$ 1,000.00	\$ 2,071.67	\$ 2,071.67	\$ 689.00	\$ 2,760.67	\$ (1,760.67)
01-1100-630-00	Dues & Fees	\$ 10,950.00	\$ 10,950.00	\$ 3,863.00	\$ 3,863.00	\$ 110.00	\$ 3,973.00	\$ 6,977.00
01-1100-630-10	Dues & Fees	\$ -	\$ -	\$ 216.00	\$ 216.00	\$ -	\$ 216.00	\$ (216.00)
01-1100-630-20	Dues & Fees	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ (600.00)
01-1100-630-21	REGULAR INST	\$ -	\$ -	\$ 1,123.75	\$ 1,123.75	\$ -	\$ 1,123.75	\$ (1,123.75)
01-1100-670-00	Travel &Lodge	\$ 20,650.00	\$ 20,650.00	\$ 5,716.67	\$ 5,716.67	\$ -	\$ 5,716.67	\$ 14,933.33
01-1100-670-10	TravLodgMilMea	\$ -	\$ -	\$ 110.00	\$ 110.00	\$ -	\$ 110.00	\$ (110.00)
01-1100-670-20	TravLodgMilMea	\$ -	\$ -	\$ 597.27	\$ 597.27	\$ -	\$ 597.27	\$ (597.27)
01-1100-690-00	All Other	\$ 10,000.00	\$ 10,000.00	\$ 2,779.79	\$ 2,779.79	\$ -	\$ 2,779.79	\$ 7,220.21
01-1100-690-10	All Other	\$ -	\$ -	\$ 799.96	\$ 799.96	\$ -	\$ 799.96	\$ (799.96)
01-1100-690-20	All Other	\$ -	\$ -	\$ 327.54	\$ 327.54	\$ -	\$ 327.54	\$ (327.54)
<b>Subtotal</b>		<b>\$ 3,606,194.00</b>	<b>\$ 3,606,194.00</b>	<b>\$ 3,417,534.01</b>	<b>\$ 3,417,534.01</b>	<b>\$ 26,738.97</b>	<b>\$ 3,444,272.98</b>	<b>\$ 161,921.02</b>

Primary Sort Element	Secondary Sort Element
01	Function:1150 - LIMITED ENGLISH PROFICIENCY PROGRAMS

Account Code	Description	Adopted Budget	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-1150-110-00	E.L.L. Salaries-te	\$ 118,255.00	\$ 118,255.00	\$ 118,255.00	\$ 118,255.00	\$ -	\$ 118,255.00	\$ -

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function) Between '1000' AND '9000') AND ((Fund) = '01') AND ((Object) Between '000' AND '755')

01-1150-120-00(E.L.L. Salaries -	\$ 3,200.00	\$ 3,200.00	\$ 2,704.75	\$ 2,704.75	\$ -	\$ 2,704.75	\$ 495.25
01-1150-140-00(E.L.L. Salaries -	\$ 12,200.00	\$ 12,200.00	\$ 19,634.94	\$ 19,634.94	\$ -	\$ 19,634.94	\$ (7,434.94)
01-1150-145-00(Overtime	\$ 500.00	\$ 500.00	\$ 77.50	\$ 77.50	\$ -	\$ 77.50	\$ 422.50
01-1150-210-00(E.L.L. Social Sec	\$ 10,230.00	\$ 10,230.00	\$ 10,423.79	\$ 10,423.79	\$ -	\$ 10,423.79	\$ (193.79)
01-1150-220-00(E.L.L. Retiremen	\$ 12,886.00	\$ 12,886.00	\$ 13,628.14	\$ 13,628.14	\$ -	\$ 13,628.14	\$ (742.14)
01-1150-230-00(E.L.L. Health Ins	\$ 25,148.00	\$ 25,148.00	\$ 18,551.19	\$ 18,551.19	\$ -	\$ 18,551.19	\$ 6,596.81
01-1150-231-00(E.L.L. Health Ins	\$ 1,350.00	\$ 1,350.00	\$ -	\$ -	\$ -	\$ -	\$ 1,350.00
01-1150-290-00(E.L.L. Other Em	\$ 326.00	\$ 326.00	\$ 340.83	\$ 340.83	\$ -	\$ 340.83	\$ (14.83)
01-1150-410-00(E.L.L. Supplies	\$ 750.00	\$ 750.00	\$ 658.53	\$ 658.53	\$ 135.83	\$ 794.36	\$ (44.36)
01-1150-420-00(ELL Textbooks	\$ 22,000.00	\$ 22,000.00	\$ 20,377.50	\$ 20,377.50	\$ -	\$ 20,377.50	\$ 1,622.50
01-1150-450-00(ELL Audio-visual	\$ 500.00	\$ 500.00	\$ 360.30	\$ 360.30	\$ 441.74	\$ 802.04	\$ (302.04)
01-1150-530-00(ELL Furn And Ec	\$ 500.00	\$ 500.00	\$ 313.36	\$ 313.36	\$ -	\$ 313.36	\$ 186.64
01-1150-670-00(ELL Travel	\$ 1,000.00	\$ 1,000.00	\$ 617.24	\$ 617.24	\$ -	\$ 617.24	\$ 382.76
01-1150-690-00(E.L.L. All Others	\$ 1,000.00	\$ 1,000.00	\$ 373.00	\$ 373.00	\$ -	\$ 373.00	\$ 627.00
<b>Subtotal</b>	<b>\$ 209,845.00</b>	<b>\$ 209,845.00</b>	<b>\$ 206,316.07</b>	<b>\$ 206,316.07</b>	<b>\$ 577.57</b>	<b>\$ 206,893.64</b>	<b>\$ 2,951.36</b>

<b>Primary Sort Element</b>	<b>Secondary Sort Element</b>
01	Function:1160 - POVERTY PROGRAMS

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-1160-110-00(Poverty Program	\$ 51,590.00	\$ 51,590.00	\$ 52,551.86	\$ 52,551.86	\$ -	\$ 52,551.86	\$ (961.86)	
01-1160-120-00(Poverty Program	\$ 5,800.00	\$ 5,800.00	\$ 15,794.66	\$ 15,794.66	\$ -	\$ 15,794.66	\$ (9,994.66)	
01-1160-140-00(Poverty Program	\$ 114,800.00	\$ 114,800.00	\$ 102,419.00	\$ 102,419.00	\$ -	\$ 102,419.00	\$ 12,381.00	
01-1160-145-00(Overtime	\$ 2,700.00	\$ 2,700.00	\$ 2,632.17	\$ 2,632.17	\$ -	\$ 2,632.17	\$ 67.83	
01-1160-210-00(Poverty Program	\$ 12,974.00	\$ 12,974.00	\$ 11,811.73	\$ 11,811.73	\$ -	\$ 11,811.73	\$ 1,162.27	
01-1160-220-00(Poverty Program	\$ 16,435.00	\$ 16,435.00	\$ 16,852.50	\$ 16,852.50	\$ -	\$ 16,852.50	\$ (417.50)	
01-1160-230-00(Poverty Program	\$ 35,165.00	\$ 35,165.00	\$ 35,029.54	\$ 35,029.54	\$ -	\$ 35,029.54	\$ 135.46	
01-1160-231-00(Poverty Program	\$ 3,150.00	\$ 3,150.00	\$ -	\$ -	\$ -	\$ -	\$ 3,150.00	
01-1160-290-00(Poverty Program	\$ 420.00	\$ 420.00	\$ 385.82	\$ 385.82	\$ -	\$ 385.82	\$ 34.18	
01-1160-410-00(Poverty Program	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	
01-1160-420-00(Poverty Textboo	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
01-1160-450-00(Poverty Audio-vi	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
01-1160-690-00(Poverty Program	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 750.00	
<b>Subtotal</b>	<b>\$ 245,784.00</b>	<b>\$ 245,784.00</b>	<b>\$ 237,477.28</b>	<b>\$ 237,477.28</b>	<b>\$ -</b>	<b>\$ 237,477.28</b>	<b>\$ 8,306.72</b>	

<b>Primary Sort Element</b>	<b>Secondary Sort Element</b>
01	Function:1200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-1200-110-00(Salary	\$ 110,720.00	\$ 110,720.00	\$ 113,330.74	\$ 113,330.74	\$ -	\$ 113,330.74	\$ (2,610.74)	
01-1200-120-00(Sal-sub	\$ 7,000.00	\$ 7,000.00	\$ 12,309.29	\$ 12,309.29	\$ -	\$ 12,309.29	\$ (5,309.29)	
01-1200-140-00(Sal-aides	\$ 149,682.00	\$ 149,682.00	\$ 142,043.85	\$ 142,043.85	\$ -	\$ 142,043.85	\$ 7,638.15	
01-1200-145-00(Overtime	\$ 3,500.00	\$ 3,500.00	\$ 5,126.16	\$ 5,126.16	\$ -	\$ 5,126.16	\$ (1,626.16)	
01-1200-210-00(Social Security	\$ 20,721.00	\$ 20,721.00	\$ 17,971.46	\$ 17,971.46	\$ -	\$ 17,971.46	\$ 2,749.54	
01-1200-220-00(Retirement	\$ 25,722.00	\$ 25,722.00	\$ 25,527.07	\$ 25,527.07	\$ -	\$ 25,527.07	\$ 194.93	
01-1200-230-00(Health Ins	\$ 67,200.00	\$ 67,200.00	\$ 66,151.33	\$ 66,151.33	\$ -	\$ 66,151.33	\$ 1,048.67	
01-1200-231-00(Health Ins Deduc	\$ 4,950.00	\$ 4,950.00	\$ -	\$ -	\$ -	\$ -	\$ 4,950.00	
01-1200-290-00(Other Emp Bene	\$ 651.00	\$ 651.00	\$ 630.60	\$ 630.60	\$ -	\$ 630.60	\$ 20.40	
01-1200-350-00(Advertising & Pri	\$ 500.00	\$ 500.00	\$ 715.70	\$ 715.70	\$ -	\$ 715.70	\$ (215.70)	
01-1200-363-00(SA-Tuition Other	\$ 275,000.00	\$ 275,000.00	\$ 304,394.09	\$ 304,394.09	\$ -	\$ 304,394.09	\$ (29,394.09)	
01-1200-410-00(Supplies	\$ 3,000.00	\$ 3,000.00	\$ 5,770.67	\$ 5,770.67	\$ -	\$ 5,770.67	\$ (2,770.67)	
01-1200-410-10(Supplies	\$ -	\$ -	\$ 593.63	\$ 593.63	\$ 170.91	\$ 764.54	\$ (764.54)	
01-1200-410-20(Supplies	\$ -	\$ -	\$ 918.61	\$ 918.61	\$ 541.34	\$ 1,459.95	\$ (1,459.95)	
01-1200-420-00(Textbooks	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	
01-1200-420-20(Textbooks	\$ -	\$ -	\$ 29.95	\$ 29.95	\$ -	\$ 29.95	\$ (29.95)	
01-1200-450-20(Audio Visual	\$ -	\$ -	\$ 137.07	\$ 137.07	\$ 124.99	\$ 262.06	\$ (262.06)	
01-1200-530-00(Furn And Equip	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	
01-1200-530-10(Furniture & Equip	\$ -	\$ -	\$ 76.00	\$ 76.00	\$ -	\$ 76.00	\$ (76.00)	
01-1200-630-00(Dues & Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function] Between '1000' AND '9000') AND ((Fund] = '01') AND ((Object] Between '000' AND '755')

01-1200-630-20( Dues & Fees	\$	-	\$	-	\$	420.00	\$	420.00	\$	-	\$	420.00	\$	(420.00)
01-1200-670-00( Travel	\$	1,000.00	\$	1,000.00	\$	-	\$	-	\$	-	\$	-	\$	1,000.00
01-1200-690-00( All Other	\$	1,000.00	\$	1,000.00	\$	470.05	\$	470.05	\$	-	\$	470.05	\$	529.95
<b>Subtotal</b>	<b>\$</b>	<b>673,646.00</b>	<b>\$</b>	<b>673,646.00</b>	<b>\$</b>	<b>696,616.27</b>	<b>\$</b>	<b>696,616.27</b>	<b>\$</b>	<b>837.24</b>	<b>\$</b>	<b>697,453.51</b>	<b>\$</b>	<b>(23,807.51)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:1310 - GIFTED EDUCATION-H.A.L

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available						
01-1310-110-00( H.A.L. Salary Te	\$	59,127.00	\$	59,127.00	\$	65,687.83	\$	65,687.83	\$	-	\$	65,687.83	\$	(6,560.83)
01-1310-120-00( HAL Subs	\$	700.00	\$	700.00	\$	769.00	\$	769.00	\$	-	\$	769.00	\$	(69.00)
01-1310-210-00( H.A.L. Social Sei	\$	4,523.00	\$	4,523.00	\$	4,857.97	\$	4,857.97	\$	-	\$	4,857.97	\$	(334.97)
01-1310-220-00( H.A.L. Retiremer	\$	5,841.00	\$	5,841.00	\$	6,444.05	\$	6,444.05	\$	-	\$	6,444.05	\$	(603.05)
01-1310-230-00( H.A.L. Health Ins	\$	6,215.00	\$	6,215.00	\$	6,992.04	\$	6,992.04	\$	-	\$	6,992.04	\$	(777.04)
01-1310-231-00( H.A.L. Health Ins	\$	450.00	\$	450.00	\$	-	\$	-	\$	-	\$	-	\$	450.00
01-1310-290-00( H.A.L. Other Em	\$	150.00	\$	150.00	\$	165.70	\$	165.70	\$	-	\$	165.70	\$	(15.70)
01-1310-410-00( H.A.L. Supplies	\$	700.00	\$	700.00	\$	107.00	\$	107.00	\$	48.94	\$	155.94	\$	544.06
01-1310-420-00( H.A.L. Textbooks:	\$	1,000.00	\$	1,000.00	\$	-	\$	-	\$	-	\$	-	\$	1,000.00
01-1310-630-00( HAL Dues and F	\$	400.00	\$	400.00	\$	-	\$	-	\$	-	\$	-	\$	400.00
01-1310-670-00( H.A.L. Travel	\$	1,000.00	\$	1,000.00	\$	-	\$	-	\$	-	\$	-	\$	1,000.00
01-1310-690-00( H.A.L. All Other	\$	200.00	\$	200.00	\$	-	\$	-	\$	-	\$	-	\$	200.00
<b>Subtotal</b>	<b>\$</b>	<b>80,306.00</b>	<b>\$</b>	<b>80,306.00</b>	<b>\$</b>	<b>85,023.59</b>	<b>\$</b>	<b>85,023.59</b>	<b>\$</b>	<b>48.94</b>	<b>\$</b>	<b>85,072.53</b>	<b>\$</b>	<b>(4,766.53)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:1430 - TRADE INDUSTRIAL

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available						
01-1430-440-00( Periodicals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
01-1430-530-00( Furn And Equip	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Subtotal</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:1450 - VO AG

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available						
01-1450-336-00( Gas And Oil	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
01-1450-410-00( Supplies	\$	-	\$	-	\$	1,039.97	\$	1,039.97	\$	-	\$	1,039.97	\$	(1,039.97)
01-1450-420-00( Textbooks	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
01-1450-440-00( Periodicals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<b>Subtotal</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,039.97</b>	<b>\$</b>	<b>1,039.97</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,039.97</b>	<b>\$</b>	<b>(1,039.97)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:1470 - DIVERSIFIED OC

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available						
01-1470-110-00( Salary- DO	\$	-	\$	-	\$	6,940.31	\$	6,940.31	\$	-	\$	6,940.31	\$	(6,940.31)
01-1470-210-00( Social Security	\$	-	\$	-	\$	514.81	\$	514.81	\$	-	\$	514.81	\$	(514.81)
01-1470-220-00( Retirement	\$	-	\$	-	\$	685.53	\$	685.53	\$	-	\$	685.53	\$	(685.53)
01-1470-230-00( Health Ins	\$	-	\$	-	\$	2,425.08	\$	2,425.08	\$	-	\$	2,425.08	\$	(2,425.08)
01-1470-290-00( Other Emp Ben	\$	-	\$	-	\$	17.64	\$	17.64	\$	-	\$	17.64	\$	(17.64)
<b>Subtotal</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>10,583.37</b>	<b>\$</b>	<b>10,583.37</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>10,583.37</b>	<b>\$</b>	<b>(10,583.37)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2120 - GUIDANCE SERVICES

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function] Between '1000' AND '9000') AND ((Fund] = '01') AND ((Object] Between '000' AND '755')

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2120-110-00	Salary-guidance	\$ 53,833.00	\$ 53,833.00	\$ 52,551.94	\$ 52,551.94	\$ -	\$ 52,551.94	\$ 1,281.06
01-2120-210-00	Social Security	\$ 4,120.00	\$ 4,120.00	\$ 3,910.48	\$ 3,910.48	\$ -	\$ 3,910.48	\$ 209.52
01-2120-220-00	Retirement	\$ 5,320.00	\$ 5,320.00	\$ 5,190.83	\$ 5,190.83	\$ -	\$ 5,190.83	\$ 129.17
01-2120-230-00	Health Ins	\$ 14,845.00	\$ 14,845.00	\$ 14,845.55	\$ 14,845.55	\$ -	\$ 14,845.55	\$ (0.55)
01-2120-231-00	Health Ins - Dedi	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ 900.00
01-2120-290-00	Other Emp Bene	\$ 141.00	\$ 141.00	\$ 133.53	\$ 133.53	\$ -	\$ 133.53	\$ 7.47
01-2120-410-00	Supplies	\$ 3,500.00	\$ 3,500.00	\$ 967.39	\$ 967.39	\$ -	\$ 967.39	\$ 2,532.61
01-2120-410-10	Guidance Suppli	\$ -	\$ -	\$ 90.32	\$ 90.32	\$ 7.63	\$ 97.95	\$ (97.95)
01-2120-460-00	Guidance Softwa	\$ 400.00	\$ 400.00	\$ 395.00	\$ 395.00	\$ -	\$ 395.00	\$ 5.00
01-2120-530-00	Guidance Furnit	\$ 150.00	\$ 150.00	\$ 359.27	\$ 359.27	\$ -	\$ 359.27	\$ (209.27)
01-2120-530-10	Guidance Furnit	\$ -	\$ -	\$ 66.00	\$ 66.00	\$ -	\$ 66.00	\$ (66.00)
01-2120-630-00	Dues & Fees	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
01-2120-670-00	Guidance Travel	\$ 350.00	\$ 350.00	\$ 704.24	\$ 704.24	\$ -	\$ 704.24	\$ (354.24)
01-2120-670-10	Guidance Travel	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	\$ (75.00)
01-2120-670-20	Guidance Travel	\$ -	\$ -	\$ 75.00	\$ 75.00	\$ -	\$ 75.00	\$ (75.00)
01-2120-690-00	All Other	\$ 750.00	\$ 750.00	\$ 1,098.72	\$ 1,098.72	\$ -	\$ 1,098.72	\$ (348.72)
01-2120-690-10	All Other	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ 150.00	\$ (150.00)
<b>Subtotal</b>		<b>\$ 85,309.00</b>	<b>\$ 85,309.00</b>	<b>\$ 80,613.27</b>	<b>\$ 80,613.27</b>	<b>\$ 7.63</b>	<b>\$ 80,620.90</b>	<b>\$ 4,688.10</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2130 - HEALTH SERVICES

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2130-110-00	Sal-nurse	\$ 42,500.00	\$ 42,500.00	\$ 42,438.40	\$ 42,438.40	\$ -	\$ 42,438.40	\$ 61.60
01-2130-120-00	Salaries of Subs	\$ 1,000.00	\$ 1,000.00	\$ 888.97	\$ 888.97	\$ -	\$ 888.97	\$ 111.03
01-2130-210-00	Social Security	\$ 3,327.00	\$ 3,327.00	\$ 3,133.51	\$ 3,133.51	\$ -	\$ 3,133.51	\$ 193.49
01-2130-220-00	Retirement	\$ 4,198.00	\$ 4,198.00	\$ 4,191.99	\$ 4,191.99	\$ -	\$ 4,191.99	\$ 6.01
01-2130-230-00	Health	\$ 12,718.00	\$ 12,718.00	\$ 12,717.96	\$ 12,717.96	\$ -	\$ 12,717.96	\$ 0.04
01-2130-231-00	Health Ins - Dedi	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ 900.00
01-2130-290-00	Other Benefits	\$ 106.00	\$ 106.00	\$ 107.84	\$ 107.84	\$ -	\$ 107.84	\$ (1.84)
01-2130-410-00	Supplies	\$ 3,000.00	\$ 3,000.00	\$ 797.43	\$ 797.43	\$ 115.95	\$ 913.38	\$ 2,086.62
01-2130-450-00	Audio Visual	\$ -	\$ -	\$ 84.95	\$ 84.95	\$ -	\$ 84.95	\$ (84.95)
01-2130-530-00	Furn And Equip	\$ -	\$ -	\$ 10.50	\$ 10.50	\$ -	\$ 10.50	\$ (10.50)
01-2130-630-00	HEALTH SERVI	\$ -	\$ -	\$ 24.30	\$ 24.30	\$ 34.06	\$ 58.36	\$ (58.36)
01-2130-670-00	Travel	\$ 250.00	\$ 250.00	\$ 362.90	\$ 362.90	\$ 362.90	\$ 725.80	\$ (475.80)
01-2130-690-00	HEALTH SERVI	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00
<b>Subtotal</b>		<b>\$ 68,249.00</b>	<b>\$ 68,249.00</b>	<b>\$ 64,758.75</b>	<b>\$ 64,758.75</b>	<b>\$ 512.91</b>	<b>\$ 65,271.66</b>	<b>\$ 2,977.34</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2140 - PSYCHOLOGICAL SERVICES

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2140-313-00	Purchased Servi	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
<b>Subtotal</b>		<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2150 - SAFETY & SECURITY

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2150-410-00	Supplies-safety	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
01-2150-530-00	Capital Outlay-sz	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
<b>Subtotal</b>		<b>\$ 77,500.00</b>	<b>\$ 77,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,500.00</b>

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function] Between '1000' AND '9000') AND ((Fund] = '01') AND ((Object] Between '000' AND '755')

Primary Sort Element	Secondary Sort Element
01	Function:2222 - SCHOOL LIBRARY SERVICES

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2222-110-00	Salary-library	\$ 50,720.00	\$ 50,720.00	\$ -	\$ -	\$ -	\$ -	\$ 50,720.00
01-2222-120-00	Sal Of Sub	\$ 1,000.00	\$ 1,000.00	\$ 50,494.75	\$ 50,494.75	\$ -	\$ 50,494.75	\$ (49,494.75)
01-2222-140-00	Sal Of Aide	\$ 12,020.00	\$ 12,020.00	\$ 12,487.75	\$ 12,487.75	\$ -	\$ 12,487.75	\$ (467.75)
01-2222-145-00	SCHOOL LIBRA	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
01-2222-210-00	Social Security	\$ 4,810.00	\$ 4,810.00	\$ 4,818.17	\$ 4,818.17	\$ -	\$ 4,818.17	\$ (8.17)
01-2222-220-00	Retirement	\$ 6,197.00	\$ 6,197.00	\$ 6,180.50	\$ 6,180.50	\$ -	\$ 6,180.50	\$ 16.50
01-2222-290-00	Other Emp Bene	\$ 160.00	\$ 160.00	\$ 152.60	\$ 152.60	\$ -	\$ 152.60	\$ 7.40
01-2222-318-00	L.d. Consortium	\$ 35,000.00	\$ 35,000.00	\$ 46,000.00	\$ 46,000.00	\$ -	\$ 46,000.00	\$ (11,000.00)
01-2222-410-00	Supplies	\$ 2,000.00	\$ 2,000.00	\$ 4,356.41	\$ 4,356.41	\$ 441.50	\$ 4,797.91	\$ (2,797.91)
01-2222-430-00	Library Books	\$ 15,000.00	\$ 15,000.00	\$ 13,479.99	\$ 13,479.99	\$ 2,725.79	\$ 16,205.78	\$ (1,205.78)
01-2222-440-00	Periodicals	\$ 1,200.00	\$ 1,200.00	\$ 27.00	\$ 27.00	\$ 108.00	\$ 135.00	\$ 1,065.00
01-2222-450-00	A-v Materials	\$ 2,500.00	\$ 2,500.00	\$ 370.00	\$ 370.00	\$ -	\$ 370.00	\$ 2,130.00
01-2222-460-00	Software	\$ 3,600.00	\$ 3,600.00	\$ 499.00	\$ 499.00	\$ -	\$ 499.00	\$ 3,101.00
01-2222-530-00	Furn And Equip	\$ 1,000.00	\$ 1,000.00	\$ 567.71	\$ 567.71	\$ 662.99	\$ 1,230.70	\$ (230.70)
01-2222-670-00	Travel	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
01-2222-690-00	SCHOOL LIBRA	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
<b>Subtotal</b>		<b>\$ 137,207.00</b>	<b>\$ 137,207.00</b>	<b>\$ 139,433.88</b>	<b>\$ 139,433.88</b>	<b>\$ 3,938.28</b>	<b>\$ 143,372.16</b>	<b>\$ (6,165.16)</b>

Primary Sort Element	Secondary Sort Element
01	Function:2310 - BOARD OF EDUCATION

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2310-315-00	Accounting/Audit	\$ -	\$ -	\$ 7,735.90	\$ 7,735.90	\$ -	\$ 7,735.90	\$ (7,735.90)
01-2310-317-00	Legal Services	\$ 8,000.00	\$ 8,000.00	\$ 6,490.39	\$ 6,490.39	\$ -	\$ 6,490.39	\$ 1,509.61
01-2310-350-00	Adv And Print	\$ 8,500.00	\$ 8,500.00	\$ 1,520.03	\$ 1,520.03	\$ -	\$ 1,520.03	\$ 6,979.97
01-2310-410-00	Supplies	\$ 3,500.00	\$ 3,500.00	\$ 1,287.87	\$ 1,287.87	\$ -	\$ 1,287.87	\$ 2,212.13
01-2310-460-00	BOARD OF EDL	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,000.00
01-2310-530-00	Furniture and Eq	\$ -	\$ -	\$ 1,149.94	\$ 1,149.94	\$ -	\$ 1,149.94	\$ (1,149.94)
01-2310-630-00	Dues And Fees	\$ 9,500.00	\$ 9,500.00	\$ 144,039.70	\$ 144,039.70	\$ -	\$ 144,039.70	\$ (134,539.70)
01-2310-642-00	Fidelity Bon Pren	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
01-2310-670-00	Travel	\$ 10,000.00	\$ 10,000.00	\$ 2,475.46	\$ 2,475.46	\$ -	\$ 2,475.46	\$ 7,524.54
<b>Subtotal</b>		<b>\$ 42,100.00</b>	<b>\$ 42,100.00</b>	<b>\$ 166,199.29</b>	<b>\$ 166,199.29</b>	<b>\$ -</b>	<b>\$ 166,199.29</b>	<b>\$ (124,099.29)</b>

Primary Sort Element	Secondary Sort Element
01	Function:2320 - EXECUTIVE ADMINISTRATION SERVICES

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2320-105-00	Salary-supt	\$ 130,000.00	\$ 130,000.00	\$ 130,833.30	\$ 130,833.30	\$ -	\$ 130,833.30	\$ (833.30)
01-2320-140-00	Salary-clerks	\$ 50,660.00	\$ 50,660.00	\$ 50,656.00	\$ 50,656.00	\$ -	\$ 50,656.00	\$ 4.00
01-2320-145-00	Overtime Classif	\$ 9,000.00	\$ 9,000.00	\$ 8,867.94	\$ 8,867.94	\$ -	\$ 8,867.94	\$ 132.06
01-2320-210-00	Social Security	\$ 14,400.00	\$ 14,400.00	\$ 13,992.53	\$ 13,992.53	\$ -	\$ 13,992.53	\$ 407.47
01-2320-220-00	Retirement	\$ 18,750.00	\$ 18,750.00	\$ 18,580.50	\$ 18,580.50	\$ -	\$ 18,580.50	\$ 169.50
01-2320-230-00	Health Ins	\$ 50,920.00	\$ 50,920.00	\$ 49,177.40	\$ 49,177.40	\$ -	\$ 49,177.40	\$ 1,742.60
01-2320-231-00	Health Ins - Dedi	\$ 2,700.00	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
01-2320-290-00	Other Emp Bene	\$ 455.00	\$ 455.00	\$ 1,227.51	\$ 1,227.51	\$ -	\$ 1,227.51	\$ (772.51)
01-2320-350-00	Advertising & Pri	\$ 3,000.00	\$ 3,000.00	\$ 1,406.66	\$ 1,406.66	\$ -	\$ 1,406.66	\$ 1,593.34
01-2320-410-00	Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,083.51	\$ 1,083.51	\$ -	\$ 1,083.51	\$ (83.51)
01-2320-530-00	Furn. & Equip.	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
01-2320-560-00	Computer	\$ -	\$ -	\$ 582.50	\$ 582.50	\$ -	\$ 582.50	\$ (582.50)
01-2320-630-00	Dues And Fees	\$ 2,000.00	\$ 2,000.00	\$ 4,248.00	\$ 4,248.00	\$ -	\$ 4,248.00	\$ (2,248.00)
01-2320-670-00	Travel	\$ 5,000.00	\$ 5,000.00	\$ 3,582.48	\$ 3,582.48	\$ -	\$ 3,582.48	\$ 1,417.52
01-2320-690-00	EXECUTIVE AD	\$ 1,000.00	\$ 1,000.00	\$ 163.66	\$ 163.66	\$ -	\$ 163.66	\$ 836.34
<b>Subtotal</b>		<b>\$ 289,885.00</b>	<b>\$ 289,885.00</b>	<b>\$ 284,401.99</b>	<b>\$ 284,401.99</b>	<b>\$ -</b>	<b>\$ 284,401.99</b>	<b>\$ 5,483.01</b>

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function) Between '1000' AND '9000') AND ((Fund) = '01') AND ((Object) Between '000' AND '755')

Primary Sort Element	Secondary Sort Element
01	Function:2410 - OFFICE OF THE PRINCIPAL

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2410-110-00	Salary-principal-	\$ 158,000.00	\$ 158,000.00	\$ 158,333.26	\$ 158,333.26	\$ -	\$ 158,333.26	\$ (333.26)
01-2410-120-00	Substitutes	\$ 1,000.00	\$ 1,000.00	\$ 1,706.22	\$ 1,706.22	\$ -	\$ 1,706.22	\$ (706.22)
01-2410-140-00	Sal-clerk	\$ 57,500.00	\$ 57,500.00	\$ 55,694.66	\$ 55,694.66	\$ -	\$ 55,694.66	\$ 1,805.34
01-2410-145-00	Overtime Classif	\$ 2,000.00	\$ 2,000.00	\$ 2,309.26	\$ 2,309.26	\$ -	\$ 2,309.26	\$ (309.26)
01-2410-210-00	Social Security	\$ 16,682.00	\$ 16,682.00	\$ 16,121.53	\$ 16,121.53	\$ -	\$ 16,121.53	\$ 560.47
01-2410-220-00	Retirement	\$ 21,500.00	\$ 21,500.00	\$ 21,473.64	\$ 21,473.64	\$ -	\$ 21,473.64	\$ 26.36
01-2410-230-00	Health Ins	\$ 53,990.00	\$ 53,990.00	\$ 54,083.14	\$ 54,083.14	\$ -	\$ 54,083.14	\$ (93.14)
01-2410-231-00	Health Ins - Dedi	\$ 4,950.00	\$ 4,950.00	\$ -	\$ -	\$ -	\$ -	\$ 4,950.00
01-2410-290-00	Other Emp Bene	\$ 540.00	\$ 540.00	\$ 543.40	\$ 543.40	\$ -	\$ 543.40	\$ (3.40)
01-2410-319-00	Repairs	\$ 550.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ 550.00
01-2410-410-00	Supplies	\$ 4,000.00	\$ 4,000.00	\$ 2,024.14	\$ 2,024.14	\$ -	\$ 2,024.14	\$ 1,975.86
01-2410-410-20	Supplies	\$ -	\$ -	\$ 30.75	\$ 30.75	\$ -	\$ 30.75	\$ (30.75)
01-2410-460-00	Software	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
01-2410-530-00	Furn And Equip	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
01-2410-560-00	Computer	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
01-2410-630-00	Dues & Fees	\$ 1,500.00	\$ 1,500.00	\$ 818.00	\$ 818.00	\$ -	\$ 818.00	\$ 682.00
01-2410-630-10	OFFICE OF THE	\$ -	\$ -	\$ 235.00	\$ 235.00	\$ -	\$ 235.00	\$ (235.00)
01-2410-670-00	Travel	\$ 6,000.00	\$ 6,000.00	\$ 1,033.79	\$ 1,033.79	\$ -	\$ 1,033.79	\$ 4,966.21
01-2410-670-10	Travel	\$ -	\$ -	\$ 127.70	\$ 127.70	\$ -	\$ 127.70	\$ (127.70)
01-2410-690-00	All Other	\$ 3,000.00	\$ 3,000.00	\$ 135.87	\$ 135.87	\$ -	\$ 135.87	\$ 2,864.13
<b>Subtotal</b>		<b>\$ 336,412.00</b>	<b>\$ 336,412.00</b>	<b>\$ 314,670.36</b>	<b>\$ 314,670.36</b>	<b>\$ -</b>	<b>\$ 314,670.36</b>	<b>\$ 21,741.64</b>

Primary Sort Element	Secondary Sort Element
01	Function:2510 - SUPPORT SERVICES-BUSINESS

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2510-315-00	Accounting & Au	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
01-2510-316-00	Business Office I	\$ 32,000.00	\$ 32,000.00	\$ 10,562.96	\$ 10,562.96	\$ 500.00	\$ 11,062.96	\$ 20,937.04
01-2510-319-00	Purch Prof Tech	\$ 60,000.00	\$ 60,000.00	\$ 41,667.00	\$ 41,667.00	\$ -	\$ 41,667.00	\$ 18,333.00
01-2510-327-00	Rent-leases	\$ 12,000.00	\$ 12,000.00	\$ 46,150.43	\$ 46,150.43	\$ -	\$ 46,150.43	\$ (34,150.43)
01-2510-327-10	Copies-Elem	\$ -	\$ -	\$ 247.97	\$ 247.97	\$ -	\$ 247.97	\$ (247.97)
01-2510-327-20	Copies-HS	\$ -	\$ -	\$ 517.94	\$ 517.94	\$ -	\$ 517.94	\$ (517.94)
01-2510-336-00	SUPPORT SER	\$ 1,000.00	\$ 1,000.00	\$ 2,241.87	\$ 2,241.87	\$ -	\$ 2,241.87	\$ (1,241.87)
01-2510-350-00	Advertising/printi	\$ 500.00	\$ 500.00	\$ 120.80	\$ 120.80	\$ -	\$ 120.80	\$ 379.20
01-2510-381-00	SUPPORT SER	\$ 5,000.00	\$ 5,000.00	\$ 362.31	\$ 362.31	\$ -	\$ 362.31	\$ 4,637.69
01-2510-382-00	Telephone	\$ 15,000.00	\$ 15,000.00	\$ 13,645.02	\$ 13,645.02	\$ -	\$ 13,645.02	\$ 1,354.98
01-2510-383-00	Internet	\$ 10,000.00	\$ 10,000.00	\$ 147.09	\$ 147.09	\$ -	\$ 147.09	\$ 9,852.91
01-2510-410-00	Supplies	\$ 4,000.00	\$ 4,000.00	\$ 1,216.27	\$ 1,216.27	\$ -	\$ 1,216.27	\$ 2,783.73
01-2510-520-00	Bldg Improveme	\$ 229,500.00	\$ 229,500.00	\$ 9,600.00	\$ 9,600.00	\$ -	\$ 9,600.00	\$ 219,900.00
01-2510-530-00	Furn And Equip	\$ 3,000.00	\$ 3,000.00	\$ 2,288.13	\$ 2,288.13	\$ -	\$ 2,288.13	\$ 711.87
01-2510-630-00	Dues & Fees	\$ -	\$ -	\$ 99.00	\$ 99.00	\$ -	\$ 99.00	\$ (99.00)
01-2510-690-00	Audit - All Other	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ (1,200.00)
<b>Subtotal</b>		<b>\$ 380,000.00</b>	<b>\$ 380,000.00</b>	<b>\$ 130,066.79</b>	<b>\$ 130,066.79</b>	<b>\$ 500.00</b>	<b>\$ 130,566.79</b>	<b>\$ 249,433.21</b>

Primary Sort Element	Secondary Sort Element
01	Function:2520 - VEHICLE ACQUISITION AND MAINTENANCE OTHER THAN PUPIL TRANSPORTATION

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2520-334-00	Maintenance	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
01-2520-336-00	Gas And Oil (Nc	\$ 3,000.00	\$ 3,000.00	\$ 13.58	\$ 13.58	\$ -	\$ 13.58	\$ 2,986.42
01-2520-550-00	Vehicle Purchas	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
<b>Subtotal</b>		<b>\$ 29,500.00</b>	<b>\$ 29,500.00</b>	<b>\$ 13.58</b>	<b>\$ 13.58</b>	<b>\$ -</b>	<b>\$ 13.58</b>	<b>\$ 29,486.42</b>

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function) Between '1000' AND '9000') AND ((Fund) = '01') AND ((Object) Between '000' AND '755')

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2610 - OPERATION OF PLANT

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2610-120-00	Substitutes	\$ 8,000.00	\$ 8,000.00	\$ 11,805.44	\$ 11,805.44	\$ -	\$ 11,805.44	\$ (3,805.44)
01-2610-140-00	Sal-custodian	\$ 203,525.00	\$ 203,525.00	\$ 198,371.93	\$ 198,371.93	\$ -	\$ 198,371.93	\$ 5,153.07
01-2610-145-00	Overtime Classif	\$ 3,000.00	\$ 3,000.00	\$ 1,081.44	\$ 1,081.44	\$ -	\$ 1,081.44	\$ 1,918.56
01-2610-210-00	Social Security	\$ 16,050.00	\$ 16,050.00	\$ 15,743.24	\$ 15,743.24	\$ -	\$ 15,743.24	\$ 306.76
01-2610-220-00	Retirement	\$ 20,726.00	\$ 20,726.00	\$ 20,092.32	\$ 20,092.32	\$ -	\$ 20,092.32	\$ 633.68
01-2610-230-00	Health Ins	\$ 76,840.00	\$ 76,840.00	\$ 70,221.29	\$ 70,221.29	\$ -	\$ 70,221.29	\$ 6,618.71
01-2610-231-00	Health Ins - Dedi	\$ 4,450.00	\$ 4,450.00	\$ -	\$ -	\$ -	\$ -	\$ 4,450.00
01-2610-290-00	Other Emp Bene	\$ 510.00	\$ 510.00	\$ 715.17	\$ 715.17	\$ -	\$ 715.17	\$ (205.17)
01-2610-318-00	Repairman	\$ 35,000.00	\$ 35,000.00	\$ 91,200.83	\$ 91,200.83	\$ -	\$ 91,200.83	\$ (56,200.83)
01-2610-320-00	Property Service	\$ 500.00	\$ 500.00	\$ 484.00	\$ 484.00	\$ -	\$ 484.00	\$ 16.00
01-2610-321-00	Fuel	\$ 50,000.00	\$ 50,000.00	\$ 25,361.16	\$ 25,361.16	\$ -	\$ 25,361.16	\$ 24,638.84
01-2610-322-00	Electricity	\$ 124,250.00	\$ 124,250.00	\$ 117,291.90	\$ 117,291.90	\$ -	\$ 117,291.90	\$ 6,958.10
01-2610-323-00	Water And Sewe	\$ 33,000.00	\$ 33,000.00	\$ 35,473.87	\$ 35,473.87	\$ -	\$ 35,473.87	\$ (2,473.87)
01-2610-327-00	Rentals and Lea	\$ 3,500.00	\$ 3,500.00	\$ 1,605.00	\$ 1,605.00	\$ -	\$ 1,605.00	\$ 1,895.00
01-2610-328-00	Insurance	\$ 138,000.00	\$ 138,000.00	\$ 244,299.12	\$ 244,299.12	\$ -	\$ 244,299.12	\$ (106,299.12)
01-2610-329-00	Other Property S	\$ 500.00	\$ 500.00	\$ 64.70	\$ 64.70	\$ 23.50	\$ 88.20	\$ 411.80
01-2610-338-00	Repairs	\$ -	\$ -	\$ 503.05	\$ 503.05	\$ -	\$ 503.05	\$ (503.05)
01-2610-382-00	OPERATION OI	\$ 3,000.00	\$ 3,000.00	\$ 208.77	\$ 208.77	\$ -	\$ 208.77	\$ 2,791.23
01-2610-410-00	Supplies	\$ 60,000.00	\$ 60,000.00	\$ 59,936.19	\$ 59,936.19	\$ 13.90	\$ 59,950.09	\$ 49.91
01-2610-530-00	Furniture & Equip	\$ 25,000.00	\$ 25,000.00	\$ 21,564.77	\$ 21,564.77	\$ -	\$ 21,564.77	\$ 3,435.23
01-2610-670-00	Travel	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
01-2610-690-00	Training and Tra	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	\$ 100.00
<b>Subtotal</b>		<b>\$ 806,851.00</b>	<b>\$ 806,851.00</b>	<b>\$ 916,424.19</b>	<b>\$ 916,424.19</b>	<b>\$ 37.40</b>	<b>\$ 916,461.59</b>	<b>\$ (109,610.59)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2750 - PUPIL TRANSPORTATION

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2750-120-00	Substitutes	\$ 15,000.00	\$ 15,000.00	\$ 21,503.25	\$ 21,503.25	\$ -	\$ 21,503.25	\$ (6,503.25)
01-2750-140-00	Sal-bus Driver	\$ 162,650.00	\$ 162,650.00	\$ 146,223.33	\$ 146,223.33	\$ -	\$ 146,223.33	\$ 16,426.67
01-2750-141-00	Activity Driving	\$ 22,000.00	\$ 22,000.00	\$ 17,624.21	\$ 17,624.21	\$ -	\$ 17,624.21	\$ 4,375.79
01-2750-160-00	Poverty - Town I	\$ 7,120.00	\$ 7,120.00	\$ 6,740.00	\$ 6,740.00	\$ -	\$ 6,740.00	\$ 380.00
01-2750-210-00	Social Security	\$ 15,850.00	\$ 15,850.00	\$ 14,560.63	\$ 14,560.63	\$ -	\$ 14,560.63	\$ 1,289.37
01-2750-220-00	Retirement	\$ 17,200.00	\$ 17,200.00	\$ 15,903.99	\$ 15,903.99	\$ -	\$ 15,903.99	\$ 1,296.01
01-2750-230-00	Health Ins	\$ 6,215.00	\$ 6,215.00	\$ 6,443.51	\$ 6,443.51	\$ -	\$ 6,443.51	\$ (228.51)
01-2750-231-00	Health Ins - Dedi	\$ 450.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ 450.00
01-2750-290-00	Other Emp Bene	\$ 1,500.00	\$ 1,500.00	\$ 1,444.26	\$ 1,444.26	\$ -	\$ 1,444.26	\$ 55.74
01-2750-336-00	Gas And Oil (Stu	\$ 110,000.00	\$ 110,000.00	\$ 41,674.37	\$ 41,674.37	\$ -	\$ 41,674.37	\$ 68,325.63
01-2750-336-10	PUPIL TRANSP	\$ -	\$ -	\$ 68.45	\$ 68.45	\$ -	\$ 68.45	\$ (68.45)
01-2750-337-00	Tires And Parts	\$ 36,000.00	\$ 36,000.00	\$ 27,376.35	\$ 27,376.35	\$ 88.92	\$ 27,465.27	\$ 8,534.73
01-2750-338-00	Bus Repairs	\$ 20,000.00	\$ 20,000.00	\$ 7,848.52	\$ 7,848.52	\$ 2,802.00	\$ 10,650.52	\$ 9,349.48
01-2750-342-00	Telephone	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
01-2750-382-00	PUPIL TRANSP	\$ 100.00	\$ 100.00	\$ 53.77	\$ 53.77	\$ -	\$ 53.77	\$ 46.23
01-2750-410-00	Pupil Trans Supp	\$ 2,500.00	\$ 2,500.00	\$ 2,492.66	\$ 2,492.66	\$ 110.80	\$ 2,603.46	\$ (103.46)
01-2750-460-00	PUPIL TRANSP	\$ -	\$ -	\$ 741.00	\$ 741.00	\$ 75.00	\$ 816.00	\$ (816.00)
01-2750-465-00	PUPIL TRANSP	\$ 1,000.00	\$ 1,000.00	\$ 5,285.85	\$ 5,285.85	\$ -	\$ 5,285.85	\$ (4,285.85)
01-2750-540-00	Bus Acquisition	\$ 180,000.00	\$ 180,000.00	\$ -	\$ -	\$ -	\$ -	\$ 180,000.00
01-2750-630-00	PUPIL TRANSP	\$ 500.00	\$ 500.00	\$ 147.00	\$ 147.00	\$ -	\$ 147.00	\$ 353.00
01-2750-670-00	Travel	\$ 500.00	\$ 500.00	\$ 104.64	\$ 104.64	\$ -	\$ 104.64	\$ 395.36
01-2750-690-00	Other Misc	\$ 10,000.00	\$ 10,000.00	\$ 3,803.63	\$ 3,803.63	\$ 316.28	\$ 4,119.91	\$ 5,880.09
<b>Subtotal</b>		<b>\$ 609,085.00</b>	<b>\$ 609,085.00</b>	<b>\$ 320,039.42</b>	<b>\$ 320,039.42</b>	<b>\$ 3,393.00</b>	<b>\$ 323,432.42</b>	<b>\$ 285,652.58</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:2760 - SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function) Between '1000' AND '9000') AND ((Fund) = '01') AND ((Object) Between '000' AND '755')

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-2760-140-00	Salary-sped Driv	\$ 12,500.00	\$ 12,500.00	\$ 4,863.99	\$ 4,863.99	\$ -	\$ 4,863.99	\$ 7,636.01
01-2760-210-00	Sped Social Sec	\$ 960.00	\$ 960.00	\$ 371.78	\$ 371.78	\$ -	\$ 371.78	\$ 588.22
01-2760-220-00	Sped Retirement	\$ 1,235.00	\$ 1,235.00	\$ 395.66	\$ 395.66	\$ -	\$ 395.66	\$ 839.34
01-2760-230-00	Health Ins	\$ -	\$ -	\$ 6.17	\$ 6.17	\$ -	\$ 6.17	\$ (6.17)
01-2760-336-00	SCHOOL AGE S	\$ 1,000.00	\$ 1,000.00	\$ 633.88	\$ 633.88	\$ -	\$ 633.88	\$ 366.12
<b>Subtotal</b>		<b>\$ 15,695.00</b>	<b>\$ 15,695.00</b>	<b>\$ 6,271.48</b>	<b>\$ 6,271.48</b>	<b>\$ -</b>	<b>\$ 6,271.48</b>	<b>\$ 9,423.52</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4202 - TITLE I-INSTRUCTIONAL

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4202-110-00	Title I - Salary	\$ 62,145.00	\$ 62,145.00	\$ 62,142.50	\$ 62,142.50	\$ -	\$ 62,142.50	\$ 2.50
01-4202-120-00	Title I - Substitut	\$ 2,500.00	\$ 2,500.00	\$ 3,015.63	\$ 3,015.63	\$ -	\$ 3,015.63	\$ (515.63)
01-4202-130-00	Staff Developme	\$ 2,546.00	\$ 2,546.00	\$ -	\$ -	\$ -	\$ -	\$ 2,546.00
01-4202-210-00	Title I - Social Se	\$ 4,851.00	\$ 4,851.00	\$ 4,860.10	\$ 4,860.10	\$ -	\$ 4,860.10	\$ (9.10)
01-4202-220-00	Title I - Retireme	\$ 6,264.00	\$ 6,264.00	\$ 6,138.35	\$ 6,138.35	\$ -	\$ 6,138.35	\$ 125.65
01-4202-230-00	Title I - Health In	\$ 16,975.00	\$ 16,975.00	\$ 16,972.92	\$ 16,972.92	\$ -	\$ 16,972.92	\$ 2.08
01-4202-231-00	Title I - Health In	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ 900.00
01-4202-290-00	Title I - Income F	\$ 155.00	\$ 155.00	\$ 157.80	\$ 157.80	\$ -	\$ 157.80	\$ (2.80)
01-4202-410-00	Title I - Supplies	\$ 3,500.00	\$ 3,500.00	\$ 2,455.55	\$ 2,455.55	\$ -	\$ 2,455.55	\$ 1,044.45
01-4202-420-00	Title I - Textbook	\$ 750.00	\$ 750.00	\$ 2,117.27	\$ 2,117.27	\$ -	\$ 2,117.27	\$ (1,367.27)
01-4202-670-00	Title I - Travel	\$ 2,000.00	\$ 2,000.00	\$ 38.21	\$ 38.21	\$ -	\$ 38.21	\$ 1,961.79
<b>Subtotal</b>		<b>\$ 102,586.00</b>	<b>\$ 102,586.00</b>	<b>\$ 97,898.33</b>	<b>\$ 97,898.33</b>	<b>\$ -</b>	<b>\$ 97,898.33</b>	<b>\$ 4,687.67</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4213 - TITLE I - SCHOOL IMPROVEMENT

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4213-690-00	Title I Acct.- Oth	\$ 24,000.00	\$ 24,000.00	\$ 30.00	\$ 30.00	\$ -	\$ 30.00	\$ 23,970.00
<b>Subtotal</b>		<b>\$ 24,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ 30.00</b>	<b>\$ 30.00</b>	<b>\$ -</b>	<b>\$ 30.00</b>	<b>\$ 23,970.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4404 - IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4404-300-00	IDEA PART B (6	\$ 50,500.00	\$ 50,500.00	\$ -	\$ -	\$ -	\$ -	\$ 50,500.00
<b>Subtotal</b>		<b>\$ 50,500.00</b>	<b>\$ 50,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,500.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4406 - SPED IDEA PRESCHOOL

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4406-300-00	SPED IDEA PRE	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
<b>Subtotal</b>		<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4410 - IDEA ENROLLMENT/POVERTY (611)

Account Code	Description	Adopted Budget	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4410-100-00	IDEA ENROLLM	\$ 73,000.00	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -	\$ 73,000.00

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function] Between '1000' AND '9000') AND ((Fund] = '01') AND ((Object] Between '000' AND '755')

01-4410-200-00( IDEA ENROLLM	\$ 2,700.00	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
<b>Subtotal</b>	<b>\$ 75,700.00</b>	<b>\$ 75,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,700.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:4990 - OTHER FEDERAL CATEGORICAL RECEIPTS

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-4990-410-00( OTHER FEDER)		\$ -	\$ -	\$ 147.05	\$ 147.05	\$ -	\$ 147.05	\$ (147.05)
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147.05</b>	<b>\$ 147.05</b>	<b>\$ -</b>	<b>\$ 147.05</b>	<b>\$ (147.05)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:5000 - DEBT SERVICES

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-5000-610-00( Debt Service		\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
<b>Subtotal</b>		<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:6000 - SUMMER SCHOOL

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-6000-110-00( Summer-dr.ed.		\$ 5,500.00	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00
01-6000-210-00( Summer-dr.ed.		\$ 425.00	\$ 425.00	\$ -	\$ -	\$ -	\$ -	\$ 425.00
01-6000-220-00( Summer-dr.ed.-t		\$ 550.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ 550.00
01-6000-336-00( Dr. Ed.-gas & Oil		\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ 750.00
01-6000-410-00( Dr. Ed.-supplies		\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
01-6000-670-00( Dr. Ed.-travel		\$ 1,100.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 1,100.00
<b>Subtotal</b>		<b>\$ 8,375.00</b>	<b>\$ 8,375.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,375.00</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:7000 - ADULT EDUCATION

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-7000-140-00( Services Sal		\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 50.00	\$ (50.00)
01-7000-210-00( Social Security		\$ -	\$ -	\$ 3.81	\$ 3.81	\$ -	\$ 3.81	\$ (3.81)
01-7000-220-00( Retirement		\$ -	\$ -	\$ 4.94	\$ 4.94	\$ -	\$ 4.94	\$ (4.94)
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58.75</b>	<b>\$ 58.75</b>	<b>\$ -</b>	<b>\$ 58.75</b>	<b>\$ (58.75)</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:7820 - VOCATIONAL EDUCATION

Account Code	Description	Adopted Budge	Current Budget	Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-7820-110-00( Sal-ad Ed Voc E		\$ 600.00	\$ 600.00	\$ 550.00	\$ 550.00	\$ -	\$ 550.00	\$ 50.00
01-7820-210-00( Social Security		\$ 46.00	\$ 46.00	\$ 41.72	\$ 41.72	\$ -	\$ 41.72	\$ 4.28
01-7820-220-00( Retirement		\$ 60.00	\$ 60.00	\$ 54.34	\$ 54.34	\$ -	\$ 54.34	\$ 5.66
01-7820-230-00( Health		\$ 60.00	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
01-7820-290-00( Other Benefits		\$ 5.00	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ 5.00
<b>Subtotal</b>		<b>\$ 771.00</b>	<b>\$ 771.00</b>	<b>\$ 646.06</b>	<b>\$ 646.06</b>	<b>\$ -</b>	<b>\$ 646.06</b>	<b>\$ 124.94</b>

<b>Primary Sort El</b>	<b>Secondary Sort Element</b>
01	Function:8000 - TRANSFERS (OUTGOING)

Cycle: FY15-16; Begin Date: 9/1/2015; End Date: 8/10/2016; Primary Sort Element: Fund; Secondary Sort Element: Function; Account List: ((Function] Between '1000' AND '9000') AND ((Fund] = '01') AND ((Object] Between '000' AND '755')

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-8000-700-00	TRANSFERS (O	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
01-8000-750-00	TRANSFERS (O	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
01-8000-752-00	Transfer-activity	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
<b>Subtotal</b>		<b>\$ 350,000.00</b>	<b>\$ 350,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000.00</b>

Primary Sort El	Secondary Sort Element
01	Function:9000 - NON-PROGRAM EXPENDITURES

Account Code	Description	Adopted Budge	Current Budget	Budget Actuals	YTD Actuals	Encumbrance	Projected	YTD Available
01-9000-690-00	( Non-programme	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-9000-752-00	NON-PROGRAM	\$ -	\$ -	\$ (189,660.87)	\$ (189,660.87)	\$ -	\$ (189,660.87)	\$ 189,660.87
01-9000-755-00	Transfer	\$ -	\$ -	\$ 239,455.00	\$ 239,455.00	\$ -	\$ 239,455.00	\$ (239,455.00)
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,794.13</b>	<b>\$ 49,794.13</b>	<b>\$ -</b>	<b>\$ 49,794.13</b>	<b>\$ (49,794.13)</b>
<b>Total</b>		<b>\$ 8,425,000.00</b>	<b>\$ 8,425,000.00</b>	<b>\$ 7,226,057.88</b>	<b>\$ 7,226,057.88</b>	<b>\$ 36,591.94</b>	<b>\$ 7,262,649.82</b>	<b>\$ 1,162,350.18</b>

FY15-16  
Vendor Invoice Number: 07-25-2016

Item No.	Item Description	Account Code	Item Total
1	SSI School Specialty-(4)-Round Cafeteria Tables w/stools	01-1100-530-000	\$ 4,144.09
2	One Stop Buy -Toggle Switches-Huicochea	01-2610-410-000	\$ 124.01
3	Rochester 100-Homework Folders-1st Grade-Dannatt	01-1100-410-000	\$ 150.00
4	Wal-Mart-(7)Delaney Chairs	Multiple	\$ 837.27
5	Amazon-Paper Trimmer	01-2410-410-000	\$ 58.96
6	Amazon-(2)paper Trimmers-R. Bottom & Dannatt	01-1100-410-000	\$ 99.92
7	Amazon-(2)Sterilite Flip Top-Kindergarten	01-1100-410-000	\$ 23.04
8	Amazon-(2)Sterilite Lrg Flip Top-Kindergarten	01-1100-410-000	\$ 30.98
9	Amazon-Stickers-kindergarten	01-1100-410-000	\$ 70.41
10	Amazon-Stickers, markers, cups-kindergarten	01-1100-410-000	\$ 175.56
11	Amazon-wiggle eyes-kindergarten	01-1100-410-000	\$ 4.10
12	Amazon-Giant Mat Platform Swing-SPED	01-1200-410-000	\$ 118.00
13	Amazon-Pony Beads-Kindergarten	01-1100-410-000	\$ 2.79
14	Amazon-Spa Massage Table-SPED	01-1200-410-000	\$ 204.46
15	Amazon-(2)Water drinking Fountains	01-2610-530-000	\$ 1,570.74
16	Teaching Strategies-(10)license Early Childhood Reporting-SPED	01-1200-410-000	\$ 104.50
17	Amazon-Cell Battery-Dodge	01-1100-410-000	\$ 5.99
18	Amazon-Dehumidifier-Herbert	01-2610-410-000	\$ 159.00
19	Amazon-Supplies-Odens office	01-2410-410-000	\$ 50.55
20	Activity	01-9000-752-000	\$ 3,438.13
21	TeachersPayTeachers-Odens	01-1100-410-000	\$ 1.00
			<u>\$ 11,373.50</u>

Status: <All>

<b>Bank</b>	<b>Account Number</b>
Adams Bank & Trust	Activity Fur 2435737

<b>Paid Date</b>	<b>Check Numbr</b>	<b>Type</b>	<b>Vendor Name</b>	<b>Amount</b>	<b>Check Status</b>
6/14/2016	7287	Accounts Pay	Universal Cheerleader	\$ 878.00	Paid
	7288	Accounts Pay	NCTA Food Service Dept		Void
7/14/2016	7289	Accounts Pay	Bomgaars	\$ 7.70	Paid
7/14/2016	7290	Accounts Pay	Chase County Commu	\$ 5,100.00	Paid
7/14/2016	7291	Accounts Pay	Graphic Edge	\$ 1,804.32	Paid
7/14/2016	7292	Accounts Pay	Hauff Sporting Goods	\$ 257.04	Paid
7/14/2016	7293	Accounts Pay	Hills Family Foods	\$ 156.82	Paid
7/14/2016	7294	Accounts Pay	Lou's Sporting Goods	\$ 2,580.47	Paid
7/14/2016	7295	Accounts Pay	Platinum T-Shirt and E	\$ 168.00	Paid
7/14/2016	7296	Accounts Pay	Varsity	\$ 942.45	Paid
7/14/2016	7297	Accounts Pay	Speck, Jason L	\$ 76.00	Paid
7/14/2016	7298	Accounts Pay	X-Grain	\$ 1,330.00	Paid
7/14/2016	7299	Accounts Pay	NCTA Food Service D	\$ 136.50	Paid
7/27/2016	7300	Accounts Pay	Callam Sports Photo	\$ 24.00	Paid
7/27/2016	7301	Accounts Pay	Hauff Sporting Goods	\$ 1,937.79	Paid
7/27/2016	7302	Accounts Pay	Sharon Maris	\$ 210.00	Paid
<b>Subtotal</b>				<b>\$ 15,609.09</b>	
<b>Total</b>				<b>\$ 15,609.09</b>	

# **Activities Director's Report**

The Nebraska School Activities Association held the annual coaching clinic in Lincoln on July 26th, 27th, and 28th. We had 10 coaches that attended the coaching clinic in Lincoln.

Fall Sports are up and going with the start of Football and Softball on Monday. We have about 40 out for football and 15 out for Softball. Volleyball has started conditioning this week. Cross Country and Volleyball will both begin practices next Monday. The numbers could change a little if anybody else comes in or decides not to participate.

We have been impact testing for the upcoming school year. We have tested football, softball, volleyball, and many of the the Junior High Athletes. We will still have have some Junior High Athletes and Volleyball Players to test.

The summer was busy with camps and summer leagues. There was good attendance at the summer weight and running programs.

There is a JV Football game scheduled on Labor Day September 5th at 6:00 PM. This is due to the Football practice and contact rules.



# Chase County

**August, 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Start of Fall Practice for Football and Softball	9 6:00pm Monthly Meeting @ Board Room	10	11 8:00am Teacher In-Service	12 8:00am Teacher In-Service	13
14 Chase County Fair Start of Fall Practice for Cross Country and Volleyball	15 Chase County Fair	16 Chase County Fair	17 7:00pm Chase County Fair @ Longhorn Gym	18 Chase County Fair 1:00pm 9th St. Singers	19 Chase County Fair	20 Chase County Fair 10:00am Chase County Band Performs during the Parade
21 Chase County Fair	22 6:00pm Fall Booster Club Kick Off @ Chase County Schools	23 3:00am-6:00pm K-6 3:00pm Softball-Varsity Southern Valley vs. Multiple Schools	24 1st Day of School 6:00pm Fall SPVA Meeting @ Paxton	25 4:30pm Softball-Varsity Southern Valley vs. Multiple Schools	26 5:30pm TeamMates @ CCS Commons Area 6:30pm Football-B/Varsity Cozad	27
28 JH Football practice starts 4:00pm Softball-Varsity Away vs. Holyoke	29	30	31			

## September, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				<b>TBD</b> Football-JH <b>TBA vs. TBA</b> <b>4:00pm</b> Volleyball-C/JV/Varsity <b>Away vs. Haxtun</b> <b>4:00pm</b> Softball-Varsity <b>Away vs. Southern Valley</b>	FFA State Fair @ Grand Island <b>9:30am</b> Cross Country-Varsity <b>Cambridge vs. Multiple Schools</b> <b>4:00pm</b> Softball-Varsity <b>Perry</b> <b>6:30pm</b> Football-B/Varsity <b>Away vs. Broken Bow</b>	FFA State Fair @ Grand Island <b>9:00am</b> Volleyball-Varsity <b>Away vs. Lexington</b>
4	5	6	7	8	9	10
FFA State Fair @ Grand Island	FFA State Fair @ Grand Island FFA State Fair @ Grand Island No School <b>6:00pm</b> Football-B/JV <b>Away vs. Ogallala</b>	<b>4:00pm</b> Softball-Varsity <b>Wray</b> <b>4:30pm</b> Volleyball-JH <b>Hitchcock County</b>		<b>TBD</b> Football-JH <b>TBA vs. TBA</b> <b>3:30pm</b> Cross Country-Varsity <b>Chase County vs. Multiple Schools</b>	<b>TBD</b> Softball-Varsity <b>Scottsbluff vs. Multiple Schools</b> CCHS Football @ Chase County Schools <b>6:00pm</b> Football-B/Varsity <b>Gothenburg</b> <b>7:30pm</b> HS Choir to Phantom of the Opera @ Denver	<b>TBD</b> Softball-Varsity <b>Scottsbluff vs. Multiple Schools</b>
11	12	13	14	15	16	17
	<b>2:30pm</b> Volleyball-JH <b>Away vs. Dundy County Stratton</b> <b>5:30pm</b> Football-B/JV <b>Away vs. North Platte St. Pats</b>	<b>7:30am</b> FFA @ Auditorium <b>4:00pm</b> Volleyball-C/JV/Varsity <b>Holyoke</b> <b>4:30pm</b> Softball-Varsity <b>Gering</b> <b>6:00pm</b> Monthly Meeting @ Board Room <b>6:30pm-8:30pm</b> SW Nebraska Catechism Kickoff @ Auditorium	<b>7:00pm-8:30pm</b> SW Nebraska Catechism Kickoff @ Auditorium	<b>4:00pm</b> Cross Country-Varsity <b>McCook vs. Multiple Schools</b> <b>5:00pm</b> Football-JH <b>Hershey</b>	<b>4:00pm</b> Softball-Varsity <b>Chadron</b> <b>7:00pm</b> Football-B/Varsity <b>Away vs. Kimball</b>	<b>8:00am</b> Softball-Varsity <b>GI Northwest vs. Multiple Schools</b> <b>10:00am</b> Volleyball-Varsity <b>Away vs. McCook</b>
18	19	20	21	22	23	24
	<b>4:00pm</b> Volleyball-JH <b>Hershey</b> <b>4:00pm-7:00pm</b> Parent Teacher Conferences <b>5:00pm</b> Football-B/JV <b>Hershey</b>	<b>4:00pm</b> Softball-JV/Varsity <b>Cozad</b> <b>4:00pm-7:00pm</b> Parent Teacher Conferences <b>4:00pm</b> Softball-JV <b>Cozad</b> <b>5:00pm</b> Volleyball-JV/Varsity <b>Away vs. Sidney</b> <b>5:30pm</b> Softball-Varsity <b>Cozad</b> <b>5:30pm</b> Football-JH <b>Away vs. Ogallala</b>	FFA District Range Judging @ Franklin County	<b>3:00pm</b> Softball-Varsity <b>Gothenburg vs. Multiple Schools</b> <b>4:00pm</b> Volleyball-JV/Varsity <b>Dundy County Stratton vs. Multiple Schools</b> <b>4:00pm</b> Cross Country-Varsity <b>Dundy County Stratton vs. Multiple Schools</b>	CCHS Football @ Chase County Schools <b>7:00pm</b> Football-B/Varsity <b>Ogallala</b>	<b>9:00am</b> Volleyball-Varsity <b>Away vs. Sutherland</b> <b>12:00pm</b> Softball-Varsity <b>Scottsbluff</b>
25	26	27	28	29	30	
	<b>1:00pm</b> Cross Country-Varsity <b>University of NE-Kearney vs. TBA</b> <b>4:00pm</b> Softball-JV <b>McCook</b> <b>6:00pm</b> Football-B/JV <b>Away vs. Holyoke</b>	<b>8:00am</b> FFA State Range Judging @ Lancaster County <b>4:00pm</b> Volleyball-JH <b>Holyoke</b> <b>5:00pm</b> Volleyball-JV/Varsity <b>Gothenburg vs. Multiple Schools</b>	<b>8:00am</b> FFA State Range Judging @ Lancaster County	<b>3:00pm</b> Softball-Varsity <b>Holdrege vs. Multiple Schools</b> <b>5:00pm</b> Volleyball-JV/Varsity <b>Chase County vs. Multiple Schools</b> <b>5:30pm</b> Football-JH <b>Away vs. North Platte St. Pats</b>	CCHS Football @ Chase County Schools <b>6:30pm</b> Football-B/Varsity <b>Gordon-Rushville</b>	

LEASE

THIS LEASE is made and executed on August 9, 2016, by and between School District Number 10 of Chase County, Nebraska, political subdivisions of the State of Nebraska, hereinafter referred to as LESSOR, and Pom-Pom Organization of Imperial, Nebraska, hereinafter referred to as LESSEE.

WITNESSETH: Lessor desires to lease the concession facilities at the Chase County Schools in Imperial, Chase County, Nebraska during Chase County Schools athletic events for operation of a concession stand at said events. LESSEE desires to secure such facilities and operate a concession stand during Chase County Schools athletic events. In consideration of the mutual covenants herein contained, the parties agree as follows:

1. LESSOR leases to LESSEE and LESSEE hires and takes from LESSOR the concession space located in the lunch room area of the Chase County Schools building during boys basketball games, girls basketball games, volleyball games and wrestling meets. Concessions for additional activities may be provided upon mutual agreement of the Lessee and Lessor.
2. The leased premises shall be used for the purpose of operating a concession stand. LESSOR shall restrict the use of the leased premises to that purpose only.
3. This lease shall begin on August 24, 2016 and end May 24, 2017.
4. The rent for the leased premises shall be \$500.00 per year. Rent shall be due and payable **January 1, 2017**.
5. LESSEE shall operate a concession stand at all Chase County Schools athletic events, which shall include all varsity and non-varsity volleyball, and girls and boys basketball games and varsity and non-varsity wrestling meets held at Chase County Schools in Imperial, Nebraska during the 2016-17 school year. LESSEE will not provide concessions for games in which only the Shorthorn gym is used due to the distance between gym and concessions area. Spectators may obtain refreshments via vending machines in Lobby area. LESSEE will provide concessions for all games held in the Longhorn gym as well as those held in the old high school gym. Concessions for additional activities may be provided upon mutual agreement of the Lessee and Lessor.
6. LESSOR shall furnish a set of keys to the leased premises to LESSEE. LESSEE shall have the right to enter the leased premises prior to the commencement of the athletic event for the purpose of setting up the concession stand. LESSEE shall have the right to remain in the leased premises following the athletic event for the purpose of cleaning the leased premises.
7. LESSEE shall have responsibility for the operation of the concession stand and use Pepsi® products only. LESSEE shall set up the concession stand, order and purchase concessions, staff the concession stand and clean up the leased premises.
8. LESSOR shall furnish and maintain the equipment necessary to operate the concession stand including but not limited to a popcorn machine.
9. LESSOR shall furnish electricity, lighting and water adequate and reasonable for the premises.
10. LESSOR shall allow LESSEE to store the equipment and food owned by LESSEE for concession use in the Chase County Schools building. LESSOR shall allow LESSEE access to said equipment and food.
11. LESSEE shall retain all profits realized from operation of the concession stand.
12. LESSEE agrees to hold LESSOR free and harmless from any and all liability, losses, damages, costs and expenses, causes of action, claims or judgments arising from injury or damage during said term to persons of any nature occasioned by any act or acts, omission or omissions, of the LESSEE or of its employees, agents, or members and growing out of the occupation and use of the leased premises, and against all legal costs and charges, including attorney fees, reasonably incurred in and about such matters and the defense of any action

arising out of the same. LESSOR shall not be liable for damage of any kind to the concession or to any of LESSEE'S employees, agents, members or customers.

13. LESSEE, at its own expense and with a company acceptable to LESSOR shall carry liability insurance in the amount of \$ 12,500 for the demised premises and provide LESSOR a copy of Certificate of Liability within 30 days of commencement of the lease term.
14. LESSOR shall not be liable or responsible to any person or persons whomsoever for any damages to goods, wares, or merchandise or other property in or about said demised premises caused by any reason.
15. LESSEE shall not contract bills in the name of LESSOR, or in any way, directly or indirectly, involve LESSOR in any expense, indebtedness or liability.
16. LESSEE shall not put up any signs or advertisements whatsoever on the inside or outside of the leased premises without the prior written consent of LESSOR.
17. LESSEE shall not assign this lease or sublet the demised premises, or any portion thereof, or permit others to occupy it, without the prior written consent of LESSOR.
18. LESSEE shall deliver the demised premises to LESSOR at the end of this lease term without further demand or notice and in as good order and repair as it is now or may hereafter be, allowing for reasonable wear and tear.
19. In the event that LESSEE fails to perform and carry out any of the terms or conditions of this lease strictly in accordance with the provisions hereof, or for any reason is unable to conduct its business, LESSOR may terminate this lease by giving written notice to LESSEE. On termination, all rights of LESSEE to occupy or use the premises hereby leased shall end on the 10<sup>th</sup> day after delivery of such notice by which time LESSEE and all its officers, agents, and employees shall vacate the premises and surrender the same to LESSOR quietly and peacefully. LESSOR'S termination of this lease hereunder shall not prevent or interfere with the recovery by LESSOR of any rent or other payment due hereunder, or prevent or interfere with LESSEE'S recovery from LESSOR of any damages for breach of this lease.

This Lease agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties.

IN WITNESS WHEREOF, the parties have executed this lease at Imperial, Chase County, Nebraska on day and year first above written.

LESSOR  
SCHOOL DISTRICT NO. 10  
OF CHASE COUNTY, NEBRASKA  
Political Subdivision of the  
State of Nebraska

BY: \_\_\_\_\_  
PRESIDENT  
BOARD OF EDUCATION, DIST. 10

LESSEE  
BY: \_\_\_\_\_  
Pom Pom REPRESENTATIVE

LEASE

THIS LEASE is made and executed on August 9, 2016, by and between School District Number 10 of Chase County, Nebraska, political subdivisions of the State of Nebraska, hereinafter referred to as LESSOR, and PTO Organization of Imperial, Nebraska, hereinafter referred to as LESSEE.

WITNESSETH: Lessor desires to lease the concession facilities at the Chase County Schools in Imperial, Chase County, Nebraska during Chase County Schools athletic events for operation of a concession stand at said events. LESSEE desires to secure such facilities and operate a concession stand during Chase County Schools athletic events. In consideration of the mutual covenants herein contained, the parties agree as follows:

1. LESSOR leases to LESSEE and LESSEE hires and takes from LESSOR the concession building located at the Chase County Schools football field during Chase County Schools football games and track meets. Concessions for additional activities may be provided upon mutual agreement of the Lessee and Lessor.
2. The leased premises shall be used for the purpose of operating a concession stand. LESSOR shall restrict the use of the leased premises to that purpose only.
3. This lease shall begin on August 24, 2016 and end May 24, 2017.
4. The rent for the leased premises shall be \$250.00 per year. Rent shall be due and payable January 1, 2017.
5. LESSEE shall operate a concession stand at all Chase County Schools athletic events, which shall include all varsity and non-varsity football and boys and girls track meets held at Chase County Schools in Imperial, Nebraska during the 2016-17 school. Concessions for additional activities may be provided upon mutual agreement of the Lessee and Lessor.
6. LESSOR shall furnish a set of keys to the leased premises to LESSEE. LESSEE shall have the right to enter the leased premises prior to the commencement of the athletic event for the purpose of setting up the concession stand. LESSEE shall have the right to remain in the leased premises following the athletic event for the purpose of cleaning the leased premises.
7. LESSEE shall have responsibility for the operation of the concession stand and use Pepsi® products only. LESSEE shall set up the concession stand, order and purchase concessions, staff the concession stand and clean up the leased premises.
8. LESSOR shall furnish and maintain the equipment necessary to operate the concession stand including but not limited to a popcorn machine.
9. LESSOR shall furnish electricity, lighting and water adequate and reasonable for the premises.
10. LESSOR shall allow LESSEE to store the equipment and food owned by LESSEE for concession use in the Chase County Schools building. LESSOR shall allow LESSEE access to said equipment and food.
11. LESSEE shall retain all profits realized from operation of the concession stand.
12. LESSEE agrees to hold LESSOR free and harmless from any and all liability, losses, damages, costs and expenses, causes of action, claims or judgments arising from injury or damage during said term to persons of any nature occasioned by any act or acts, omission or omissions, of the LESSEE or of its employees, agents, or members and growing out of the occupation and use of the leased premises, and against all legal costs and charges, including attorney fees, reasonably incurred in and about such matters and the defense of any action arising out of the same. LESSOR shall not be liable for damage of any kind to the concession or to any of LESSEE'S employees, agents, members or customers.

13. LESSEE, at its own expense and with a company acceptable to LESSOR shall carry liability insurance in the amount of \$ 12,500 for the demised premises and provide LESSOR a copy of Certificate of Liability within 30 days of commencement of the lease term.
14. LESSOR shall not be liable or responsible to any person or persons whomsoever for any damages to goods, wares, or merchandise or other property in or about said demised premises caused by any reason.
15. LESSEE shall not contract bills in the name of LESSOR, or in any way, directly or indirectly, involve LESSOR in any expense, indebtedness or liability.
16. LESSEE shall not put up any signs or advertisements whatsoever on the inside or outside of the leased premises without the prior written consent of LESSOR.
17. LESSEE shall not assign this lease or sublet the demised premises, or any portion thereof, or permit others to occupy it, without the prior written consent of LESSOR.
18. LESSEE shall deliver the demised premises to LESSOR at the end of this lease term without further demand or notice and in as good order and repair as it is now or may hereafter be, allowing for reasonable wear and tear.
19. In the event that LESSEE fails to perform and carry out any of the terms or conditions of this lease strictly in accordance with the provisions hereof, or for any reason is unable to conduct its business, LESSOR may terminate this lease by giving written notice to LESSEE. On termination, all rights of LESSEE to occupy or use the premises hereby leased shall end on the 10<sup>th</sup> day after delivery of such notice by which time LESSEE and all its officers, agents, and employees shall vacate the premises and surrender the same to LESSOR quietly and peacefully. LESSOR'S termination of this lease hereunder shall not prevent or interfere with the recovery by LESSOR of any rent or other payment due hereunder, or prevent or interfere with LESSEE'S recovery from LESSOR of any damages for breach of this lease.

This Lease agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties.

IN WITNESS WHEREOF, the parties have executed this lease at Imperial, Chase County, Nebraska on day and year first above written.

LESSOR  
SCHOOL DISTRICT NO. 10  
OF CHASE COUNTY, NEBRASKA  
Political Subdivision of the  
State of Nebraska

BY: \_\_\_\_\_  
PRESIDENT  
BOARD OF EDUCATION, DIST. 10

LESSEE  
BY: \_\_\_\_\_  
PTO REPRESENTATIVE

## CHASE COUNTY SCHOOLS SUPERINTENDENT'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of the Chase County School District 15-0010, a/k/a Chase County Schools, hereinafter referred to as "the Board," and [Insert Name of Superintendent], hereinafter referred to as "the Superintendent."

WITNESSETH: That in accordance with action taken by the Board as recorded in the minutes of the Board meeting held on the 12<sup>th</sup> day of April, 2016, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

1. **Term of Contract.** This Contract is for a term of one (1) year beginning on the 1st day of July, 2017, and expiring on the 30th day of June, 2018. References in this Contract to "contract year" shall mean the period of July 1 to June 30. Each year of this agreement shall consist of 260 days of service per year.

The Board shall, at or before its regular Board meeting in December of each contract year, notify the Superintendent of the Board's offer of continued employment and of the terms of such continued employment. The Superintendent shall accept or deny such contract offer at or before the regular Board meeting in January.

2. **Salary.** The annual salary for the 2017-2018 contract year shall be \$138,000.

The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District.

In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

The Board reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become a part of this Contract; provided, however, that in making any such salary adjustment, it shall not be considered that the Board has entered into a new Contract, nor shall the termination date of this Contract be thereby extended unless the Board, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of this Contract or any prior extension, be for a period in excess of three (3) years.

This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3. **Benefits.** As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

- A. **Leave Benefits.** Paid leave is available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the District and (2) the paid leave day is taken on a day Superintendent would otherwise be expected to be at work.

1. **Vacation.** The Superintendent shall be allowed fifteen (15) working days of vacation leave during each contract year. The Superintendent may elect to use a vacation day anytime during the school year when school is not in session, all other vacation time is to be used during the summer.

2. **Carry-over and Accumulation of Vacation Days.** Vacation is to be used during each contract year. Vacation days are to be used in the contract year in which it becomes available. There is no carry-over or accumulation of unused vacation leave from one contract year to another contract year. At the end of each contract year the Superintendent will be reimbursed up to five (5) unused vacation days at the effective daily rate of pay in such contract year. Any unused or un-reimbursed vacation days remaining from a prior contract year shall be subtracted from the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year be fifteen (15) days. Upon ending employment, unused vacation days available in the final contract year will be paid at the effective daily rate of pay.

3. **Sick Leave.** The Superintendent shall be entitled to twelve (12) contract days of sick leave the first year of employment as of the first official day included in the initial contract of employment and twelve (12) contract days of each succeeding year accumulative to forty-five (45) days.

4. **Carry-over and Accumulation of Sick Days.** A maximum of forty-five (45) days of sick leave may be accumulated.

- B. **Personal Days.** The Superintendent shall be entitled to four (4) days of personal leave. Personal days not used will be paid to the Superintendent at the "substitute daily rate" in effect for each contract year as set forth in Board of Education policy as follows: The base salary for certificated teachers for such contract year divided by 184 contract days times .62 equals the substitute daily rate. The reimbursement will be made in the final check of the contract year.

- C. **Holidays.** The following days shall be holiday days and not working days: Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day, day following Christmas, New Years Day, one-half day on New Year's Eve, Good Friday, Memorial Day and July 4<sup>th</sup>. Provided that should an identified holiday fall on a weekend day, the Superintendent may elect to take either the first working day before or after the holiday as an off duty day.

- D. **Log.** The Superintendent shall maintain a current log of used vacation, personal and sick leave days with the President of the Board of Education, or his or her designee.

- E. **Health and Dental Insurance.** The District shall pay for and provide the Superintendent with health and dental insurance consistent with that provided for other classified employees for which the Superintendent is qualified under the District's group insurance plan.

- F. **Long Term Disability** - The District shall pay for and provide the Superintendent with disability insurance consistent with that provided for other classified employees for which the Superintendent is qualified under the District's disability insurance plan.

- G. **Meetings and Dues.** The Superintendent shall attend appropriate professional meetings at the local, state and national levels provided that such attendance does not interfere with the proper performance of Superintendent's duties. The reasonable and necessary expenses of such meetings shall be reimbursed by the District consistent with Board policies. In addition, the District shall pay the Superintendent's annual dues to the Nebraska Council of School Administrators and may pay dues to other professional organizations suitable for the Superintendent's position upon the Superintendent's request.

- H. **Transportation Expenses.** Any reasonable and necessary expenses of transportation required in the performance of Superintendent's official duties shall be reimbursed at the rate set annually by the Board for District travel.

- I. **Indemnification.** The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District and the District is not in an adverse position in the legal proceedings.

- J. **Other Benefits.** The Superintendent may be provided such other benefits as are provided to certificated employees of the District in the Board's discretion, except as otherwise provided herein, provided the Superintendent meets the conditions and eligibility requirements for such benefits.

4. **Duties.** The Superintendent is employed as the Superintendent for the District. The Superintendent shall perform the duties of such positions as are regularly and customarily expected for such positions and such duties and responsibilities as are set forth in Board Policy or Regulation for such positions. The Superintendent shall be subject to such other duties as the Board may assign from time to time. The Superintendent agrees to devote full time to the assigned duties, provided that with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties.

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects to diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

5. **Board-Superintendent Relationship.** The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District, and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.
6. **Evaluation of the Superintendent.** The Superintendent shall be evaluated each contract year and may be evaluated more frequently in the discretion of the Board. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a written response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.
7. **Contract Termination.** In the event the Superintendent violates any of the provisions of this Contract or performs any act or does anything which is materially harmful to the District, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to perform as a superintendent or principal in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) any representations in this Contract being determined to be false or incorrect; (6) failure to return a Renewal Agreement by the required date, provided that such date not be prior to March 15 of the final year of the Contract or any extension of the Contract term; and (7) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties; then the Superintendent may be discharged in accordance with applicable law. Suspension or other disciplinary action may be enforced in accordance with applicable law. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of days of service to the date of such termination bears to the days of service remaining in the term of the Contract at the time termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract, and any sums owing to the District by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board of Education may require a certificate of health and physical fitness of Superintendent in accordance with applicable law at any time while this Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical capacity or any reason beyond the Superintendent's control, and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the positions for which the Superintendent is employed, the Board of Education may, at its option, terminate this agreement whereupon the respective duties, rights and obligations hereof shall terminate.

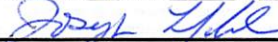
8. **Representations and Legal Requirements.** The Superintendent affirms that: (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees' Retirement Act.

9. **Governing Laws.** The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.
10. **Amendments & Severability.** This Contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

The failure to return a signed copy of this Contract to the President or Secretary of the Board of Education of the District on or before **January 14, 2014** shall constitute a rejection by the Superintendent of the offer of employment.

Executed this <u>3</u> day of <u>8</u> , 20 <u>14</u> .  [Insert Name of Superintendent], Superintendent	Executed this ___ day of _____, 20__. Board of Education of Chase County School District 15-0010, a/k/a Chase County Schools By: _____ President Attest: _____ Secretary
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# Chase County Schools

## CLASSIFIED EMPLOYEES HANDBOOK 2016-2017



Chase County Schools  
520 East 9<sup>th</sup> Street  
P.O. Box 577  
Imperial, Nebraska 69033  
(308) 882-4304  
Fax (308) 882-5629

**2016-2017  
Classified Employees Handbook  
Chase County Schools**

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## Receipt of Handbook

**Chase County Schools  
Classified Employees Handbook  
2016-2017**

**FOREWORD**

**Section 1 Intent of Handbook**

Welcome to Chase County Schools. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2016-2017 and subsequent school years unless replaced by a later edition.

**Section 2 Information About Chase County Schools**

[Insert information about the School District]

## Foreword

### **Section 3 School Mission Statement**

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

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
  - Is based on state standards and such additional standards; as are established by the Board of Education;
  - Is appropriate for the developmental level of the students;
  - Addresses diverse learning needs;
  - Instills a passion for learning and the importance of life-long learning;
  - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
  - Develops expected work ethics, as well as group participation and leadership skills;
  - Incorporates character education and multicultural education, including respect for diversity;
  - Provides for application of technology in all learning areas;
  - Provides access to advanced courses; and
  - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
  - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
  - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
  - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Foreword

**Section 4 Members of the Board of Education**

Name	Contact Information
Jeff Olsen, President	
Gregg Smith, Vice President	
Thomas Gaschler, Secretary	
Penny Strand, Treasurer	
Steven Wallin, Member	
Sheila Stromberger, Member	
Karl Meeske, Member	
Dan Reeves, Member	
Willy O'Neil, Member	

**Section 5 Administrative Staff**

Name	Position
Joey Lefdal	Superintendent
Chad Scheel	7-12 Principal
Becky Odens	K-6 Principal

For other staff contacts, please visit the school's webpage.

## Article 1 – SCHOOL CALENDAR AND SCHEDULES

### Section 1 School Calendar

The school calendar is found at Appendix “E.”

### Section 2 Severe Weather and School Cancellations

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

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

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. 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. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

## Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

### Section 1 Employment

Employment occurs when the employee signs the Employee's Contract and the Board of Education approves such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are "at-will" employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

### Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

### Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

### Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

### Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable over twelve equal installments. Employees are paid on the 20th of the month, or the last preceding school day, if the 20th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

## Article 2 – Employment, Compensation and Benefits

### **Section 6      Benefits**

Classified employees are provided benefits in accordance with their employment contract and Board policy. Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Superintendent's Office in writing of any changes in benefit status.

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

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

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

Payroll deductions are made in accordance with law and elections made by employees.

### **Section 8      Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate

## Article 2 – Employment, Compensation and Benefits

supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

### **Section 9 403(b) Salary Reduction Agreements**

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

### **Section 10 Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40

## Article 2 – Employment, Compensation and Benefits

hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

## Article 3 – ABSENCES FROM WORK

### Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact [insert who to contact] before [insert earliest hour contact may be made]. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to [insert who to contact] whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

#### Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

## Article 3 – Absences From Work

### **Section 2 Paid Leave - Sick and Personal Leaves**

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

### **Section 3 Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves called for in the negotiated agreement, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

### **Section 4 Leaves of Absence**

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

### **Section 5 Unpaid Leaves**

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

### **Section 6 Jury Duty Leave**

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

## Article 3 – Absences From Work

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

### **Section 7 Family and Medical Leave**

#### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Chase County Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

## Article 3 – Absences from Work

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Chase County Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Article 3 – Absences from Work

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Joey Lefdal, Superintendent, at (308) 882-4304.

### **Section 8 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

### **Section 9 Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

## Article 3 – Absences from Work

### **Section 10 Subpoena to Testify Leave**

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

### **Section 11 Voting Leave**

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

## Article 4 – DUTIES AND RESPONSIBILITIES

### Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

### Section 2 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

### Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

### Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

## Article 4 – Duties and Responsibilities

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the Principal's office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.
4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.

### Section 5 Supervision of Students

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four "P's" for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
  - Report to all duty assignments on time.
  - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
  - Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, 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

## Article 4 – Duties and Responsibilities

confidential information about students except with other staff who need to know the information to perform their jobs).

- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records.

### 3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

### 4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

### Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight

## Article 4 – Duties and Responsibilities

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

### **Section 6     Dispensing Medication**

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician or, for asthma and anaphylaxis, a health care professional who prescribed the

## Article 4 – Duties and Responsibilities

medication for treatment of the student's condition, during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

### **Section 7 Reporting Child Abuse**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

## Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

### Section 1 Ethics Standards

The Chase County School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

#### *Principle I - Commitment as a School Employee:*

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

#### *Principle II - Commitment to the Student:*

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.

## Article 5 – Personal and Professional Conduct

3. Shall not discipline students using corporal punishment.

### *Principle III - Commitment to the Public:*

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

### *Principle IV - Commitment to Classified Position Employment Practices:*

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

### *Competent Performance*

Employees must possess the abilities and skills necessary to accomplish the designated task.

## Article 5 – Personal and Professional Conduct

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

*Communication Skills:* In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

*Management techniques:* The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

*Human and Interpersonal Relationships:* Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;

## Article 5 – Personal and Professional Conduct

4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

*Personal Requirements:* Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

*Contractual Obligations:* Employees shall adhere fully to the terms of a contract or appointment.

### **Section 2      Role Model**

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

### **Section 3      Professional Boundaries**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

## Article 5 – Personal and Professional Conduct

- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student’s physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee’s problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee’s personal vehicle without express permission of the student’s parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student’s parent or school administrator.
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

## Article 5 – Personal and Professional Conduct

### Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

### Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
    - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
    - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

## Article 5 – Personal and Professional Conduct

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

### **Section 7 Evaluations**

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

### **Section 8 Employee Complaints or Concerns**

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed.

## Article 5 – Personal and Professional Conduct

All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

### **Section 9 Attire**

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

### **Section 10 Outside Employment**

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

## **Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees 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 an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employee will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Section 2 Smoke and Tobacco-Free Workplace**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Section 3 Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

## Article 6 - Use of School Facilities and Equipment

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and 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. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

## Article 6 - Use of School Facilities and Equipment

### Section 4 Use of District Computer Network and Internet

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for

## Article 6 - Use of School Facilities and Equipment

personal use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
  
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.
  
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
  - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that

## Article 6 - Use of School Facilities and Equipment

are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To promote or tolerate violations of student conduct rules.
  5. To engage in illegal activity, such as gambling.
  6. In a manner contrary to copyright laws.
  7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system.

## Article 6 - Use of School Facilities and Equipment

Sanctions. Violation of the policies and procedures concerning the use of the District's technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Section 5 Use of School Facilities**

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

### **Section 6 Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

### **Section 7 Use of Telephone**

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

### **Section 8 Visitors**

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

## Article 6 - Use of School Facilities and Equipment

### **Section 9 Salespersons**

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

### **Section 10 Security of Desks and Lockers**

Offices, employee 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 District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

### **Section 11 Video Surveillance**

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a 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 building user and may also be provided to law enforcement agencies.

### **Section 12 Bulletins and Web Page**

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and

## Article 6 - Use of School Facilities and Equipment

programs and for educational purposes related to such activities and programs. The District's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

### **Section 13 Copyright and Fair Use Policy**

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

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

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

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

### **Section 14 Lost and Found**

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

## Article 6 - Use of School Facilities and Equipment

### Section 15 Safety

#### Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

#### Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

## Article 6 - Use of School Facilities and Equipment

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

### Safe Driving

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

### Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

### Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## Article 7 – STATE AND FEDERAL PROGRAMS

### Section 1 Notice of Nondiscrimination

Chase County Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)  
 One Petticoat Lane  
 1010 Walnut St. 3<sup>rd</sup> Floor, Suite 320  
 Kansas City, MO 64106  
 (816) 268-0550 (voice)  
 Fax (816) 268-0599  
 (800) 877-8339 (telecommunications device  
 for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The U.S. Equal Employment  
 Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, MO 66101  
 (800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

### Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Chase County Schools, 520 East 9<sup>th</sup> Street, P.O. Box 577, Imperial, Nebraska 69033; Phone: (308) 882-4304:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent

Article 7 – State and Federal Programs

Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

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

Policy of Non-Discrimination

The policy of Chase County Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

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

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

1. In general, verbal or physical conduct relating to a person’s protected status constitutes harassment when the conduct unreasonably interferes with the person’s work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person’s age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors,

## Article 7 – State and Federal Programs

or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

### Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

### **Section 4 Grievance Procedure for Persons with a Disability**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

## Article 7 – State and Federal Programs

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

### **Section 5 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and including termination. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

## Article 7 – State and Federal Programs

### **Section 6 Disclosure of Student Information to Military Recruiters and Colleges**

Federal Law requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

### **Section 7 Breakfast and Lunch Programs**

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

### **Section 8 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**Model General Notice of COBRA Continuation Coverage Rights  
(For use by single-employer group health plans)**

**\*\* Continuation Coverage Rights Under COBRA\*\***

**Introduction**

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

**What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;

- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to [*enter name of employer sponsoring the plan*], and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

### **When is COBRA Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days [*or longer period if permitted under the terms of the Plan*] after the qualifying event occurs. You must provide this notice to the agency designated by the EHA and submit such other information as required by Plan procedures for this notice. Contact the EHA or the Superintendent's Office for further information.

### **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment

terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. Review the Plan procedures for any additional Plan procedures for this notice. Contact the EHA or the Superintendent's Office for further information.

***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

**If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

**Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

**Plan Contact Information**

Information about the plan and COBRA continuation coverage can be obtained on request from the EHA. Contact the Superintendent's Office for further details.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Appendix B

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### FEDERAL MINIMUM WAGE

# \$7.25

 PER HOUR

BEGINNING JULY 24, 2009

**OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

**No more than**

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

**TIP CREDIT** Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

**ENFORCEMENT** The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

# WWW.WAGEHOUR.DOL.GOV



# CHASE COUNTY SCHOOLS

## 2016-2017 SCHOOL YEAR CALENDAR

8 1<sup>st</sup> Day Ftbll Practice  
 11-12 Teacher Inservice  
 15 1<sup>st</sup> Day VBall Practice  
 23 Meet the teacher day  
 3:00-6:00 pm  
 24 1<sup>st</sup> Day of school

6/9 Student/Staff Days

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

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

3 No School Inservice  
 4 School Resumes  
 16 No School Inservice

19/21 Student/Staff Days

5 Labor Day (No School)  
 19&20 PTC 3-7 2:30 Dismissal

21/21 Student/Staff Days

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

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

6&7 PTC 3-7 2:30 Dismissal  
 17 No School  
 27 Spring Practice Begins

19/19 Student/Staff Days

20 End 1<sup>st</sup> Quarter 2:30 Dismissal  
 21-24 Fall Break (No School)

19/19 Student/Staff Days  
 41/44 Student/Staff Days Q1

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

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

9 End of 3<sup>rd</sup> Quarter 2:30 Dismissal  
 10 No School  
 18 Prom

22/22 Student/Staff Days  
 45/47 Student/Staff Days Q3

11 Veterans Day  
 Winter practice begins  
 23-27 Thanksgiving Break  
 Dismiss @ 2:30

20/20 Student/Staff Days

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

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

14-17 Easter Break  
 21 District Music

17/18 Student/Staff Days

21 Christmas Break,  
 Dismiss 2:30  
 21 End of Semester 1 2:30  
 22 Teacher In-service  
 23-27 NSAA No Practice

15/16 Student/Staff  
 40/41 Student/Staff Days Q2  
 81/85 Student/Staff Days S1

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

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

12 Last day Seniors  
 13 Graduation  
 24 Last Day K-11 2:30  
 25 Staff In-Service Day  
 18/19 Student/Staff Days  
 50/52 Student/Staff Days Q4  
 95/99 Student/Staff Days S2  
 176/184 Student/Staff Days

Early Out Days
Professional Development Days
No School Days
Summer Vacation

**RECEIPT OF 2016-2017 CLASSIFIED EMPLOYEE HANDBOOK OF  
CHASE COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2016-2017 Classified Employee Handbook of Chase County Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Return to the Principal's Office

## **BUS DRIVERS**

### **DUTIES AND RESPONSIBILITIES:**

- **PRIOR TO ANY TRIP**, driver must perform required pre-trip inspection as directed by the DMV specialist during bus driver training.
  - Keep informed of all laws, rules and regulations pertaining to operating the school bus, and cooperate with the director of transportation, principal and other school officials.
- Must attend and participate in school based transportation meetings.
- Must accept responsibility for safely operating the school bus with or without students.
- Not use or permit the use of the bus for any purpose other than to transport pupils or guardians and school employees assigned by the principal to ride the bus to and from the school on a regular school day.
- Make certain of the exact bus route, including established bus stops, to which the bus has been assigned by the bus coordinator/route coordinator, and adhere strictly to the designated route and stops. In an emergency, the driver shall use good judgment in making a detour, and report the necessary change in route as soon as possible to the school bus coordinator.

\*Route drivers are responsible for keeping updated rider lists and route maps on their buses so sub drivers are prepared and ready for the routes.

- Post-trip - Inspect the bus for students, vandalism and items left on the bus upon the **completion of every bus run**.
- Prepare a daily school bus route time schedule for all established bus stops, and inform assigned passengers of the time the bus will leave each stop. As nearly as possible the driver should:
  1. Start ALL routes on schedule.
  2. Keep the bus on schedule.
  3. Come to a complete stop at every designated stop.
  4. Allow no student passengers to leave the bus to visit, perform errands, or purchase items at authorized or unauthorized bus stops.
  5. Leave school immediately after being dismissed from the bus parking area.

· The regular and substitute drivers assigned to a bus by the school transportation director must:

1. Set a personal example for the pupils to follow.
2. Be clean in appearance, speech and habits.
3. Refrain from the use of tobacco when driving or riding a bus.
4. Use no profane language.
5. Consume no intoxicating substances while participating in a school function, whether on or off the bus.
6. Be polite, courteous, understanding, firm and fair with all passengers.
7. Be sympathetic and patient toward parents who may at times become anxious about the operation of the bus.
8. Be respectful and courteous to the school principal, teachers and any other school officials.
9. Refrain from striking or deliberately injuring any passenger.
10. Make every effort to be a good public relations agent for the school. Stay positive when dealing with students, staff and public.

**OPERATION OF THE SCHOOL BUS (only after pre-trip):**

1. Drive the bus in such a manner and at such speed that the bus will be under control at all times.
2. Observe the school bus speed limit of 50 mph at all times on gravel and posted speed limit on surfaced roads. Use less speed when:
  - a. The road is crowded with other vehicles.
  - b. The weather is unfavorable.
  - c. The road conditions are not favorable.
  - d. Other hazards exist.
  - e. A lower speed is posted.
3. Observe a safe driving distance between the school bus and any other vehicles.
  - a. Never drive a school bus closer than 5 seconds to another bus under normal conditions unless directed otherwise by a traffic officer and 10 seconds in any other conditions.
  - b. Never pass a parked school bus, either empty or loaded with passengers, before determining that the bus is parked or cannot go farther until repaired.
  - c. When on gravel and county roads, use extra precautions when passing vehicles. The edges of roads can be soft at times and unsafe to drive.

4. Except in an emergency, turn the bus around only at places designated in the route description, using a monitor, if possible. If sufficient space is available, drive the bus off the highway, observe traffic in both directions, turn around using proper caution, and reenter the highway. If it is necessary to turn the bus around at a side road to the driver's right, drive by the road intersection, back into the side road and drive out. If the side road is to the driver's left, drive into the side road and back out, making certain that the road is clear in the rear. Always keep the bus in the right-hand lane in either instance. When the bus is backed in the process of turning around, load passengers before the turn is made. Never unload before backing the bus.

5. Use caution when backing a bus on the school grounds and only with the assistance of school personnel. The driver must make certain the way is clear of all people, vehicles or obstructions before the operation is performed.

6. **Never leave driver seat while bus is running.** Always remove key. Never leave the bus before the engine is switched off and the parking brake is set securely. When parked, remove the key from the ignition and bleed brakes to button pop-out. **NEVER LEAVE STUDENTS ON THE BUS UNSUPERVISED.**

7. Never use a school bus to push or pull another vehicle.

8. Use extreme caution in making stops to load or discharge passengers. Stops shall be made only at safe places, in the right-hand driving lane, where the bus can be seen clearly for a safe distance from both directions. The driver should stop the bus approximately 15' short of the designated passenger waiting place. This will help prevent passengers from rushing to the bus before it stops. Encourage passengers to cross the street or highway in clear view of the driver. When passengers are approaching the highways and are ready to cross or are leaving the bus, the driver shall keep the school bus warning signals in operation to warn approaching traffic to stop, and to allow the passengers who must cross the highway to do so in safety. Stops made on highways having divided roadways or highways having more than three lanes shall be made in the right-hand lane and on both sides of the highway to prevent passengers from being required to cross such highways. Whenever possible, stops should be made where the student exits the bus to the right to avoid crossing the street. The driver shall never make unauthorized stops along the route except in case of an emergency.

9. Never move the bus while passengers are entering or leaving it. The driver should see that all pupils are in place on the bus and all doors are closed before moving the bus. The driver should at all times control the bus door.
10. The driver should see that all emergency exits are properly closed before moving the bus.
11. School buses are required to stop at all railroad crossings. The stop must be made within 50 feet of the track but no closer than 15 feet. School buses must be brought to a complete stop, even if all passengers have left the bus. The driver should take the following steps in making a safe crossing:
  - a. Stop where the view of the railroad is clear, but no closer to the track than 15 feet.
  - b. If cross arms are down at the tracks and/or the railroad warning lights are blinking and the tracks are clear, only a uniformed police officer or an employee of the railroad can assist the bus while crossing the tracks. Do not back up or turn around at railroad crossings.
  - c. If a train is observed approaching, the driver should not attempt to drive across, but should have firm pressure on brakes, shift to neutral and set the parking brake. Wait until the train has passed and the tracks are clear, then proceed as directed in item (b).
12. Stop, turn off any accessories that prevent good hearing, open window and door and observe oncoming traffic and then check a second time before crossing or entering a highway. When it is certain that the way is clear, close the door and drive the bus quickly across the highway or onto the highway into the correct driving lane.
13. Use necessary caution in parking a school bus to avoid the possibility of an accident. Do not back the bus to park it, unless it is necessary. The bus driver should park the bus in the designated parking area at school. The bus should be parked with the doors closed, and when not in regular use, remain in the parking area during the school day. The bus should not be moved from the parking area during the school day except with authorization of the bus coordinator.
14. Permit no object that will restrict passageway to the entrance or emergency door to be placed on the bus.
15. Never drive or permit a substitute driver to drive the bus when the brakes are found to be defective or any other dangerous mechanical defect or safety hazard is discovered.

16. Buses should not idle on parking lots when the temperature is greater than 40 degrees. When starting buses in the morning they should not idle longer than 5 minutes. Buses should not idle while loading or unloading on school grounds due to safety of the students, environmental concerns and fuel savings.
17. If the bus breaks down and requires repair or towing while in route, students are to be evacuated from the bus only through the permission of a school administrator, route coordinator or director of transportation.
18. Bus driver should NEVER wear open toe shoes (flip-flops, sandals, etc.) while operating the bus.
19. Always follow PROPER PROCEDURES FOR PARKING THE BUS –
  - a. No Chock Blocks allowed
- 20. NEVER OPERATE A SCHOOL BUS WHILE USING A MOBILE TELEPHONE OR ANY ADDITIONAL TECHNOLOGY ASSOCIATED WITH A MOBILE TELEPHONE WHILE THE SCHOOL BUS IS IN MOTION.**

### **BUS DRIVER REPORTING:**

1. The bus driver should report misbehavior or failure to follow safe practices on the school bus to the principal or bus coordinator. Driver should report any stops where students are frequently late/no show for the bus.
2. The bus driver must keep records and make reports to the bus coordinator concerning the operation of the bus. The bus driver will make the following reports promptly to the proper personnel:
  - a. Report daily number of pupils transported, on prescribed forms. (dispatch)
  - b. Report any needed repairs or vandalism immediately. Please hand in a Written repair order to the mechanic.
  - c. Report immediately any accident in which a school bus passenger or the school bus is involved. (principal, director of transportation, mechanic, dispatch)
  - d. Report immediately any instance in which a school bus passenger has refused to maintain good behavior. (principal, director of transportation)
  - e. Report immediately any complaints of parents concerning school transportation to the director of transportation.
  - f. Report immediately the license number, description of the vehicle, and the description of the driver of any vehicle, which fails to stop before passing the school bus in either direction while the bus is stopped and the bus driver is admitting or discharging passengers to the bus coordinator/route coordinator. Please take time to inform your dispatch and the Transportation Director before signing any legal documents. (The driver of another vehicle is not required to stop for the bus if the

other vehicle is traveling the opposite roadway from the bus on a highway having two roadways separated by an intervening space or physical barrier).

- g. Report immediately any hazard which, in the opinion of the driver, involves the safety of the school bus and/or passengers to dispatch.
- h. In the event that the driver is a witness to an accident during the normal route and the bus is not involved in any way, the driver should continue with the route as usual. The driver should notify the school bus coordinator/principal of the time, location and vehicles involved.

### **CARE OF THE SCHOOL BUS:**

1. When assigned a bus, the bus driver must assume the responsibility for the care and protection of the assigned bus. In the care and protection of the bus, the driver must comply with the following:
  - a. Drive the bus with care at all times.
  - b. Make no bus repairs.
  - c. Permit no one but a properly certified driver to drive the bus. A substitute driver should not be permitted to drive the bus without the direction of the bus coordinator.
  - d. Before driving the bus, check for proper supply of fuel. Check the tires, brakes, lights, stop arm signal, horn, steering, windshield wiper, mirrors, windshield and back window vision.
  - e. See that the emergency exits are in good working condition and that the buzzer is operating properly.
  - f. Never tamper with the bus speed governor. Make a report immediately to the bus coordinator if the speed governor does not function as it should.
  - g. Be alert to detect any abuse or tampering with any part of the bus by pupils or other persons. Report any discovered vandalism to the bus coordinator immediately, and assist, if requested, in determining and identifying those responsible.
  - h. Keep the floor, interior and exterior of the bus clean. Encourage passengers to help keep the bus interior clean. All exterior lights, windshield, mirrors and rear windows should be cleaned daily. **No food or drinks are permitted on the bus.**
  - i. Do not permit persons to play, sit in, or tamper with the bus when it is parked at the driver's home or on the school lot.

### **PASSENGER MANAGEMENT:**

When a person assumes the responsibility to drive a school bus, the duty to supervise and manage the passengers assigned to ride the bus to and from school is also

assumed. The driver shall, with the direction and help of the principal, and transportation director comply with the following:

- **ASSIGN SEATS (When necessary)** – This will help with discipline, as well as provide an accurate seating chart that is required in the event of an accident.
- Take whatever steps are advisable and necessary to protect each passenger on the bus.
- Permit only those passengers who have been assigned to the bus to ride the bus.
- Maintain good order and conduct of the passengers riding on the bus. The bus driver shall not put a person off the bus for misbehavior before that student's regular stop. In the event a disturbance occurs on the bus while the bus is in motion, the driver, if unable to cope with the situation, shall contact the school principal and request assistance. The driver may find it necessary to turn the bus around and return to school in order to obtain the needed assistance.
- Require each passenger who must cross the street or highway in going to and from the bus stop to cross a sufficient distance in front of the bus to permit the bus driver to see each passenger to safety. **In discharging or admitting passengers at a bus stop, the driver shall account for all passengers to be discharged or admitted at the stop being made and see that each is in a safe position before the bus is moved.**
- Pick-up/Drop-off passengers only at the passenger's **officially established bus stop** unless directed otherwise by the school Principal/Transportation Dept.
- Permit no passengers to occupy a position in the bus that will obstruct the driver's view to the front, rear, left or right sides. Permit no bus passengers to stand in any space between the driver's seat and the entrance door, including the door steps.
- The bus driver shall never permit a student passenger to sit in the driver's seat or to tamper with the bus controls.

## **DEALING WITH STUDENT BEHAVIOR ON THE BUS:**

Dealing with student behavior is by far the most challenging duty of the school bus driver. This information is to help you recognize types and levels of behavior and help you manage student behavior on your bus. Each school has certain expectations for student behavior on the bus. It is the responsibility of the school administrators to set the rules and expectations and the responsibility of the bus driver to enforce them. Rules and expectations should be in written form and communicated regularly to parents and students and can also be published on the bus. Any misbehavior should be reported to the Principle/Bus Coordinator.

### **TYPES OF MISCONDUCT**

#### **Minor**

Eating

Hanging in the aisle, not sitting properly in the seat

Moving around the bus

#### **Disruptive Behavior**

Changing seats and moving around the bus, while the bus is in motion.

Loud talking, rowdiness

Cursing and disrespectful language

Throwing objects

#### **Gross Misbehavior**

Violence

Any behavior that involves weapons or illegal substances

Inappropriate touching

Any behavior that creates a safety hazard

### **REASONS FOR MISBEHAVIOR**

The main reason for student misbehavior is to bring attention to oneself. Most students accomplish this through positive means. However, many students gain attention through negative means, such as name calling, teasing and hitting.

In dealing with problems that occur on the bus, use the following guidelines to assist you:

- ***Deal with small problems before they get out of hand.***
- ***Don't deal with problems while driving, loading or unloading students.***
- ***Keep your emotions under control– be the adult in the situation.***
- ***Never touch or hit a student.***

If a problem demands your attention:

1. Pull the bus over in a safe location.
2. Turn off engine and set parking brake.
3. Remove the key from ignition.
4. Stand up-speak to the offender(s) in a firm voice, not showing anger, but authority.
5. Remind student(s) of the rules and consequences.
6. Change student(s) to another seat if necessary

Should a problem be serious enough to deter you from continuing the route:

· If you are close to the school, return to school and have an administrator remove the student from the bus.

- Call a school administrator to come and meet the parked bus to remove the student from the bus.
- If the behavior compromises your safety or the safety of other students, call 911 for emergency assistance, then call the school and the school dispatch.

### **SET A POSITIVE TONE**

You as the bus driver can set the tone of behavior and expectations on your school bus.

Always remember, you are the adult.

- Greet students by name.
- Don't become too familiar with the students.
- Insist that students address you formally, such as "Miss Elaine, Ms. Duncan, Mr. Bill".
- Set an example by showing respect to others being patient, calm even-tempered, understanding and honest.
- Be consistent and fair, not showing favoritism.

### **BEHAVIOR MANAGEMENT**

All interactions are designed to promote positive behavior.

**GOAL**—Self-discipline

**OBJECTIVE**—Decrease disruptive behavior and increase appropriate behavior

The goal and objective can be attained by the following guidelines:

- Clearly communicate the rules and expectations and enforce the consequences.
- Be consistent from the first day.
- Be a model of behavior to your students, practicing tolerance and respect.
- Ignore attention-getting behavior if it is not dangerous
- Reinforce and recognize positive behavior.
- Separate your feelings of a student's behavior from the student themselves.

### **REPORTING MISCONDUCT**

- Written documentation—the facts of what you heard or witnessed in documented form on a Bus Referral Form.
- Be specific about language used by the student and explain how the behavior affects the bus.  
Keep a copy for your records.
- Once reported, the discipline measures are determined by an administrator who should provide feedback to the driver.
- Never threaten students with bus suspension as you don't have that authority

## **SCHOOL BUS RULES**

**S**EAT ON SEAT

**A**LWAYS SHOW RESPECT TO OTHERS

**F**OOD, GUM AND DRINKS NOT ALLOWED

**E**VERYONE FOLLOWS THE DIRECTIONS OF THE BUS DRIVER

**T**ALK QUIETLY TO YOUR NEIGHBOR

**Y**OUR BACK ON BACK OF SEAT

## **TRANSPORTING STUDENTS IN WHEELCHAIRS OR OTHER ASSISTIVE DEVICES PROCEDURES:**

### **ASSISTIVE WALKING DEVICES (walkers, canes, crutches)**

When transporting students that require the assistive walking devices listed above, the student would use the device to the door of the bus. The person assigned to assist the student would then hand the assistive device to a person on the bus, then would assist the student up the steps and to their seat with the student using the handrails for balance.

The assistive device should be folded down to the smallest size possible and placed in the back of the bus behind the last seat and strapped down with bungee cords or straps securing it to the seat.

When exiting the bus, the student would be assisted out of their seat and down the bus steps using the bus handrails, then the assistive device would be given to them when they are safely on the ground.

## **MEDICAL SUPPORT EQUIPMENT**

Some students may require equipment such as suction machines or ventilators. The decision to transport students with such equipment and the methods of transporting the equipment would be made on an individual basis by transportation personnel and Exceptional Children's personnel.

## **WHEELCHAIRS**

Wheelchairs come in a variety of styles and models. Transportation of students using wheelchairs will be evaluated on an individual basis by transportation and Exceptional Children's personnel. The personnel will determine if the wheelchair meets the criteria for transport on a school bus. It will also be determined on an individual basis if the student should actually ride in the wheelchair on the bus or transferred to a regular bus seat. If it is determined that the student be transferred from the wheelchair to a regular bus seat, the procedure would be the same as transporting students with assistive walking devices (above) making certain that the wheelchair is folded down and secured at the back of the bus.

If it is determined that the student should remain in the wheelchair for transport, the following loading and unloading procedure should be followed:

### **Loading**

1. The bus should be parked with parking brake set and hazard lights activated.
2. The bus lift door should be locked into the open position and the lift completely lowered to the ground.
3. Before placing the student on the lift, the student's seatbelt and shoulder harness should be firmly secured and the wheelchair headrest in place.
4. Wheelchair is positioned on the bus lift with the student facing out. Be sure to place the wheelchair on the lift back far enough for footrests to clear the raised safety guard on the front of the lift.
5. Securing the wheelchair on the lift:
  - Manual wheelchair brakes are locked and remain locked during lift operation
  - Power wheelchairs
    - § Power is switched off
    - § Lock wheelchair brakes if available
6. Adult stands beside the lift on the ground gripping the wheelchair frame as the lift is raised. An adult on the bus should grasp the wheelchair frame as soon as they can safely reach it.
7. Once the lift is fully raised, the wheelchair brakes are unlocked (Power wheelchair – disengage gears on motors and manually pull the power wheelchair into the bus.)

8. Wheelchair is safely guided into the bus making sure there is adequate clearance above the student's head.
9. Place the wheelchair in a forward facing position for securement.

### **Unloading**

Follow steps 1-5 described above.

6. Lift is lowered with adult on the bus grasping the wheelchair handle and an adult on the ground grasping the frame of the chair.
7. Once lift is fully lowered, wheelchair brakes are unlocked and the wheelchair is safely guided off the bus lift.

### ***Points to consider when transporting wheelchair students:***

- .. No one is to stand on the lift platform during bus loading and unloading
- .. Power wheelchairs should not be driven on/off the bus lift when it is in a raised position.
- .. Reclining wheelchairs should be placed in an upright position before transport.
- .. Trays, rigid bars, mid-point joysticks should either be removed or moved to the side and secured during transport
- .. Securement points are to be at permanent weld sites on the wheelchair. Never secure a wheelchair at a moveable or bolted location.
- .. Headrest should be in place, lap belt and shoulder harness secured and footrests extended and locked into position before transport

Students with physical disabilities have differing needs and equipment. Should a student require special equipment or have special needs beyond the scope of these guidelines, transportation personnel along with Exceptional Children's personnel will evaluate the students' needs on an individual basis and provide procedures and guidelines specific to that student.

## **Creating a Safe and Respectful Environment on the School Bus**

### **Stop Bullying: See Something, Do Something**

#### **Common Signs of Bullying**

There are many warning signs that could indicate that someone is involved in bullying, either by bullying others or by being bullied. As a bus driver, you may be more likely to see some signs than others. For example, a parent would notice if a child is depressed and withdrawn at home, but you might be more likely to see how one child teases another while riding the bus or how a

normally happy child you've seen often suddenly seems isolated and frightened. You may see changes in young people that you see every day or you may see patterns emerge over time.

Here are some of the common signs of bullying to look for:

- **Possible signs of someone being bullied**
  - Reports losing items such as books, electronics, clothing, or jewelry
  - Has unexplained injuries
  - Complains frequently of headaches, stomach aches, or feeling sick
  - Hurts themselves
  - Loses interest in visiting or talking with friends
  - Is afraid of going to/from school or other activities with peers
  - Appears sad, moody, angry, anxious, or depressed
  - Talks about suicide
  - Feels helpless
  - Suddenly has fewer friends
  - Avoids certain places
  - Acts differently than usual
  - Wants to sit near the driver
  - Wants to sit with the same "safe" student or group of students all of the time (behind them, in front of them or surrounded by them)
  - Wants to sit on the inside seat – not the aisle seat
  
- **Possible signs of someone who is bullying others**
  - Becomes violent with others
  - Gets into physical or verbal fights with others
  - Gets in trouble a lot including being sent to the principal's office or detention
  - Has extra money or new belongings that cannot be explained
  - Is quick to blame others
  - Will not accept responsibility for their actions
  - Has friends who bully others
  - Needs to win or be best at everything
  - Tries to move near enough to the student being bullied to continue bullying – for example, the bullying student may move near enough so the student being bullied can hear remarks, be touched, or be bothered
  - Vies for attention, talks loudly, waves at the driver in the mirror, or moves from seat to seat
  - Watches the driver and changes seats to be near the student being bullied when the driver is at an intersection or watching the road

**Prevent:**

- Establish a positive atmosphere on the bus. Be clear, fair, and consistent about rules.

- Treat students the way you want to be treated and the way you want them to treat each other.
- Learn and use their names. Introduce yourself.
- Get to know all of the students on your bus – including the students who bully.
- Use positive, nonverbal interactions – a smile, a nod, a thumbs-up, a high five, a pat on the back.
- Notice something positive the students do and say something about it to them or someone else when they can hear it.
- Submit positive bus referrals.

### **Intervene:**

- Learn about bullying so you know what you're looking for ([www.stopbullying.gov](http://www.stopbullying.gov))
- When you see something, do something – be assertive and calm.
- Start with verbal warnings. Use the name of the student who is bullying.
- Pull over to safe location and contact school administration. Sometimes the call will stop the behavior.
- If the behavior escalates, stop the bus in a safe place if you have to.
- Maintain control of yourself.
- Stand up and speak, clearly and calmly, to the involved students.
- Do not argue with or try to convince the student who is bullying.
- Move affected students to new, safe seats.
- Report incidents immediately to your bus coordinator (discipline incident form)
- Call 911 if necessary.

## **PROCEDURES**

### **School Bus Accident:**

1. In the event of a school bus incident/accident the **driver will be responsible** for the following:
  - a. Reporting any vehicle nicks, scratches, bumps and crashes **at the time of occurrence.**
  - b. Calling the dispatch and the transportation director using the Buses two-way radio system.
  - c. Notifying the mechanic of any incident/accident involving the bus, another vehicle or property damage.
  - d. NOT removing the bus unless directed to do so by the mechanic or law enforcement official. Never leave the scene of an accident until directed to do so by the Transportation Director
  - e. There are basically five times when evacuation should take place. They are as follows:

1. When the bus is on fire. Use both front and back doors in this instance, if possible.
  2. Threat of fire, such as spilling of fuel. Use front door.
  3. Bus turned over.
  4. When the bus is stopped in an unsafe place. Use front door.
  5. When bus is stalled on railroad tracks. Use front door if no train is approaching. If train is approaching, use both front and back doors.
- f. Not making any comments about liability during the investigation of the incident/accident.
  - g. Do not release students from the scene to parents or another bus until the law enforcement official and a Transportation Department official gives permission.
  - h. Completing accident report.
  - i. The driver is not obligated to give a statement or speak to anyone other than:
    - 1) Law enforcement officers investigating the accident,
    - 2) School transportation personnel, or
    - 3) Representatives of the Attorney General's Office.

2. **School administrators will be responsible** for the following:

- a. Sending an administrator to the scene of the accident.
- b. Assuming the responsibility for the students.
- c. Providing a list of riders for the bus.
- d. Contacting parents if necessary.
- e. Remaining at hospital until parents have assumed responsibility.
- f. Assisting driver with completing accident report.
- g. Providing spare bus and driver if needed.

3. **Director of transportation will be responsible** for the following:

- a. Calling the proper authorities.
- b. Coordinating mechanics, wrecker service, law enforcement emergency services.
- c. Providing communication equipment..
- d. Assuming responsibility for post-accident drug testing.

**EVACUATIONS: To be performed within the 1<sup>st</sup> 5 days of school and again within the 1<sup>st</sup> 5 days of the second semester!**

**INCLEMENT WEATHER/SNOW/FREEZING RAIN/SLEET**

In the event of inclement weather before the start of school, every effort will be made to make a decision by 5:00 am.

Once a decision is made, an Infinite Campus message will be sent via telephone/computer from the Transportation Department to **all bus drivers/principals/teachers/parents** as soon as possible. This should give the bus drivers ample notification prior to the beginning of their normal route time.

An Infinite Campus message will also be sent to employees/parents via telephone from the Central Office. The announcement will also be posted on the district website at [www.chasecountyschools.org](http://www.chasecountyschools.org), on the internet, as well as all media TV and Radio stations.

### **INCLEMENT WEATHER: TORNADO**

If a tornado funnel is spotted, it is best to evacuate the students from the bus immediately into an appropriate shelter. If adequate shelter cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity should be used.

### **BUS RETURN:**

All school buses are to be returned to the bus garage at the end of the school year. Bus garage personnel will be available to assist until all buses are turned in. Activity buses that will no longer be in use may be turned in early.

### **ARRIVING AT THE TRANSPORTATION DEPARTMENT:**

- ▷ All buses must be cleaned inside.
- ▷ Buses must be swept out thoroughly.
- ▷ All stickers, pupil notices and rules posters must be removed.
- ▷ Trash receptacles must be emptied and removed from the bus.
- ▷ Glue residue must be cleaned from all surfaces inside the bus.
- ▷ All personal items must be removed from bus, including brooms.
- ▷ List of repairs to the mechanic.

## **MISCELLANEOUS**

### **CELL PHONE USE:**

***IT IS ILLEGAL TO OPERATE A SCHOOL BUS WHILE USING A CELL PHONE.***

**UNDER NO CIRCUMSTANCES SHOULD A DRIVER TALK ON CELL PHONE WHILE DRIVING THE BUS.**

Nebraska State law makes it illegal to use a cell phone – either personal or school district-issued – while operating a school bus. A conviction results in a \$100 fine and will be reported to DMV School Bus and Traffic Safety. Local certification will be revoked if a driver is found to have been on the phone while driving.

If a driver receives an incoming call, he/she should park the bus in a safe location before answering the call or text.

## **REFRESHER DRIVER TRAINING:**

Refresher Driver Training is provided for additional training for bus drivers and is conducted by the DMV (Department of Motor Vehicles) specialist. This training can be recommended by the principal, transportation director or head mechanic, based on incidents that may occur while operating the bus, including infractions noted from random “bus observations”.

## **RANDOM BUS OBSERVATIONS:**

The transportation director will conduct random bus observations to ensure that drivers are:

- Performing the required pre-trip inspection **and the post-trip inspection.**
- Following the designated route.
- Observing the school bus speed limit.
- Using appropriate following distance.
- Making complete stops.
- Following proper procedures at all railroad crossings.

## **MEDICAL CHANGES:**

The bus driver must immediately report to the bus coordinator any medical change (including prescription drugs) that could cause an unsafe situation for the driver or students while on the bus.

The bus coordinator should contact the transportation director to discuss the situation.

**When a driver is absent due to a medical situation that places them on leave of absence, or if they are absent for a medical procedure that could affect their**

driving ability, they **MUST** be cleared by the Transportation Director **BEFORE** they can return to driving a bus (even if they have a note from a doctor)

**LOCAL REQUIREMENTS:**

All **bus subs** will be required to complete a background authorization form and submit a negative drug screen if they have **a break in service longer than one month.**

All **retirees** will be required to complete a background authorization form and submit a negative drug screen before they are eligible for employment. **If the health screening on file is over one year then an updated form will be required.**

**CDL RENEWAL:**

Drivers may renew their CDL **up to six (6) months in advance.** The Transportation Department will require any bus driver allowing his or her CDL to expire mandatory attendance in the three-day school bus class and complete the three-day road work as a new driver before he or she drives a bus.

**DRUG TESTING:**

**\*\*\*\*NOTICE\*\*\*\***

**THE FIVE FORMS OF TESTING INCLUDE:**

**Pre-employment, Post-Accident, Random, Reasonable Cause and Return to Duty Tests**

**Pre-employment Testing**

**All applicants for part-time or full-time safety-sensitive positions, and all persons transferring from non-safety positions at the school, will be directed to submit to an alcohol and controlled substance test.**

**Post-accident Testing**

**If any employee in a safety-sensitive position, while operating a school vehicle or equipment, is involved in an accident that involves a fatality, or any accident in which the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, that employee will be required to submit to an alcohol and a controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.**

**Random Testing**

**All Chase County School System employees, in safety-sensitive positions and with CDLs, will be subject to random testing for alcohol and controlled substances. Random testing will be done on a percentage basis in a fair and equitable manner.**

**For drug testing an employee may be tested at any time the employee is at work for the school system.**

**Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random generator method that is matched with driver's social security numbers, payroll identification numbers, or other comparable identifying numbers.**

**Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and scheduled reasonably throughout the year. Employees, when notified that they have been selected for random testing, will proceed immediately to the collection site.**

**Reasonable Cause (Suspicion) Testing**

**Any employee in a safety-sensitive position, while on Chase County School System property, while operating a school system vehicle, or while engaging in Chase County School System business, who acts in an abnormal manner sufficient to cause reasonable suspicion that this policy has been violated, will be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the Chase County School System.**

**BUS DRIVER CERTIFICATION:**

**Cancellation of Certification**

**The Division of Motor Vehicles shall cancel the school bus certificate of any driver for the following reasons:**

- 1. Any determination that the certificate was issued on the basis of misinformation, false statements or fraud.**

2. A suspension, revocation, or cancellation of the driver's license.
3. Conviction of a motor vehicle moving offense, to the following extent:
  - a. Driving while impaired.
  - b. Passing a stopped school bus.
  - c. Hit & run.
  - d. Reckless driving.
  - e. Speeding more than 15 mph above the posted limit.
  - f. Two convictions within a period of 12 months.
  - g. A \*conviction or violation committed while operating a school bus.  
\*A conviction upon a plea of guilty, or of nolo contendere; or the determination of guilt by a jury or by a court though no sentence has been imposed or, if imposed, has been suspended, and it includes a forfeiture of bail or collateral deposited to secure appearance in court of the defendant, unless the forfeiture has been vacated, and shall include prayer for judgment continued.
4. A determination of physical or mental inadequacy under the provisions of the physical requirements noted in Rule .0205.
5. A local cancellation of certification, in the discretion of the local administrative unit, for violation of local regulations, submitted formally to the driver education specialist for cancellation at the state level.
6. Upon recommendations of the driver education specialist or local school officials, the Division of Motor Vehicles may require re-examination of any certified driver whose qualifications become questionable or who exhibits evidence of improper or unsafe driving practices and driving procedures. If such a re-examination reveals a significant problem, the driver education specialist shall have the authority to suspend the certified driver from driving any school bus pending re-training of the driver. If the problem cannot be corrected the driver education specialist shall have the authority to cancel certification of the school bus driver.
7. A driving record which in its overall character arouses serious question about the reliability, judgment or emotional stability of the driver.

Reasons for release from employment

- Operating a school bus on a public street or highway or public vehicular area while using a mobile telephone or any additional technology associated with a mobile telephone while the school bus is in motion.
- Failure to report any convicted moving traffic violations.
  - Failing to stop at railroad crossing.
  - Speeding conviction on school bus.
  - Failing to stop at stop sign.
  - Deviating from the approved bus routes.
  - Leaving students on bus unsupervised.
- Leaving driver seat while bus is running.
- Failing to report any accident or incident involving the bus as stipulated in the School Bus Accident Procedures in this manual.
- Driving a bus without approval of the principal or bus coordinator.
- Using abusive physical contact or profane language toward a passenger.
- Allowing unauthorized or unlicensed persons to drive a school bus.
- Failing to comply with or to report violations of Student Code of Conduct rules governing student behavior.
  - Failing to establish and follow the set schedule of the bus route.
  - Failing to report speed over 45 miles per hour caused by mechanical failure or malicious (deliberate) damage to the governor will call for automatic dismissal of a driver. Bus garage personnel will determine if damage is malicious or deliberate, and if so, will call for immediate dismissal of driver. MALICIOUS DAMAGE includes damage to clutches, transmissions, axles, rear-ends, driveshafts, accelerator linkage and any other damage determined by bus garage personnel as malicious.
  - Falsifying bus reports, including time sheets.
  - Failure to check for student(s) inadvertently left on the bus after completion of any bus run.
  - Failure to perform required pre-trip inspection.
  - Failure to perform required post-trip inspection.
  - Failure to comply with “no open-toe shoe” requirement.
  - Non-approved items on bus (aerosol cans, cleaner, trash cans, food/drinks, etc.)
  - Failure to attend required yearly training.
  - Local license may be canceled for other infractions not mentioned above.

### Additional Resources

<http://www.nebraskalegislature.gov/laws/statutes.php?statute=60-6,175>

<http://www.chasecountyschools.org/vnews/display.v/SEC/Transportation>

**(Sample) BUS DRIVER AGREEMENT**

**This agreement is merely a pay agreement and in no way should be seen or interpreted as a contract for employment.**

**THIS AGREEMENT MADE by and between Board of Education of Chase County School District 15-0010, a/k/a Chase County Schools, and Name (Driver) whereby said Driver agrees to operate vehicle owned by the School District along bus routes fixed by the Board of Education and School Administration of said School District for the purpose of transporting students to and from schools the District during the school year, Year. Note: There are only 176 school days in 2016-2017 verses 178 in 2015-2016. In addition, a day will be based upon 4 hours/day verses 3.5 in 2015-2016 and/or 2 hours per route.**

**The District agrees to pay Name (Driver) \$\* (Step 5) per month for operating the school vehicle.**

**\*Step 5 - \$ for 9 months = \$ ÷ 12 months = \$**

**It is further agreed that said driver will perform the following duties in addition to driving the bus:**

- 1. Exercise reasonable diligence in looking after and preserving all school property under his/her jurisdiction.**
- 2. Keep buses clean at all times.**
- 3. Make such transportation reports as required.**
- 4. Successfully complete a physical examination as required by law, such examination to be paid by the School District.**
- 5. In order to have access to the assigned bus during the school day, mileage expense at approved rate will be paid by the District for personal transportation of the Driver. The District will pay mileage from school to home and back to school on those days when the regular route is driven.**

**6. When assigned to drive on activity trips, the Driver will be paid at the Activity Rate per hour per the 2016-2017 Substitute Schedule.**

**7. Driver's wages shall be paid in 12 installments with first payment on September 9th, 2016 and the last payment on or about August 10<sup>th</sup>, 2017. Appropriate deductions will be withheld from your monthly wages.**

**8. Shall abide by additional rules that may be deemed necessary by the Board of Education and Administration.**

**9. Sick Leave will be allowed at the rate of 9 days per year (36 hours), accumulative to 50 days (200 hours).**

**10. Personal Leave will be allowed at the rate of 3 days per year (12 hours), upon approval of administration. Unused personal leave will be reimbursed at three-fourths of daily pay rate, on August 10<sup>th</sup> 2017.**

**11. FAILURE to return a signed copy of the agreement to the Superintendent of Schools on or before [May 31, 2016](#) shall constitute a rejection of the offer of employment.**

**By presenting written notice, either the Driver or the Board of Education may terminate this agreement by giving 14 days notice.**

**IN WITNESS WHEREOF we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**Last Updated 8/3/16**

## **Article 1 – Mission and Goals**

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

Welcome to Chase County Schools. The Board of Education, administration and staff are committed to meet the challenge, exceed expectations, and continue our legacy of excellence.

### **Section 2 Goals and Objectives**

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

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

## Article 1 – Mission and Goals

curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

### **Section 3 Mutual Respect**

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

### **Section 4 Complaint Procedures**

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

#### 1. Complaint procedure

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

## Article 1 – Mission and Goals

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

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

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

**Article 2 - School Day**

**MIDDLE SCHOOL (5-8)**

**1<sup>ST</sup> PERIOD** 8:00 – 8:42  
**2<sup>ND</sup> PERIOD** 8:45 – 9:27  
**3<sup>RD</sup> PERIOD** 9:30 – 10:15  
**4<sup>TH</sup> PERIOD** 10:18 – 11:00  
**5<sup>TH</sup> PERIOD** 11:03 – 11:45  
**MS LUNCH** 11:45 – 12:18  
**6<sup>TH</sup> PERIOD** 12:21 – 1:03  
**ROTATIONAL** 1:06 – 1:52  
**MINI-CLASS** 1:55 – 2:25  
**READING/INT** 2:25 – 3:05  
**HOMEROOM** 3:05 – 3:30

**HIGH SCHOOL (9-12)**

**1<sup>ST</sup> PERIOD** 8:00 – 8:45  
**2<sup>ND</sup> PERIOD** 8:48 – 9:33  
**MIC TIME** 9:36 – 10:05  
**3<sup>RD</sup> PERIOD** 10:08 – 10:54  
**4<sup>TH</sup> PERIOD** 10:57 – 11:43  
**5<sup>TH</sup> PERIOD** 11:46 – 12:32  
**HS LUNCH** 12:32 – 1:03  
**6<sup>TH</sup> PERIOD** 1:06 – 1:52  
**7<sup>TH</sup> PERIOD** 1:55 – 2:41  
**8<sup>TH</sup> PERIOD** 2:44 – 3:30

**2:30 - Friday Dismissal**

Elem.	MS	HS
K - 10:40-11:10 Recess - 11:10-11:50	<b>1st</b> 8:00-8:41	<b>1st</b> - 8:00 - 8:39
1st - 10:50-11:15 Recess - 11:15-11:50	<b>2nd</b> 8:44-9:25	<b>2nd</b> - 8:42 - 9:28
2nd - 10:55-11:20 Recess - 11:20-11:50	<b>3rd</b> 9:28-10:09	<b>3rd</b> - 9:31 - 10:10
3rd - 11:00-11:25 Recess - 11:25-11:50	<b>4th</b> 10:12-10:53	<b>MIC Time</b> - 10:13-10:30
4th - 11:05-11:30 Recess - 11:30-11:50	<b>Mini-class</b> - 10:56-11:25	<b>4th</b> - 10:33-11:12
	<b>Lunch</b> - 11:25-11:52	<b>5th</b> 11:15-11:54
	<b>5th</b> - 11:54 - 12:23	<b>Lunch</b> - 11:54:12-23
	<b>6th</b> - 12:26-1:06	<b>6th</b> - 12:26-1:06
	<b>Reading</b> - 1:09-1:54	<b>7th</b> - 1:09 - 1:48
	<b>Homeroom</b> - 1:57-2:30	<b>8th</b> - 1:51 - 2:30

10:00 start

Elem.--same as reg. day	MS	HS
K - 11:00-11:30 Recess - 11:30-12:10	1 - 10:00-10:37	1 - 10:00 - 10:37
1st - 11:10-11:35 Recess - 11:35-12:10	2- 10:40-11:14	2 - 10:40 - 11:14

2nd - 11:15-11:40 Recess - 11:40-12:10	3 - 11:17-11:51	3 - 11:17-11:51
3rd - 11:20-11:45 Recess - 11:45-12:10	Lunch - 11:54-12:25	4 - 11:54 - 12:25
4th - 11:25-11:50 Recess - 11:50-12:10	4 - 12:28 - 12:55	Lunch - 12:28-12:55
	5 - 12:58-1:32	5 - 12:58-1:32
	6 - 1:35-2:09	6 - 1:35-2:09
	7 - 2:12-2:46	7 - 2:12 - 2:46
	8 - 2:49-3:30	8 - 2:49-3:30

### Section 3 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities).

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

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members.

Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

#### **Section 4 Open-Closed Campus**

All students are required to remain on campus during the school day, except grades 9-12 who are allowed to leave campus during lunch.

#### **Section 5 Supervision Responsibility Before/After School**

##### Arrival at School/Dismissal From School

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

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

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

##### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and

provide the Principal with a copy of that order to maintain on file at the school.

#### Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to two (2) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

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

#### Emergency Closing Procedures

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

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

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

### **1. Section 1 Visitors**

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

### **1. Section 2 Smoke-Free Environment**

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

### **1. Section 3 Care of School Property**

1. 1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
  
1. 2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

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

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

### **Section 4 Lockers**

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

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

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

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

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

#### **Section 6 Video Surveillance**

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

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

#### **Section 7 Use of Telephone**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL.

#### **Section 8 Bicycles**

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

### **Section 9 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 10 Lost and Found**

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

### **Section 11 Accidents**

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

### **Section 12 Laboratory Safety Glasses**

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

### **Section 13 Insurance**

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

### **Section 14 Bulletins and Announcements**

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

### **Section 15 Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and

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

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

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

## Article 4 – Attendance

### Section 1 Attendance Policy

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

### Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness, which causes a student to be absent from school.
  - c. Doctor or dental appointment, which require student to be absent from school.
  - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
  - e. School sponsored activities, which require students to be absent from school.
  - f. Family trips in which student accompanies parent(s)/legal guardian(s).
  - g. Other absences, which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence, which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

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

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

## Article 4 - Attendance

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

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

### **Section 3      Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

### **Section 4      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

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

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

### **Section 6      Truancy**

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

## Article 4 - Attendance

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

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

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

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

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**Section 1 Grading System**

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

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	84-85	C	79-83	C-	77-78
D+	75-76	D	72-74	D-	70-71
F	0-69				

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

**Section 2 High School Yearly Course Requirements**

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

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

**Section 3 Graduation Requirements**

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

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

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

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

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

A student who has not met the requirements for graduation but who has attended school

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regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

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

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

### **Section 5 Schedule Changes**

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

### **Section 6 Interim Reports**

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

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

### **Section 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

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

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

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as students with DISTINCTION.

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2. Students receiving no other grade lower than a "B" will be classified as students with HONOR.
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

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

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

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

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

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

#### Removal from National Honor Society

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

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1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

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

### **Section 11 Academic Integrity**

#### A. Policy Statement

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

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

#### B. Definitions

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

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):
  - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-

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programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

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

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

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

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

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

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

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

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

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

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

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form of cheating.

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

Plagiarism includes, but is not limited to:

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

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

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**Section 12      Class Rank and GPA**

**CLASS RANK and GPA**

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

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

<u>Regular</u>	<u>Basic</u>
A--4 points	A--2 points
B--3 points	B--1.5 points
C--2 points	C--1 point
D--1 point	D--.5 point

In computing a student's overall grade point average, only the grades for one year of P.E., Vocal Music and Instrumental Music will be tabulated. Grades for the second and subsequent years of these classes will not be included in one's grade point average.

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

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

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

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

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

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

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

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

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any

## Article 7 - Drugs, Alcohol and Tobacco

of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

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

### **Disciplinary Sanctions**

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

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

### **Intervention**

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

### **Administration**

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

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

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

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

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

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

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

The following process will apply to short-term suspensions:

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

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who on a long-term suspension shall not be permitted to be on school

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grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

### C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full

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semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

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

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

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

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

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9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding [Name] Public Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

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- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

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

- (1) Student Appearance: Students at Chase County Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of

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attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

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

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

### (2) Electronic Devices

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

b. Definitions.

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

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices

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on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

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

### d. Violations

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

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

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the

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school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

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

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

### e. Penalties for Prohibited Use of Electronic Devices:

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

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

### f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child

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Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

g. Responsibility for Electronic Devices.

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

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

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of

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affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
  - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
  - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
  - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in their seats and ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  - k. Snow handling is prohibited.
- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
    - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and

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students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
  - (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
  - (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
  - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - (iii) Users shall not use or try to discover another user's account or password.

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

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authorities. Messages which violate the rules will result in disciplinary action.

- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

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

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

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

What you say now on Twitter may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be

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filed against you based on information posted on Twitter.

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

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

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

We urge all students to following these common sense guidelines.

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

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

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engages in any of the following behaviors on school grounds or at a school sponsored event:

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

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

### **Section 1 Extracurricular Activity Philosophy**

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

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

#### Safety

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

#### Warning for Participants and Parents

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding [Name] Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

### **Drug and Alcohol Violations.**

#### Meaning of Terms.

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

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

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

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

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### **Consequences.**

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

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

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

### **Drugs and Alcohol.**

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

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One (1) calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which

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the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an

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opportunity to give the student’s side of the story. The meeting for this purpose may be held in person or via a telephone conference.

- a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student’s version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
- b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director’s designee will send a written statement to the student and the student’s parents or guardian. The statement will describe the student’s conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student’s parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent’s designee to conduct the hearing and make a decision.
  - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal’s office.
  - b. The request for a hearing must be received by the Superintendent’s office within five (5) days of receipt of the notice letter.
  - c. If a hearing is requested:
    - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent’s designee.
    - ii. The Superintendent or the Superintendent’s designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

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6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### **Section 3 Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

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

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

### **Section 4 Academic Standards**

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

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one (1) or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one (1) week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.

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4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are considered in determining the student's grade.

### **Section 5 “Team Selection” and “Playing Time”**

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 6 School Dances**

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

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

1. Who Can Attend: Only students of Chase County Schools and their guests may attend.
  - a. Students currently attending Chase County High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Chase County High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Chase County Schools. For any dances at the middle school level, only students attending Chase County Schools in the grade(s) for which the dance is being held may attend.

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- d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

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

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

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.

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- c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.
  3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
  4. Specific Dance Eligibility and Selection Requirements:
    - a. Homecoming Queen & King:
      - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
      - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
      - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
    - b. Prom King and Queen:
      - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.

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

- To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
- The three queen and three king nominees will be selected by faculty with the secret vote of the junior and senior class to determine king and queen.

### **Section 7 Relationships Between Parents and Coaches/Sponsors**

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

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

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

##### Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

##### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach

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

- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

### **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

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

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

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

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

### **Section 9 Student Fees Policy**

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

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

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

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

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

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

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

### (2) Personal or consumable items & miscellaneous

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

### (b) Courses

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

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

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

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

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

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

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

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

student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

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

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

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

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

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold

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

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

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

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

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

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

**Appendix“1” to 2016-2017 Student Fees Policy of Chase County Schools—  
Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum)<sup>1</sup> or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Refundable damage deposit of \$20.00 for use of school owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$1.40 (K-12) \$.30 (Red.) Lunch—\$2.45 (K-6) \$2.65 (7-12) .40 (Red.) Adults—\$3.55 (Lunch) \$2.10 (Break) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.

<sup>1</sup> Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2015-2016 school year.

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

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>																												
<b>Athletic Programs</b>																														
Admission	Spectator fees for admission to events	There is no charge for CCS students to enter activities.																												
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.																												
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="932 877 1417 1535"> <tbody> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross Country</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Softball</td> <td>Softball glove</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Dance Team Squads</td> <td>Shoes, approved uniforms (top &amp; skirt; jacket), poms and other accessories</td> </tr> <tr> <td>Show Choir</td> <td>Dress attire</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Basketball	No additional	Cross Country	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Softball	Softball glove	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	Show Choir	Dress attire						
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Show Choir	Dress attire																													
Travel meals	Meals	Students are responsible for their own meals while traveling																												
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																												
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.																												

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

<b>Clubs/Organizations</b>		
Future Business Leaders (FBLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Science Club	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
1. Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
<b>2. Social &amp; Recognition Activities</b>		
3. School plays, musicals and social activities	Admission to events	There is no charge for CCS students to enter activities.
4. School dances	Admission to prom, homecoming, etc.	Nominal charge may be assessed.
5. Senior recognition assessment	Optional graduation activities	There is no charge for CCS graduates.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity.

**Chase County Schools Student-Parent Handbook  
2016-2017 School Year**

**Foreword**

**1. Section 1 Intent of Handbook**

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

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

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

Name	Contact Information
Jeff Olsen, President	jolsen@gpcom.net
Greg Smith, Vice President	gas@chase3000.com
Tom Gaschler, Secretary	tgaschler@fvcoop.com
Penny Strand, Treasurer	PStrand@chasecountyhospital.com
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**Section 3 Administrative Staff**

Name	Position	School	Contact Information
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Becky Odens	Elementary/Middle School Principal	Chase County Schools	bodens @chasecountyschools.org
Chad Scheel	Middle/High School Principal	Chase County Schools	cscheel @chasecountyschools.org

**Section 4 Teaching Staff  
Chase County Schools Middle/High School**

Name	Contact Info	Grades
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Bauerle, Jill	<a href="mailto:jbauerle@chasecountyschools.org">jbauerle@chasecountyschools.org</a>	9-10 English
Boman, Darcie	<a href="mailto:dboman@chasecountyschools.org">dboman@chasecountyschools.org</a>	Middle School
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Burrell, Monte	<a href="mailto:mburrell@chasecountyschools.org">mburrell@chasecountyschools.org</a>	6-8 Social Studies
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Ekberg, Paul	<a href="mailto:pekberg@chasecountyschools.org">pekberg@chasecountyschools.org</a>	PT Tech./Assessment
Gleisberg, Jeff	<a href="mailto:jgleisberg@chasecountyschools.org">jgleisberg@chasecountyschools.org</a>	7-12 Industrial Arts
Hauxwell, Mercedes	<a href="mailto:mhauxwell@chasecountyschools.org">mhauxwell@chasecountyschools.org</a>	7-12 Spanish
Hauxwell, Troy	<a href="mailto:thauxwell@chasecountyschools.org">thauxwell@chasecountyschools.org</a>	Activity Director
Hayes, Randy	<a href="mailto:rhayes@chasecountyschools.org">rhayes@chasecountyschools.org</a>	7-12 Vocal Music
Herbert, Trent	<a href="mailto:therbert@chasecountyschools.org">therbert@chasecountyschools.org</a>	Guidance/Careers
Hess, Carol	<a href="mailto:chess@chasecountyschools.org">chess@chasecountyschools.org</a>	7-12 Spec. Ed.
Lenners, Dan	<a href="mailto:dlenners@chasecountyschools.org">dlenners@chasecountyschools.org</a>	9-12 PE/Health
Munger, Larry	<a href="mailto:lmunger@chasecountyschools.org">lmunger@chasecountyschools.org</a>	9-12 Science
O'Neil, Sandy	<a href="mailto:sonail@chasecountyschools.org">sonail@chasecountyschools.org</a>	9-12 Bus./7 <sup>th</sup> Keybdg.
Rettele, Alex	<a href="mailto:arettele@chasecountyschools.org">arettele@chasecountyschools.org</a>	7-8 English
Schueler, Kristin	<a href="mailto:kschueler@chasecountyschools.org">kschueler@chasecountyschools.org</a>	11-12 Math
Sheaffer, Janet	<a href="mailto:jsheaffer@chasecountyschools.org">jsheaffer@chasecountyschools.org</a>	Middle School

Speck, Jason	<a href="mailto:jspeck@chasecountyschools.org">jspeck@chasecountyschools.org</a>	7-12 Ag./9-12 Comp.
Strand, Agnes	<a href="mailto:astrand@chasecountyschools.org">astrand@chasecountyschools.org</a>	5-12 Instrumental
Thayer, Chelsie	<a href="mailto:cthayer@chasecountyschools.org">cthayer@chasecountyschools.org</a>	Family Cons. Sci.
Vlasin, Jeremy	<a href="mailto:jvlasin@chasecountyschools.org">jvlasin@chasecountyschools.org</a>	9-12 Ag./7-8Wellness
Vogt, Jenna	<a href="mailto:jvogt@chasecountyschools.org">jvogt@chasecountyschools.org</a>	Middle School
Wilson, Kim	<a href="mailto:kwilson@chasecountyschools.org">kwilson@chasecountyschools.org</a>	9-12 Chem/Phy. Sci.
Zuege, Carl	<a href="mailto:czuege@chasecountyschools.org">czuege@chasecountyschools.org</a>	9-12 Soc. St/D.O.
Zuege, Chelsea	<a href="mailto:chzuege@chasecountyschools.org">chzuege@chasecountyschools.org</a>	9-12 Art

### Elementary School

Name	Contact Info	Grades
Baluska, Diane	<a href="mailto:dbaluska@chasecountyschools.org">dbaluska@chasecountyschools.org</a>	Third Grade
Bartels, Kaylee	<a href="mailto:kbartels@chasecountyschools.org">kbartels@chasecountyschools.org</a>	Fourth Grade
Bubak, Kim	<a href="mailto:kbubak@chasecountyschools.org">kbubak@chasecountyschools.org</a>	Second Grade
Burpo, Sonja	<a href="mailto:sburpo@chasecountyschools.org">sburpo@chasecountyschools.org</a>	Library Media Spec.
Dannatt, Brandi	<a href="mailto:bdannatt@chasecountyschools.org">bdannatt@chasecountyschools.org</a>	Third Grade
Dickey, Angela	<a href="mailto:adickey@chasecountyschools.org">adickey@chasecountyschools.org</a>	K-6 Title 1, RTI
Exum, Ashley	<a href="mailto:aexum@chasecountyschools.org">aexum@chasecountyschools.org</a>	Kindergarten PT
Fortkamp, Mary	<a href="mailto:mfortkamp@chasecountyschools.org">mfortkamp@chasecountyschools.org</a>	Kindergarten
Haake, Jordan	<a href="mailto:jhaake@chasecountyschools.org">jhaake@chasecountyschools.org</a>	Kindergarten
Hanna, Cathy	<a href="mailto:channa@chasecountyschools.org">channa@chasecountyschools.org</a>	K-8 Guidance, RTI
Hilker, Shasta	<a href="mailto:shilker@chasecountyschools.org">shilker@chasecountyschools.org</a>	First Grade
Krutsinger, Lisa	<a href="mailto:lkrutsinger@chasecountyschools.org">lkrutsinger@chasecountyschools.org</a>	First Grade
Lakey, Linda	<a href="mailto:llakey@chasecountyschools.org">llakey@chasecountyschools.org</a>	K-8 Spec. Ed.
Liess, Jodie	<a href="mailto:jliess@chasecountyschools.org">jliess@chasecountyschools.org</a>	K-6 Vocal Music
Losey, Chelsey	<a href="mailto:closey@chasecountyschools.org">closey@chasecountyschools.org</a>	Third Grade
Martinez, Michelle	<a href="mailto:mmartinez@chasecountyschools.org">mmartinez@chasecountyschools.org</a>	First Grade
Meyer, Gregg	<a href="mailto:gmeyer@chasecountyschools.org">gmeyer@chasecountyschools.org</a>	Gifted/Title 1
Meyer, Terri	<a href="mailto:tmeyer@chasecountyschools.org">tmeyer@chasecountyschools.org</a>	ELL Teacher

Nickel, Rita	<a href="mailto:rnickel@chasecountyschools.org">rnickel@chasecountyschools.org</a>	Fourth Grade
Paisley, Angela	<a href="mailto:apaisley@chasecountyschools.org">apaisley@chasecountyschools.org</a>	School Nurse
Paisley, Jaclyn	<a href="mailto:jpaisley@chasecountyschools.org">jpaisley@chasecountyschools.org</a>	Kindergarten PT, RTI
Ramos, Carolina	<a href="mailto:cramos@chasecountyschools.org">cramos@chasecountyschools.org</a>	K-8 Art
Schuller, Jodie	<a href="mailto:jschuller@chasecountyschools.org">jschuller@chasecountyschools.org</a>	K-6 PE
Shriver, Teresa	<a href="mailto:tshriver@chasecountyschools.org">tshriver@chasecountyschools.org</a>	ELL Teacher
Spady, Kim	<a href="mailto:kspady@chasecountyschools.org">kspady@chasecountyschools.org</a>	Second Grade, RTI

### Section 5 Support Staff

Name	Contact Info	Position
Baird, Dawn	<a href="mailto:dbaird@chasecountyschools.org">dbaird@chasecountyschools.org</a>	Custodian
Bischoff, Bryan	<a href="mailto:bbischoff@chasecountyschools.org">bbischoff@chasecountyschools.org</a>	Spec. Ed. Aide
Bischoff, Diane	<a href="mailto:dbischoff@chasecountyschools.org">dbischoff@chasecountyschools.org</a>	Elem. Aide
Blecha, Deb	<a href="mailto:dblecha@chasecountyschools.org">dblecha@chasecountyschools.org</a>	HS Secretary
Blitz, Tyler	<a href="mailto:tblitz@chasecountyschools.org">tblitz@chasecountyschools.org</a>	Custodian
Brophy, Lindsey	<a href="mailto:lbrophy@chasecountyschools.org">lbrophy@chasecountyschools.org</a>	Elem. Aide
Browning, Dottie	<a href="mailto:dbrowning@chasecountyschools.org">dbrowning@chasecountyschools.org</a>	Bus Driver
Brunkhorst, Cynthia	<a href="mailto:cbrunkhorst@chasecountyschools.org">cbrunkhorst@chasecountyschools.org</a>	Kitchen Manager
Carman, Cassie	<a href="mailto:ccarman@chasecountyschools.org">ccarman@chasecountyschools.org</a>	Spec. Ed. Aide
Denbo, Lynne	<a href="mailto:ldenbo@chasecountyschools.org">ldenbo@chasecountyschools.org</a>	Bus Driver
Dockery, Yolanda	<a href="mailto:ydockery@chasecountyschools.org">ydockery@chasecountyschools.org</a>	Spec. Ed. Aide
Dreiling, Cheryl	<a href="mailto:cdreiling@chasecountyschools.org">cdreiling@chasecountyschools.org</a>	PT Aide
Elliott, Jan	<a href="mailto:jelliott@chasecountyschools.org">jelliott@chasecountyschools.org</a>	Town AM Bus Driver
Felker, Rex	<a href="mailto:rfelker@chasecountyschools.org">rfelker@chasecountyschools.org</a>	Dir. of Transportation
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Haldeen, Candi	<a href="mailto:chaldeen@chasecountyschools.org">chaldeen@chasecountyschools.org</a>	Spec. Ed. Aide
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Huicochea, Rhonda	<a href="mailto:rhuiicochea@chasecountyschools.org">rhuiicochea@chasecountyschools.org</a>	ELL Aide/Bus Driver

Hunt, Jerry	<a href="mailto:jhunt@chasecountyschools.org">jhunt@chasecountyschools.org</a>	Custodian
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Martin, Janet	<a href="mailto:jmartin@chasecountyschools.org">jmartin@chasecountyschools.org</a>	Spec. Ed. Aide
Mays, Jill	<a href="mailto:jmays@chasecountyschools.org">jmays@chasecountyschools.org</a>	Acctg./AD Secretary
Mireles, Esthela (Lilly)	<a href="mailto:emireles@chasecountyschools.org">emireles@chasecountyschools.org</a>	Translator/Office
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Swink, Deb	<a href="mailto:dswink@chasecountyschools.org">dswink@chasecountyschools.org</a>	Spec. Ed. Aide
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Vetter, Carol	<a href="mailto:cvetter@esu15.org">cvetter@esu15.org</a>	ESU Early C/Spec Ed
Weiss, Bonnie	<a href="mailto:bweiss@chasecountyschools.org">bweiss@chasecountyschools.org</a>	Elem. Aide
Wheeler, Sherri	<a href="mailto:swheeler@chasecountyschools.org">swheeler@chasecountyschools.org</a>	Elem. Secretary
Whitlow, Stephanie	<a href="mailto:swhitlow@chasecountyschools.org">swhitlow@chasecountyschools.org</a>	Cook
Yaw, Amber	<a href="mailto:ayaw@chasecountyschools.org">ayaw@chasecountyschools.org</a>	Elem. Aide

Zuege, Al	<a href="mailto:azuege@chasecountyschools.org">azuege@chasecountyschools.org</a>	Bus Driver
Zuege, Ginny	<a href="mailto:gzuege@chasecountyschools.org">gzuege@chasecountyschools.org</a>	Bus Dispatcher

## Section 6 School Calendar

August 13	Pre-Opening/Teacher In-Service
August 14-16	School Day 9:15 – 3:17 p.m.
August 14	1 <sup>st</sup> day of school
August 17	Teacher In-Service – No Classes for Students
August 20	School Day 8:15 a.m. – 3:17 p.m.
September 3	Labor Day - No School
September 14	School Day 8:15 a.m. to 12:30 p.m.
September 14	Teacher In-Service 1:00 p.m. to 3:30 p.m.
October 3	School Day 8:15 a.m. to 12:30 p.m.
October 3	Teacher In-Service 1:00 p.m. to 3:30 p.m.
October 12	End of first quarter
October 15	Start of second quarter
October 17	School Dismisses at 1:30 p.m.
October 18	12:00 noon Dismissal
October 18	12:30 p.m. Dismissal
October 19-22	Fall Break/No School
October 31	Halloween Party 11:00 a.m. Dismiss at 12:30, elementary
November 5	Early Dismissal 12:30 p.m.
November 7	School Day 8:15 a.m. to 12:30 p.m.
November 7	Teacher In-Service 1:00 p.m. to 3:30 p.m.
November 21	School Day 8:15 a.m. to 2:00 p.m.
November 22-23	No School/Thanksgiving Break
December 17	School Day 8:15 a.m. to 1:30 p.m.
December 18	School Day 8:15 a.m. to 11:52 a.m.
December 18	End of 2 <sup>nd</sup> Quarter
December 19	School Day 9:10 a.m. – 11:52 a.m.
December 19	School dismisses at 11:30 a.m.
December 20	Teacher Workday; End of 1 <sup>st</sup> Semester; end of 2 <sup>nd</sup> Quarter
December 20	Christmas Vacation – December 20 – January 2, 2008
January 2	Teacher Work Day
January 3	School Resumes; 2 <sup>nd</sup> Semester begins
January 21-25	Pre-Reg. for current 10 <sup>th</sup> grade
January 28-Feb. 1	Pre-Reg. for current 9 <sup>th</sup> grade
January 30	School Day 8:15 a.m. – 12:30 p.m.

January 30	Teacher In-Service – 1:00 p.m. to 3:30 p.m.
February 4-8	Pre-Reg. for current 7 <sup>th</sup> and 8 <sup>th</sup> grades
February 6	School Day 8:15 a.m. to 12:30 p.m.
February 14	No School
February 15	No School/Winter Break
February 29	No School/Spring Break
March 6	End of 3 <sup>rd</sup> Quarter
March 7	No School/Spring Break
March 10	Start of 4 <sup>th</sup> Quarter
March 20	School Day 8:15 a.m. to 12:30 p.m.
March 20	Teacher In-Service 1:00 p.m. to 3:30 p.m.
March 21	No School
March 24	No School
April 4	School Day 8:15 a.m. to 12:30 p.m.
April 25	School Day 8:15 a.m. to 12:30 p.m.
May 4	Commencement, 2:00 p.m.
May 13	School Day 8:15 a.m. to 1:30 p.m.
May 14	School Day 9:10 a.m. to 11:52 a.m.
May 15	School Day 9:10 a.m. to 11:52 a.m.
May 16	Teacher Work Day

Business OperationsSale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: [Insert Date]

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$5,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$5,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: [Insert Date]

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: [Insert Date]

Personnel - All Employees

Prohibition on Aiding and Abetting Sexual Abuse

A school employee, contractor, or agent of the school district is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act (for example, where the matter has been investigated by law enforcement and the person has been exonerated and approved by the Superintendent or designee.)

Legal Reference: **ESSA sec. 8038, § 8546**

Date of Adoption: [Insert Date]

Personnel - All EmployeesWorkplace Privacy Policy

1. The District will abide by the Nebraska Workplace Privacy Act and will not:
  - a. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
  - b. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the District in a manner that enables the District to observe the contents of the employee's or applicant's personal Internet account or provides the District access to the employee's or applicant's personal Internet account;
  - c. Require an employee or applicant to add anyone, including the District, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account;
  - d. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions prohibited by the Workplace Privacy Act.
  - e. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

Notwithstanding anything to the contrary, all employees must abide by the District's technology policies, procedures and guidelines, including the District's Internet Use policy and/or practice. Pursuant to the Workplace Privacy Act, the District may also:

- a. Monitor, review, access, or block electronic data stored on an electronic communication device supplied by or paid for in whole or in part by the District or stored on the District's network, to the extent permissible under applicable laws;
- b. Access information about an employee or applicant that is in the public domain or is otherwise obtained in compliance with the Workplace Privacy Act;
- c. Conduct an investigation or require an employee to cooperate in an investigation if the District has specific information about potentially wrongful activity taking place on the employee's personal Internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct;
- d. Any other reason permitted by the Workplace Privacy Act.

Legal Reference:       Laws 2016, LB 821

Date of Adoption:     [Insert Date]

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

**Provisions for Waiver of Application Deadline (Choose one or modify as desired):****Option 1 (Waiver unless at capacity):**

The application deadline will be waived by the School Board for applications to option into the [Name] Public School District, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

**Option 2 (Limited Deadline Waiver):**

The application deadline will **not** be waived by the School Board for applications to option into the [Name] Public School District, except in the following circumstances:

1. **Siblings**: The application deadline will be waived where the application is for a student who is the sibling of a student attending [Name] Public Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A "sibling" for this purpose means a child who resides in the same household on a permanent basis with a student who is currently attending [Name] Public Schools and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
2. **Kindergarten**: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
3. **Release Approval**: For the foregoing exceptions, the application must contain a release approval from the resident district.

4. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
5. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
6. Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the "projected enrollment" determinations made pursuant to paragraph D shall be replaced with the "actual enrollment" as of the first day of school for the year of application, as determined by the Superintendent or the Superintendent's designee, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.
2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not

supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building or in any special education programs operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Releases for Options Out

**Provisions for Release (Choose one or modify as desired):**

Option 2 (Release unless Expulsion is Pending):

A request for release of a resident student of the [Name] Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

**Option 2 (Release Conditions):**

A request for release of a resident student of the [Name] Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted only on the following conditions:

1. **Kindergarten**: A release will be granted where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
2. **Siblings**: A release will be granted where the application would allow the student to attend the same school as a sibling, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. A “sibling” for this purpose means a child who resides in the same household on a permanent basis with a student who is currently enrolled in the option district and who has the same natural or adoptive parent or who is a stepbrother or stepsister.
3. **Educational Programming**: A release will be granted where the needs of the student require the District to obtain additional staffing or equipment and it is in the best interests of the District and the student to enroll in the option district. The determination of whether this condition is met shall be made by the Superintendent or the Superintendent’s designee.
4. **No Pending Expulsion**: The deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School Board and the School District, subject to subsequent ratification by the School Board.

**F. Notification of Acceptance or Rejection**

In the case of an application to option enroll into the [Name] Public School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the [Name] Public Schools and its school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. §§ 79-232 to 79-246

Date of Adoption: [Insert Date]

StudentsDrug and Substance Use and Prevention**Drug-Free Schools**

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

**Education and Prevention**

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

**Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING [NAME] PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING

TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

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

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

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

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

**Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

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

**Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

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

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited

to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

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

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

### **Intervention**

The [Name] Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

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

Date of Adoption: [Insert Date]

StudentsAcademic Progress

The Superintendent will be responsible for implementing a uniform system for appraising and reporting the development of students' academic and behavioral skills.

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Date of Adoption: [Insert Date]

StudentsHomeless Students

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
    - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
    - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
    - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
    - vi. enrollment disputes are mediated in accordance with law; and
    - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
  - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A

homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.

- d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
  - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
  - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
  - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.

- i. The placement shall be at either:
    1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
    2. The school of the attendance area in which the child is actually living.
  - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
  - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
  - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
  - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
  4. Transportation: Transportation will be provided to homeless students to the extent required by law.
    - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
    - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless

Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.

- c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
    - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
    - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
    - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
    - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
    - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
  - b. . In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
  - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and
  - d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.

6. Right to Appeal.

- a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
- b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

Legal Reference:      Neb. Rev. Stat. § 79-215  
                             Nebraska Department of Education Rule 19  
                             McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.

Date of Adoption:      [Insert Date]

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

\_\_\_\_\_

b. Reason(s) for Request: \_\_\_\_\_

\_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
( Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
( Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:  
Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

**Homeless Education Program  
DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

Persons who have information to support my position (include contact information): \_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature \_\_\_\_\_

Date \_\_\_\_\_

-----**For School Use**-----

Date received by Homeless Coordinator \_\_\_\_\_

-----**Determination of Homeless Coordinator**-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: \_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

StudentsStudent Privacy Protection Policy

It is the policy of [Name] Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District=s policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties  
Parents shall have the right to inspect, upon the parent=s request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent=s child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive  
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials  
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator=s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

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

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a

student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

#### Annual Parental Notification of Student Privacy Protection Policy

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

#### Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent

opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be Asensitive@ for purposes of this policy:

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

#### Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act (“ESSA”). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act  
 Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;  
 Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;  
 Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: [Insert Date]

Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the School District.

The District shall educate staff and students about the harms of copyright piracy.

Legal Reference: Rule 10; ESSA

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

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.

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.

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.

Legal Reference:      Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
                                 Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                                 Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

Date of Adoption:    [Insert Date]

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: Neb. Rev. Stat. §§ 79-2,148

Date of Adoption: [Insert Date]

InstructionTitle I Parental and Family Involvement Policy

This Parental and Family Involvement Policy is established in compliance with Title I. [Name] Public Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of [Name] Public Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of [Name] Public Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I

program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

- F. Involving parents and family members in the activities of the schools served under Title I.

#### Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.
- C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) 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 (3) if requested by parents and family members, 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.
- E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such

compact shall—(1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement; (B) frequent reports to parents and family members on their children’s progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child’s progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who

are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

#### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

#### Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: [Insert Date]

InstructionComputerInternet Safety and Acceptable Use PolicyA. Internet Safety Policy

It is the policy of [Name] Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will

operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. 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.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
 Children's Online Privacy Protection Act, 15 U.S.C. § 6501  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
 Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: [Insert Date]

[Name] Public Schools  
Addition to Employee Code of Conduct  
*Appendix "1"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the [Name] Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the [Name] Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of [Name] Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

[Name] Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT’S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by [Name] Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

InstructionStudent Self-Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

- (1) written request of the student's parent or guardian;
- (2) authorization of the student's physician or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition;
- (3) receipt of a signed no liability statement from the parent or guardian; and
- (4) development of an asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225

Date of Adoption: [Insert Date]

Plan For \_\_\_\_\_ (Student) Dated: \_\_\_\_\_

**ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**I. CONTACT AND PLAN INFORMATION**

**Student's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

(Month) (Day) (Year)

**Health Condition:**  Asthma  Anaphylaxis (For this Plan "Health Condition" means the condition(s) checked)

**Mother/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Student's Doctor/Health Care Provider:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

**Other Emergency Contacts:** \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**II. PARENT OR GUARDIAN  
AUTHORIZATION, APPROVAL AND LIABILITY WAIVER**

The parents or guardians (hereinafter "Parent") request that [Name] Public Schools allow the Student to self-manage the health condition and accept and agree to this Medical Management Plan. The Guidelines for Asthma or Anaphylaxis Medical Management Plan are incorporated into and are a part of this Plan.

Parents understand and agree that if the Student injures school personnel or another student as the result of the misuse of necessary asthma or anaphylaxis medical supplies, Parents shall be responsible for any and all costs associated with such injury. Parents acknowledge that (a) the school and its employees and agents are not liable for any injury or death arising from the Student's self-management of the Student's Health Condition and Parents release same from any such claims and (b) Parents shall and do hereby agree to indemnify and hold harmless the school and its employees and agents against any claim arising from the Student's self-management of Student's Health Condition. This release, indemnification and hold harmless agreement shall take effect immediately and shall stay in effect for as long as the Student is provided permission to self-administer medication.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. STUDENT AGREEMENT**

I will use the prescription asthma or anaphylaxis medication only as prescribed and as permitted by the Plan. I will not share the medication with others and I will not create an unnecessary distraction to others. I have been instructed how to self-administer this medication and understand the side effects of improper use and will promptly report self-administration and follow the Guidelines. I understand that if I do not abide by these terms, I may be disciplined and that this Plan will be re-evaluated. I release the school and its employees of any liability in any way related to this Plan or my use of the medication.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. MEDICAL MANAGEMENT PLAN**

**A. Health care services the Student may receive at school relating to Student’s Health Condition:** See Guidelines (Part V).

**B. Evaluation of Student’s understanding of and ability to self-manage Student’s Health Condition.**

The parents/guardians and the Physician certify that the Student has a sufficient level of understanding and ability to self-manage the Student’s Health Condition as follows:

1. Access to Prescription Asthma/Anaphylaxis Medication
  - May have medication in Student’s possession at any time.
  - May have medication in Student’s possession when the health office is not accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities) but should otherwise be maintained in the health office.
  - May not have medication in Student’s possession except for emergency use.
2. Self-Administration of Prescription Asthma/Anaphylaxis Medication
  - May self-administer independently and without supervision. The Student has had training and is proficient in self-administering medication.
  - May self-administer when the health office or school staff authorized to administer medication are not readily accessible (for example, when the Student is out of the school on field trips or participating in extracurricular activities); but should otherwise have medication administered by the health office or authorized school staff.
  - May not self-administer except for emergency use.

**C. It is agreed that this Plan permits regular monitoring of Student’s self-management of Student’s Health Condition by an appropriately credentialed health care professional.**

**D. Name, purpose and dosage of prescription asthma or anaphylaxis medication prescribed for Student:** See Student Asthma/Anaphylaxis Action Plan (Part IV(F)).

**E. Procedures for storage and access to backup supplies of such prescription medication for Student’s Health Condition:**

1. The Student, when permitted to be in possession of medication, will have only the prescription medication that might be needed for the Student’s own use. For example, the Student may have one inhaler, but not two, unless the first is nearly empty
2. The school will store any backup supply needed in accordance with its medication storage procedures.
3. The student may have access to the backup supply when necessary by requesting such from the health office.

**F. Student Asthma/Anaphylaxis Action Plan**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Month) (Day) (Year)

**EXERCISE PRECAUTION** - Administer inhaler 15-30 minutes before exercise (eg, gym class, recess)

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

**ASTHMA TREATMENT**  
 Give or self-administer **quick relief medication** when Student experiences asthma symptoms such as, coughing, wheezing, or tight chest.  
**Quick relief medication:**

Albuterol inhaler (Proventil, Ventolin) 2 inhalations

Pirbuterol inhaler (Maxair) 2 inhalations

Albuterol inhaled *by nebulizer* (Proventil, Ventolin)

0.63 mg/3 mL

1.25 mg/3 mL

Levalbuterol inhaled *by nebulizer* (Xopenex)

0.31 mg/3 mL

0.63 mg/3 mL

1.25 mg/3 mL

May carry and self-administer metered-dose inhaler per Part IV(B) of Medical Management Plan.

**IF SCHOOL STAFF INVOLVED-- CLOSELY OBSERVE STUDENT AFTER QUICK RELIEF ASTHMA MEDICATION IS ADMINISTERED**

**If after 10 minutes:**

- Symptoms are improved, student may return to classroom after notifying parent/guardian.
- If no improvement in symptoms, repeat the above medication and notify parent/guardian immediately and determine student’s ability to remain in school for the day.
- ***If student continues to worsen CALL 911 and INITIATE Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Asthma).***

**ANAPHYLAXIS TREATMENT**  
 Give or self-administer **epinephrine** when Student experiences allergy symptoms, such as hives, difficulty breathing (chest or neck “sucking in”), lips or fingernails turning blue, or trouble talking (shortness of breath).

The Student has severe allergies to the following:  
 \_\_\_\_\_

Epinephrine injection (please specify):

EpiPen 0.3 mg                       Twinject 0.3 mg

EpiPen Jr. 0.15 mg                       Twinject 0.15 mg

May carry and self-administer epinephrine injection per Part IV(B) Medical Management Plan.

**IF SCHOOL STAFF INVOLVED--CLOSELY OBSERVE STUDENT AFTER EPINEPHRINE IS ADMINISTERED**

- ***CALL 911 and closely observe the student.***
- Notify parent/guardian immediately.
- Even if student improves, the student should be observed for recurrent symptoms of anaphylaxis in an emergency medical facility.
- ***If student does not improve or continues to worsen, INITIATE Nebraska’s schools Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions Protocol (Anaphylaxis).***

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions \_\_\_\_\_

I am the Student’s Physician or other health care professional who prescribed the medication for treatment of the student's condition. Student has  Asthma  Anaphylaxis and has been prescribed the medication referenced above. Student has the ability to safely and responsibly self-manage Student’s Health Condition in accordance with this Asthma or Anaphylaxis Medical Management Plan. I approve the Medical Management Plan and the Student Asthma/Anaphylaxis Action Plan and authorize Student to self-manage Student’s Health Condition at school in accordance with the Plan.

Physician signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. GUIDELINES FOR  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

**Term of Plan:** The plan is effective for the current school year. A new plan must be established each school year or more often if changes occur to the student’s health or prescribed treatment or student’s ability to self-manage.

**Medications:** The parents or guardians are responsible for supplying any and all prescription asthma/anaphylaxis medications required under the Plan; the school is not responsible for providing the medications. Prescribed asthma/anaphylaxis medications to be used by the Student under this Plan must be furnished in a current original container from the pharmacy with the student's name and the name of the medication, and where applicable, the strength and the dosage to be given. Inhalers must have a label attached to the inhaler itself, not on the packaging. If the prescribed medication, dosage or time of medication changes, the parents or guardians must promptly submit to the school nurse or designee the new prescription and as necessary a new asthma/anaphylaxis action plan. Any non-prescription medication must be furnished in the original container from the manufacturer. The school will store any backup supply needed in accordance with its medication storage procedures. The student may have access to the backup supply when necessary by requesting such from the health office.

**Health care services the Student may receive at school relating to Student’s Health Condition.**

1. Standard health services available to all students.
2. Storage of backup asthma or anaphylaxis medication supplies.
3. Recording of student self-administration reports.

**Consultations:** The school may consult with a registered nurse or other health care professional employed by such school during development of the plan.

**Permitted Self-Management:** Pursuant to the Asthma or Anaphylaxis Medical Management Plan the Student shall be permitted to self-manage the Student’s asthma or anaphylaxis condition in the classroom or any part of the school or on school grounds, during any school-related activity, or in any private location specified in the plan.

**Student Reports of Self-Administration:** The Student shall promptly notify the school nurse, the school nurse’s designee, or another designated adult at the school when the Student has self-administered prescription asthma or anaphylaxis medication pursuant to the Plan.

**Responses to Student Misuse:** The possession of medications by Students is a violation of the school’s drug and student conduct policies and may result in an expulsion from school. To the extent this Asthma or Anaphylaxis Medical Management Plan permits the Student to be in possession of prescribed asthma/anaphylaxis medications, the Plan allows the Student an exception to the school drug and student conduct policies. However, this exception only extends to the extent provided in the Plan. In the event the Student uses his or her prescription asthma or anaphylaxis medication other than as prescribed, or possesses medication other than as permitted by the Plan, the Student is subject to disciplinary action by the school, up to and including an expulsion. The school will promptly notify the parent or guardian of any disciplinary action imposed. The disciplinary action will not include a limitation or restriction on the student’s access to such medication; however, it is agreed that in the event of any such misuse, a re-evaluation of the Student’s understanding of and ability to self-manage Student’s Health Condition will occur and the re-evaluation may result in a modification or termination of this Plan.

**Sharing Plan:** It is agreed that this Asthma or Anaphylaxis Medical Management Plan may be shared with school officials and agents who have a need to be aware of it; that those who have the need to be aware of it include student health staff and also include staff responsible for student discipline (e.g. staff need to know that the Student is authorized to have the medication on the

Student's person so the Student is not reported for a violation of the school's drug policies). The school officials who may be informed of the Plan thus include: administration, school nurse, school office staff, teachers and any paraeducators or specialists who provide services to the Student, and the coaches and sponsors of extracurricular activities in which the Student participates.

**Filing of Plan:** This Asthma or Anaphylaxis Medical Management Plan is to be kept on file at the school where the Student is enrolled.

**VI. SCHOOL NURSE ACKNOWLEDGEMENT OF  
ASTHMA OR ANAPHYLAXIS MEDICAL MANAGEMENT PLAN**

- Parent Request and Liability Waiver signed  Student Agreement signed.
- Management Plan (including Action Plan) signed by Physician.
- Guidelines reviewed with the Student and Parent/Guardian.
- Copy of Guidelines and Student Agreement received by Parent/Guardian for reference.

School Nurse or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Asthma/Allergy Self-Management Log

**Student Name** \_\_\_\_\_

**Student Date of Birth** \_\_\_\_\_

Date Started	Medication	Dosage	Time	Frequency	Physician	Phone #

Date/time of report	Date/time administration	Observation/Complications	Employee Recording Student Report	Parent Notification
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form
				Date: _____ <input type="checkbox"/> Phone <input type="checkbox"/> Form

Parents/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Internal Board PoliciesConflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (A) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,
- (B) Deliver a copy of the statement to the Secretary of the Board of Education, who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:
- (A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held at the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.
  - (B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: [Insert Date]

Bylaws of the Board - Meetings

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or viva voce vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the board to be readily seen by the public.

Date of Adoption: [Insert Date]

John M. Guthery  
Thomas M. Haase  
James B. Gessford  
Rex R. Schultze\*\*\*  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R.J. Shortridge\*  
Jeanette Stull  
Corey L. Stull\*  
Joshua J. Schauer \*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*\*  
Charles Kaplan



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Of Counsel  
Richard D. Sievers  
Kelley Baker

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\*Also Admitted in Iowa  
\*\*Also Admitted in Kansas  
\*\*\*Also Admitted in Wyoming  
\*\*\*\*Also Admitted in Colorado

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Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## Perry Law Firm 2016 Annual Policy Update Service

**To:** Marge Beatty, Administrator, ESU 16  
**From:** Gregory H. Perry and Rex R. Schultze  
**Date:** June 7, 2016

This is the 2016 Annual Policy Update.

For policies that are not entirely new, we have provided both “redline” and “clean” versions.

### 1. Policy 3090—Sale and Disposal of Property

Policy 3090 was changed to include the sale of real estate. In addition, approval of any sale of school property was changed from requiring four members, to two-thirds of the members of the Board of Education, at a regular meeting.<sup>1</sup>

### 2. Policy 3130—Purchasing Policies

As a result of the State Auditor’s increased attention to and scrutiny of credit card use, we have added a section for the use of credit cards for purchases on behalf of the School District. The procedures set forth in the section of Policy 3130 should satisfy the State Auditor.

### 3. Policy 3570 – ESSA

The Every Student Succeeds Act was signed on December 10, 2015. The law requires that schools that receive Title I funding:

- Notify parents of the right to receive information about the professional qualifications of their child’s teachers;
- Notify parents that they may opt out of testing; and
- Notify parents of certain matters related opportunities related to the Language Instruction (ELL) program.

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<sup>1</sup> Section 79-10,114 requires a vote of “at least two-thirds of all members of the board” for the sale of school property.

#### 4. Policy 4026—Prohibition on Aiding and Abetting Sexual Abuse

Section 8038 of the ESSA requires school districts to have a policy prohibiting helping a person get a job if it is known that the person engaged in sexual misconduct regarding a minor or a student in violation of the law.<sup>2</sup>

Policy 4026 has been prepared to comply with this part of the ESSA.

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<sup>2</sup> SEC. 8038. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

Subpart 2 of part F of title VIII, as amended and redesignated by section 8001 of this Act, is further amended by adding at the end the following:

“SEC. 8546. PROHIBITION ON AIDING AND ABETTING SEXUAL ABUSE.

“(a) IN GENERAL.—A State, State educational agency, or local educational agency in the case of a local educational agency that receives Federal funds under this Act shall have laws, regulations, or policies that prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

“(b) EXCEPTION.—The requirements of subsection (a) shall not apply if the information giving rise to probable cause—

“(1)(A) has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and

“(B) has been properly reported to any other authorities as required by Federal, State, or local law, including title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and

“(2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

“(B) the school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

“(C) the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

“(c) PROHIBITION.—The Secretary shall not have the authority to mandate, direct, or control the specific measures adopted by a State, State educational agency, or local educational agency under this section.

“(d) CONSTRUCTION.—Nothing in this section shall be construed to prevent a State from adopting, or to override a State law, regulation, or policy that provides, greater or additional protections to prohibit any individual who is a school employee, contractor, or agent, or any State educational agency or local educational agency, from assisting a school employee who engaged in sexual misconduct regarding a minor or student in violation of the law in obtaining a new job.”

**5. Policy 4027 – Workplace Privacy Act**

LB 821 prohibits employers from accessing employees' electronic information, including passwords to social media accounts.

**6. Policy 5006 – Option Enrollment**

LB 1066 amended Nebraska's Option Enrollment statute. Specifically, LB 1066 provides that, when adopting standards for accepting or denying late-filed applications (applications filed after March 15) as follows: "Standards shall not include that a request occurred after the deadline set forth in this subsection."

The option enrollment policy we provided previously had included an option of denying an application for the sole reason that the application was filed late. In response to LB 1066, we have deleted that as an option. If your current policy uses that as an option, you will need to amend your policy. If your policy uses different reasons for accepting or denying an application than simply that the application was filed late, you do not need to amend the standards in your policy.

LB 1067 amended the option enrollment statutes to state: "Option students who qualify for free lunches shall be eligible for either free transportation or transportation reimbursement as described in section 79-611 from the option school district pursuant to policies established by the school district . . ." We have revised the option policy to meet this requirement.

**7. Policy 5203—Academic Progress**

Policy 5203 requires the academic reports (e.g. report cards) be "sent" to parents each quarter. With many schools now using electronic student records systems, it is not quite accurate to say that report cards are "sent" to parents. So we have changed the term to "made available."

**8. Policy 5418—Homeless Student Policy**

Schools that have been audited by the NDE in the last year have been advised of the need to have a homeless policy with a more robust grievance procedure. Accordingly, Policy 5418 has been amended to provide an enhanced grievance procedure.

The ESSA also added a notice requirement that is reflected in the revised Policy 5418.

We have also removed the NCLB reference in the homeless policy forms.

**9. Policy 5419 – Mental Health Assessments or Reporting**

The ESSA requires that parental consent be obtained prior to a child under the age of 18 participating in any mental health assessment or service. We have revised Policy 5419 to meet this requirement.

**10. Policy 6020—ESSA-Copyright instruction**

The ESSA requires that students be given education about the harms of copyright piracy. We have revised Policy 6020 to incorporate this requirement.

**11. Policy 6212—Assessments—Academic Content Standards**

The statute related to adoption of state standards<sup>3</sup> requires districts to adopt academic content standards in the subject areas of reading, writing, mathematics, science, and social studies in accordance with timelines established by the State Board of Education, but in no event later than one year following the adoption or modification of state standards.

We have amended Policy 6212 to incorporate the Mathematics standards that were adopted by the State Board in September, 2015.

**12. Policy 6284—Initiations, Hazing, Secret Clubs and Outside Organizations**

The anti-hazing statute<sup>4</sup> had formerly been applicable only to post-secondary students. LB 710 extended the statute to include everyone. LB 710 also expanded the list of what constitutes hazing.

Policy 6284 was developed in 2013 even though the anti-hazing statute had not yet been extended to public school students. We have now revised the policy to include the additional hazing activities that were added by LB 710.

**13. Policy 6286—Return to Learn from Cancer**

LB 511 from the 2015 legislative session requires schools to “establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer.” Policy 6286 was developed in response.

The policy references training approved by the chief medical officer of the State. However, we have been informed that there is no one currently with HHS in that position. Moreover, HHS does not intend to approve any training on the subject of a student returning to school after being treated for cancer. Accordingly, the reference to the chief medical officer has been stricken from the policy.

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<sup>3</sup> Section 79-760.02.

<sup>4</sup> Section 28-311.06.

**14. Policy 6410— Title I Parental and Family Involvement ESSA**

The ESSA includes changes to parental involvement in the Title I schools. The primary impact is to expand the requirements from parents to “parents and family members.” We have revised Policy 6410 accordingly.

**15. Policy 6800—Internet Safety and Acceptable Use Policy/COPPA**

Policy 6800 provides that the district’s technology resources are not to be used for personal use. Given that many districts permit personal use if the employee has entered into a limited lease agreement with the district, we have revised the policy to allow personal use where a lease exists.

Also, COPPA requires that schools obtain verifiable parental consent before allowing third parties to access student data on-line. We have updated the internet use policy to incorporate the requirements of COPPA.

**16. Policy 6920—Student Self-Management of Asthma, Anaphylaxis, and/or Diabetes**

The statute on student self-management of asthma and anaphylaxis<sup>5</sup> requires medical authorization by the student’s physician. LB 1086 amends the physician reference to also include “other health care professional who prescribed the medication for treatment of the student's condition.”

Policy 6920 and the attendant asthma and self-management plan form have been revised to provide for authorization from other health care professionals (instead of only the student’s physician).

We note that a similar change was not made to the statute on self-management of diabetes.<sup>6</sup>

We have also included these changes made by LB 1086 on Form 6920A.

**17. Policy 8270—Conflict of Interest Procedures**

The conflict statute related to the employment of family members<sup>7</sup> requires that Nebraska Accountability and Disclosure Commission (NADC) Form C-4 be filed with the Board of Education.

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<sup>5</sup> Section 79-224.

<sup>6</sup> Section 79-225.

<sup>7</sup> Section 49-1499.04: (1) An official or employee of a political subdivision may employ or recommend or supervise the employment of an immediate family member if (a) he or she does not abuse his or her official position as described in section 49-1499.05, (b) he or she makes a full disclosure on the record to the governing body of the political subdivision and a written disclosure to the person in charge of keeping records for the governing body, and (c) the governing body of the political subdivision approves the employment or supervisory position.

Policy 8270 had provided that the form was also to be filed with the NADC. However, the form now provides: “Disclosure need not be made to the Nebraska Accountability and Disclosure Commission.” We have revised Policy 8270 to delete the reference to filing with the NADC.

## **18. Policy 9341—Voting**

The Open Meetings Act requires that motions be made and seconded by “roll call vote of the public body in open session.”<sup>8</sup> LB 876 amended the Act to permit electronic voting, so long as the votes of the board members may be readily seen by the public.

Policy 9341 was amended to provide for the use of an electronic voting device in the event any Board of Education chooses to use that option.

## **19. ESSA Changes**

The Every Student Succeeds Act was signed on December 10, 2015. It will replace the No Child Left Behind Act of 2001. Policies that refer to the NCLB have been amended to reflect the enactment of the ESSA.

The policies affected include:

- Index – Series 3000
- Index – Series 4000
- Policy 5104—Drug Free Schools
- Index – Series 6000

In addition, the ESSA requires that a notice be posted, in a public place, to inform taxpayers how to report suspected improper use of taxpayer funds. This requirement can be met by posting the enclosed notice in a public place in your District’s building.

### **Conclusion**

If you need anything further with regard to these documents or have questions, please contact either Greg ([gperry@perrylawfirm.com](mailto:gperry@perrylawfirm.com)) or Rex ([rschultze@perrylawfirm.com](mailto:rschultze@perrylawfirm.com)).

School Districts that receive this Memo and the enclosures should consult with their school attorney for independent legal advice.

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<sup>8</sup> Section 84-1413(2).

[SCHOOL DISTRICT]'S NOTICE OF PREVENTION OF IMPROPER USE OF TAXPAYER  
FUNDS

Pursuant to the Every Student Succeeds Act, 20 U.S.C. § 7933, [School District] hereby posts this display, in a public place, to encourage any taxpayer who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use to:

**Office of Inspector General of the Department of Education**

**Phone: 1-800-MIS-USED**

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## HARASSMENT AND BULLYING POLICY

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

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed.