

Cozad Community Schools

Board of Education Regular Meeting

Monday, February 15, 2021 7:00 PM

Office of the Superintendent

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

Values - Guiding Principles

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

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

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

Innovation - Positive attitude, open to new ideas,

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

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

1.1. Call to Order, Roll Call

1.2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

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

1.3. Excused/Unexcused Board Member Absence

2. PUBLIC COMMENTS

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

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

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

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

3. PRINCIPAL/ADMINISTRATIVE REPORTS

3.1. Patty Wolfe Report

3.2. William Beckenhauer Report

3.3. Jeremy Yilk Report

3.4. Brian Regelin Report

3.5. Dale Henderson Report

3.6. James Ford Report

4. SUPERINTENDENT REPORT

Afterzone

Legislative Update

Enrollment Numbers

Facility Study Update

High School Gym Wall Padding

High School Gym Floor

5. **CONSENT AGENDA**

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

- Minutes from the January 18, 2021, Regular Board Meeting

5.2. **Congratulations, Condolences, Correspondences**

Congratulations to Morgan and Derek Williams on the birth of their son, Wilkes.

5.3. **Classified Resignations**

Sierra Smith, SpED Paraprofessional, effective 1/29/2021

Phyllis Fleenor, Afterzone Paraprofessional, effective 2/12/2021

5.4. **Classified Hires**

Sandra Meyer, TLC Paraprofessional Elementary

5.5. **Standing Reports**

5.5.1. **Sub Reports**

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

SNP Claim- \$765.12

SFSP Claim-\$64,680.03

Total Jan.- \$65,445.15

5.5.3. **Bus Route Averages**

5.6. **Salary Advancement Applications**

5.7. **Local Sub Certification**

Amanda Jensen, Local Sub

6. **DISCUSS, CONSIDER & TAKE ACTION ON APPROVAL OF NEBRASKA ASSOCIATION OF SCHOOL BOARDS ANNUAL MEMBERSHIP**

NASB Annual Membership Dues for Fiscal Year 4/1/2021 to 3/31/2022- \$5,637

Pay by 4/1/2021 to receive a 2% discount- \$113

Total amount due is paid by April 1, 2021- **\$5,524**

7. **FINANCIAL REPORTS AND CLAIMS**

- 7.1. District Treasurer's Report**
- 7.2. District Financial Report**
- 7.3. Check Journal General Fund**
- 7.4. Check Journal Lunch Fund**
- 7.5. Activities Financial Report**
- 7.6. Activities Check Journal**
- 7.7. BANK STATEMENTS**
 - 7.7.1. Bond Fund**
 - 7.7.2. Building Fund**
 - 7.7.3. General Fund**
 - 7.7.4. Depreciation Fund**
 - 7.7.5. Employee Benefit**
 - 7.7.6. Student Fees**
 - 7.7.7. Lunch Fund**
- 7.8. Standing Financial Reports**
 - 7.8.1. Bond Fund Taxes Report**
 - 7.8.2. General Fund Taxes Report**
 - 7.8.3. Building Fund Taxes Report**
- 8. DESIGNATE SUPERINTENDENT AS THE DISTRICT'S REPRESENTATIVE FOR FEDERAL AND STATE PROGRAMS**
- 9. DISCUSS, CONSIDER AND TAKE ACTION ON THE ACCEPTANCE OF TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM (TERIP) APPLICANTS**
- 10. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF RESIGNATION OF CERTIFICATED STAFF AT THE END OF THEIR 2020-2021 CONTRACT YEAR**

Ben Vetrovsky, High School, Business Marketing and Information Technology
Carly Rexing, Middle School, Math

Bill Pinkleman, High School, Industrial Technology
Marcia Fritz, Elementary, AfterZone Director

11. DISCUSS, CONSIDER AND TAKE ACTION ON CERTIFICATED STAFF CONTRACTS FOR NEW HIRES FOR THE 2021-2022 SCHOOL YEAR

New Hires:

Meghan Gifford, Middle School, Reading & Science
Corey Fisher, High School, Principal
Dillion Higgins, Middle School, Math
Jayce Dueland, High School, Industrial Technology, Head Football Coach

12. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF ADMINISTRATIVE SALARIES FOR 2021-2022 SCHOOL YEAR

13. DISCUSS, CONSIDER AND TAKE ACTION TO WAIVE RESCHEDULING THE MISSED SCHOOL DAYS ON JANUARY 25TH AND 26TH & FEBRUARY 15TH, 2021 DUE TO INCLEMENT WEATHER

14. DISCUSS, CONSIDER AND TAKE ACTION ON THE 2021-2022 MASTER SCHOOL CALENDAR

15. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF THE DRIVER'S EDUCATION CONTRACT FOR SUMMER 2021

Registration cost will be raised to \$295 a increase of \$10 from previous years.

16. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF THE 2021-2022 EDUCATIONAL SERVICE UNIT 10 CONTRACT FOR SPECIAL EDUCATION CONTRACT AND COOPERATIVE SERVICE AGREEMENTS

17. DISCUSS, CONSIDER AND TAKE ACTION TO APPROVE SPONSORING THE SUMMER FOOD SERVICE PROGRAM FOR SUMMER MONTHS OF 2021

Follows the AfterZone program of June 1st- July 23rd.

18. POLICIES TO BE DELETED 4118.1, 4120.1, 4123, 4127, 4131, 4132, 4132.2, 4132.3, 4138, 4123, 4251, 4302, 5002, 5012, 5012.1, 5113, 5113.1, 5116, 5116.1, 5117, 5123.1, 5135.5, 5151 AND 5153

18.1. Policy 4118.1 Tobacco Policy

This policy is already contained in Policy 3016 Use of Tobacco Products

18.2. Policy 4120.1- Acceptable Use Policy

This policy is already contained in Policy 5037 Student Internet and Computer Access

18.3. Policy 4123-Early Dismissal of Pupils

This policy is not needed.

18.4. Policy 4127- Teachers' Absences

This policy is already contained in District Handbook Article 3 Section 1

18.5. Policy 4131- Travel Expenses

This policy is already contained in Policy 2007- Reimbursement and Miscellaneous Expenditures

18.6. Policy 4132- Blood Borne Pathogen Policy

This policy is already contained in Policy 3048- Communicable Disease

18.7. Policy 4132.2- Employee Indemnification for Emergency Protocol

This policy is already contained in Policy 2017- Indemnification and Liability Insurance & Policy 3010- Insurance

18.8. Policy 4132.3- Automated External Defibrillator (AED)

This policy is already contained in Policy 3030 Automated External Defibrillator (AED) Program

18.9. Policy 4138- Teachers Annual Inventory

This policy is already contained in District Handbook Article 4 Section 29

18.10. Policy 4251- Alcohol and Drug Testing for School Bus Drivers

This policy is already contained in Policy 4003- Drug Policy Regarding Drivers

18.11. Policy 4302- Job Description: Custodians

This policy is to be deleted

18.12. Policy 5002- Discontinuance of Enrollment for Children Younger Than Six Years of Age

This policy is already contained in Policy 5001- Compulsory Attendance and Excessive Absenteeism

18.13. Policy 5012- Legal Age of Students, Kindergarten

This policy is already contained in Policy 5001- Compulsory Attendance and Excessive Absenteeism

18.14. Policy 5012.1- Compulsory Attendance

This policy is already contained in Policy 5001- Compulsory Attendance and Excessive Absenteeism

18.15. Policy 5113- Grade Level Placement

This policy is already contained in Policy 5002- Admission of Students & Policy 5003- Admission of Part-Time Students

18.16. Policy 5113.1- Grade Level Placement Full-Time and Part-Time Enrollment

This policy is already contained in Policy 5003- Admission of Part-Time Students

18.17. Policy 5116- Dismissal of Individual Pupils

This policy is already contained in Policy 5032-Closed Campus

18.18. Policy 5116.1- Permission for Pupils to Leave School Premises

This policy is already contained in Policy 5032-Closed Campus

18.19. Policy 5117- Excessive Absences

This policy is already contained in Policy 5001- Compulsory Attendance and Excessive Absenteeism

18.20. Policy 5126.1- Armed Forces Recruiter Access to Students and Recruiting Information

This policy is already contained in Policy 5015-Protection of Pupil Rights

18.21. Policy 5135.5- Student Due Process Rights

This policy is already contained in Policy 2006- Complaint Procedure

18.22. Policy 5151- Acceptable Use Policy

This policy is already contained in Policy 4012.1- Internet- Acceptable Use Policy

18.23. Policy 5153- Safe Pupil Transportation Plan

This policy is already contained in Policy 5044-Safe Pupil Transportation Plan

19. AGENDA SETTING AND FUTURE MEETINGS

- Board of Education Regular Meeting, March 15, 2021, 7pm
- Board of Education Regular Meeting, April 19, 2021, 7pm
- NRCSA- Kearney, NE, March 25 & 26th
- Legislative Form- Remote, March 2
- New Board Member Workshop, Wednesday, April 14th 9am-4:30pm, Kearney Holiday Inn

20. **ADJOURNMENT**

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

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

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

Technology Board Report
2/15/21
Patty Wolfe - Technology
Director

1. Presentation by Karen Berreckman

- a. Purchased Karen Berreckman, 2nd grade teacher, a Boxlight ProColor Interactive Flat Panel Display to pilot in her classroom (\$3,170; funds from the recycle of old iPad 2s were used to purchase). The Boxlight is an interactive TV panel that is effective for teachers and engaging for students. The device helps improve teaching practices, student outcomes, and integrates with remote learning. Karen Berreckman was chosen to pilot this interactive board because she is a teacher that used her older mimio teach tool every day and in multiple curriculum areas and activities. The use of this flat panel eliminated the need for a smartboard or mimio tool, screen, and projector.

- i. **Strategic Plan Framework presentation:**

- 1. **Guiding Principle VI: District Resources**

- Strategy 6.2:** Align district resources to support a quality education system and high-level learning environment -- 6.2(a) Commit the resources to advance AQuESTT classifications in each building and district-wide to enhance student learning effectiveness. (AQuESTT "Success, Access, and Support Domain")

- 2. **Guiding Principle V: Personnel Effectiveness**

- Strategy 5.1:** Align resources to support a progressive learning environment and attract quality educators to the district. --5.1(e) Engage staff and administration to assess personal development progress, impact, and benefits to CCS initiatives, instruction, and personal development.

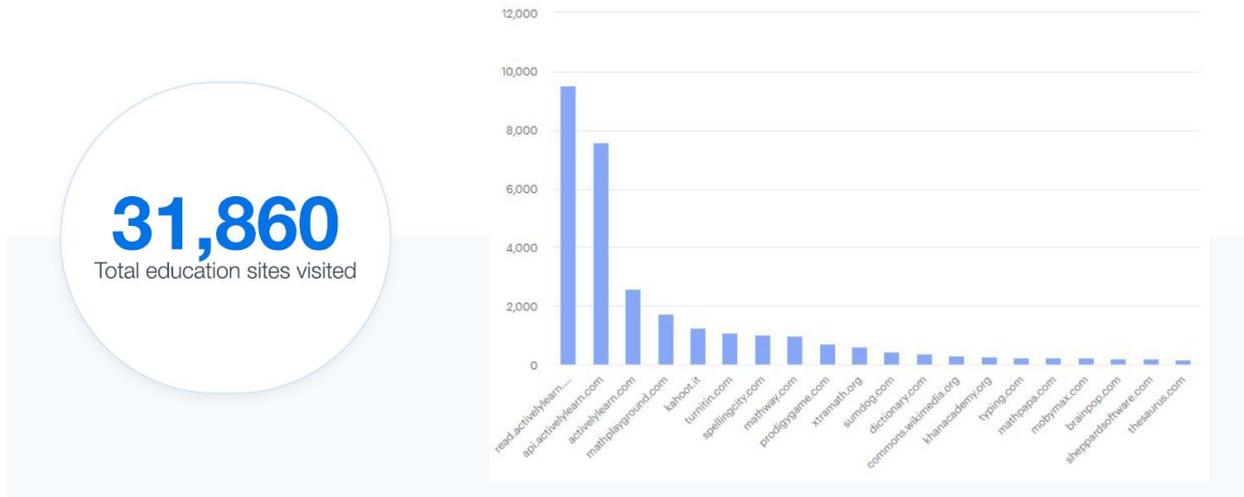
2. E-Rate

- a. FCC Forms submitted for Funding Year 2021
- b. Switches--replacing the switches that are reaching their "end of support and updates". This summer we will be moving switches around to match the number of ports needed and reduce the number of new switches needed. We will need to purchase the following to replace our old switches (erate eligible)
 - i. Core switch with dual power supplies (or capabilities for dual), 48 PoE+ ports, and capability for 6 or more SFP+ ports (similar to Meraki MS390-48P) with redundant power supply and 8 port SFP to accommodate 6 fiber connections
 - ii. 24port PoE+ switch (similar to Meraki MS125-24P)
 - iii. 3 Additional redundant power supply for currently owned Meraki MS250-24P switches (similar to Meraki MA-PWR-640WAC).

- c. 2 Rackmount UPS (uninterruptible power supply battery supply. Needed at elementary and Middle School
- 3. Securly (device filter) impact for past 3 months (November 2020 to January 2021)**

Educational content

A snapshot of where education is happening



** Just sharing a snapshot of the educational sites are students are using on their devices.

Board report for 2/15/21

1. Maker Fair was again a success, students really enjoy this event.
2. Mrs. Haarberg and Mr. Shaffer continue preparing for the ACT, the state ACT is scheduled for March 23rd.
3. Coming to the end of the winter athletic season, girls sub-district basketball tomorrow, State Cheer & Dance and State Wrestling this weekend, boy's sub-district basketball on the 22nd. Speech is still on-going, mainly virtually, their district competition is scheduled for March 6th.
4. Hard to imagine right now, but spring sports can start on March 1.
5. Discussing about having a Mid-Winter dance the last Friday of February.

Activities Report 2.15.21

Jeremy Yilk

1. Winter Activities Update

a. FFA

- i. Six FFA students participated in State Degree interviews in McCook last Tuesday: Hannah Guthard, Colton Benjamin, Aubree Eldridge Isabella Klein, Braxton Walker, Kyle Wright

ii. Upcoming

1. National FFA Week (2.20-2.27); Virtual State Experience (April)

b. Speech

- i. Broken Bow Invite Results: Dante Dyches-Chandler - 12th in Persuasive and Extemp; Faith Hasbrouck - 12th in Novice Poetry; Lynzi Becker and Karissa Jackson - 11th in Duet; Landry Geiger and Sam Hermosillo - 9th in Duet; Madison Rowley - 9th in Novice Humorous; Makenzie Smock - 9th in Novice Serious; Shaundra Weiderholt and Katie Wilson - 5th in Duet; Shaundra Weiderholt - 5th in Persuasive; Landry Geiger, Jady Hardee, Mariah Ewoldt, Quinn Salleng, and Sam Hermosillo - 1st OID

ii. Upcoming

1. SWC @ Ainsworth (1.22)

c. Boys Basketball

- i. The varsity boys team is currently 7-14. They finished 3rd in the SWC tournament - Win over Ainsworth (1st Round); Lost to Ogallala (Semi's); Win over Gothenburg (3rd)

ii. MS BBB - 7th = 11 participating / 8th = 15 participating

1. Vs Holdrege (2.11); vs Broken Bow (2.15)

iii. Upcoming

1. JV/V vs Broken Bow (2.12); JV/V vs Sidney (2.13), JV/V vs McCook (2.18)

d. Girls Basketball

- i. The varsity girls team is currently 4-17. They lost in the first round of the SWC tournament to Broken Bow but finished with a thrilling 1-point win over Valentine in the consolation round. Sub-district assignments will be coming out February 11th.

ii. Upcoming

1. JV/V vs Broken Bow (2.12); Sub-Districts (2.16)

e. Wrestling

- i. The Cozad wrestling team recently competed in the first ever sub-district tournament in Lexington last week. 9 Wrestlers will advance to the district final in Gering on Saturday. This will determine who qualifies for the state tournament.
- ii. **Upcoming**
 - 1. Districts (2.13); State (2.19-2.20)

2. Other

- a. Effective February 12th, updated NSAA Guidelines state:
 - i. Spectators are required to wear face coverings at all times while attending indoor events.
 - ii. Face coverings must cover the nose and mouth.
 - iii. Attendance is restricted to 75% of occupancy.
- b. Requesting bids on new gym floor and wall padding for HS gym
 - i. Wall Padding
 - 1. Bison (Lou's Sporting Goods)
 - 2. Cornhusker State Industries
 - ii. Gym Floor
 - 1. J-Wood Sports Flooring
 - 2. FLR Sanders
 - 3. Egan Supply
- c. Quiz Bowl is starting their season this month

MS Board Report 2/15/21- Brian Regelin

NSCAS practice tests have been made available and teachers will use those as part of their practice. I am working on the schedule and dates for NSCAS and MAP testing.

The MTSS team, Math group and LA group met last week and are working on honors placement criteria and support placement criteria for next school year.

Cozad Middle School held their annual spelling bee finals on Thursday, February 4th. There were 7 finalists: Laylie Love, Ava Osborn, Blake Conroy, Chandler Kaup, Olliver Davis, Taylor Stephens, and Caleb Granay. The finalists competed to win part of the Hershel Olson Family Memorial Spelling Bee Award presented by Mr. Joel Carlson. The top three each won part of the award: 3rd place & \$175 went to Chandler Kaup, Runner-Up & \$350 went to Caleb Granay, and the Champion & winner of \$500 went to Olliver Davis. Olliver qualified for the state spelling bee and will be held online.

Evaluations of all non-tenured teachers were completed first semester. Second semester evaluations- 10 completed out of 17

Cozad Community Schools
Board of Education
Elementary Report
February 15, 2021

1. Evaluation Progress:
 - > Total: 34
 - > Non-Tenured Staff: 9 completed, 1 more to achieve.
 - > Tenured Staff: 22 completed, 2 more to achieve.

2. Vocal Concerts will be taking place in the elementary gym. We are not allowing parents to attend, it will be streamed live and posted for families to view.

3. Title I and federal programs monitor and review on Feb. 23rd. This will be completed virtually. Ron, Canda, Stephanie Rush and I will be in attendance.

4. Upcoming events:
 - + Thursday, Feb. 18th- P/T conferences.
 - + Friday, Feb. 19th- No school
 - + Thursday, Feb. 25th- K/1st Vocal music concert in elem. gym.

CEEC: Enrollment packets have been sent out and we are mailing home the enrollment forms to some families that request them. Our enrollment numbers look good and even better than this time last year. Reminder a full program is 55 students so help spread the word that we are accepting them and want a full program. Currently, we have 41 students enrolled already for the next school year. Parent-teacher conferences will be held on the 18th and I expect to have great participation which is common for our younger programs.

SPED: Our High School Junior SPED students are going to participate in a career fair in North Platte next month and this has been a great experience in the past and helps students know what careers and programs they might be interested in. Most of our student's IEP's have been completed so now we are doing our 3 year cyclical MDT's and new referral evaluations.

Observation progress: 15 done 3 still to complete in the second semester

MTSS: Training on EduClimber was successful and staff's knowledge of the program continues to grow. This tool allows us to evaluate our data much quicker than before which analysis of your data is one of the 6 essential elements of the MTSS process. Middle School Math and LA MTSS teams took time on Tuesday the 9th to make our decision rules for our interventions that we will be doing next year. The elementary integrated team is meeting again on the 18th to continue our work on the website and some updates of our processes to support students as they work their way through the Tiers of Support.

\$8,000



CUSTOM WALL PADDING-NORTH WALL

MOUNTING STYLE: STANDARD FLANGE STYLE

VINYL: 14 OZ CHAMPION VINYL - COLOR: BLACK

ADDITIONAL NOTES: 2" POLYURETHANE FOAM + 7/16" OSB PLYWOOD BACKER

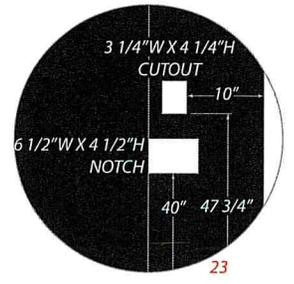
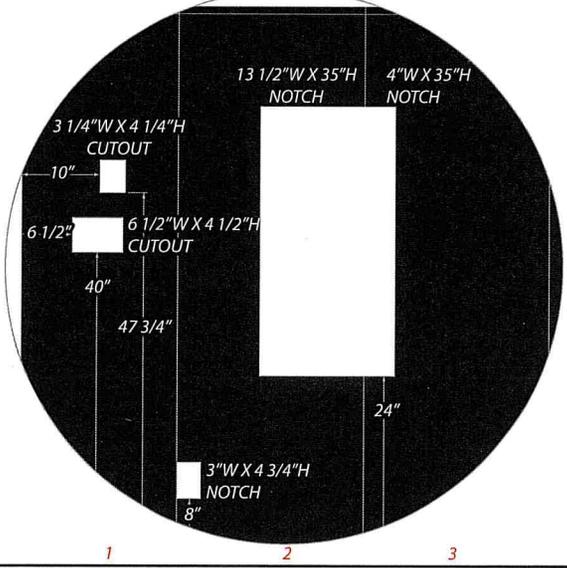
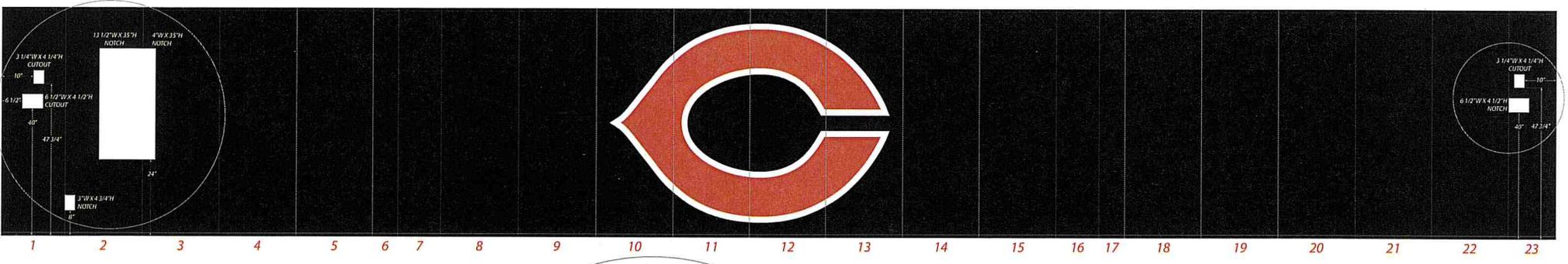
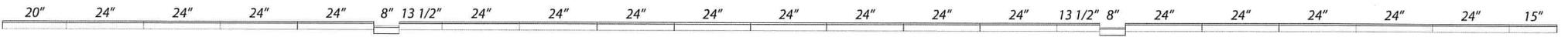
DRAWING: HAYMAKERS-CHS.WP2UGFW-4

PROJECT: COZAD HIGH SCHOOL

DEALER: LOU'S SPORTING GOODS

PAGE: 1 OF 2

PAD HEIGHT: WOOD 72" / FOAM 70"
PAD NUMBER IN RED



MODEL NUMBER: WP2USFW / WP2UGFW / WP25

QUANTITY REQ: 200 SQFT 48 SQFT 7

PRINT COLOR: WHITE / RED PMS 185C

APPROVED:

* Colors are a computer representation and may vary from the actual vinyl and print colors.
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CUSTOM WALL PADDING-SOUTH WALL

MOUNTING STYLE: STANDARD FLANGE STYLE

VINYL: 14 OZ CHAMPION VINYL - **COLOR:** BLACK

ADDITIONAL NOTES: 2" POLYURETHANE FOAM + 7/16" OSB PLYWOOD BACKER

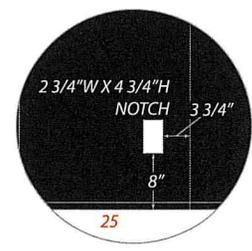
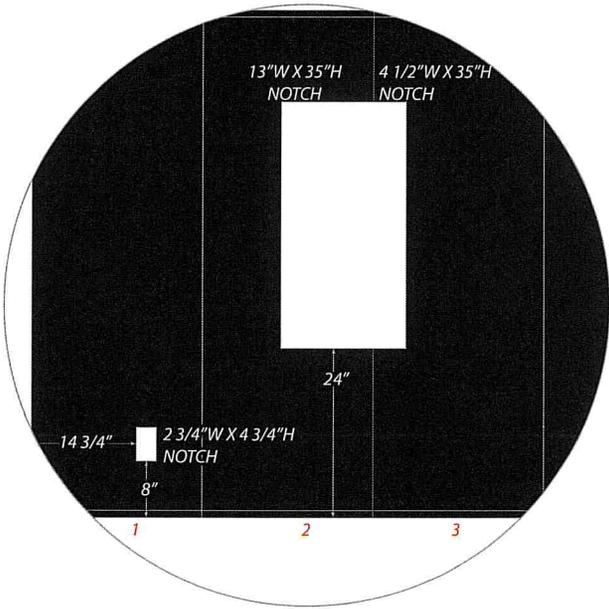
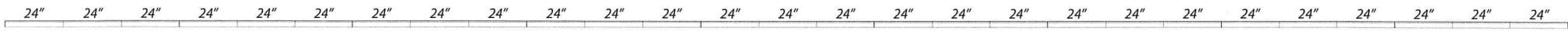
DRAWING: HAYMAKERS-CHS.WP2UGFW-4

PROJECT: COZAD HIGH SCHOOL

DEALER: LOU'S SPORTING GOODS

PAGE: 2 OF 2

PAD HEIGHT: WOOD 72" / FOAM 70"
PAD NUMBER IN RED



MODEL NUMBER: WP2USFW / WP2UGFW / WP25

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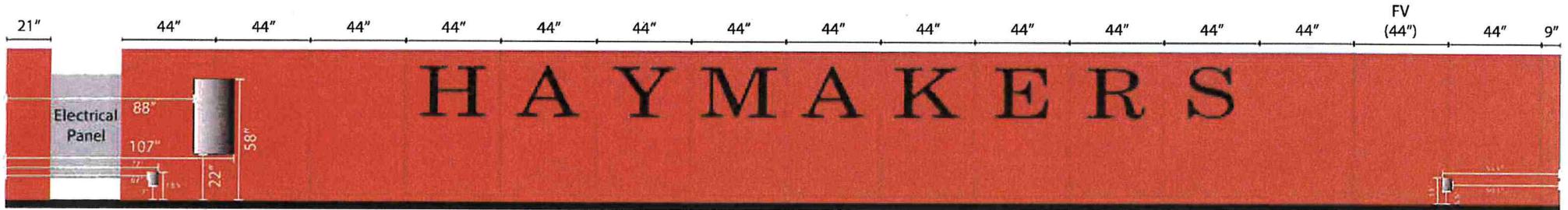
\$ 3,946

\$7,000+

Construction Notes:
Pad Height: 72" (70" pad w/ 1" nail margins, top & bottom)
Suggested Vinyl: All Season, Tomato (S-UP-757)
2" HR2550 Foam used throughout

Cozad High School - West Wall with Inlay

Outlet measurements are from the top of the 4" Mop Board, and are measured from the nearest edge of the Wall Pads.
Outlet cutouts include +1" on all sides from original measurements
(FV) indicates Field-Verified Wall Pad



Option #3
\$ 3,233

Construction Notes:

Pad Height: 72" (70" pad w/ 1" nail margins, top & bottom)

Pillars indicated with dashed lines. Covering pads would have 2 thicknesses of foam used for flat presentation.

Suggested Vinyl: All Season, Tomato (S-UP-757)

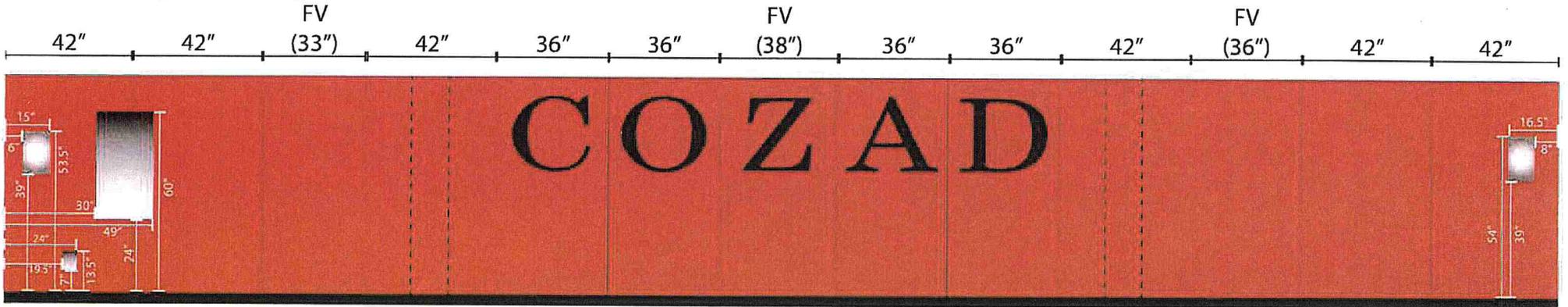
3" HR2540 Foam used throughout, 1-1/2" Foam covering pillars.

Cozad High School - East Wall with Inlay

Outlet measurements are from the top of the 4" Mop Board, and are measured from the nearest edge of the Wall Pads.

Outlet cutouts include +1" on all sides from original measurements.

(FV) indicates Field-Verified Wall Pad



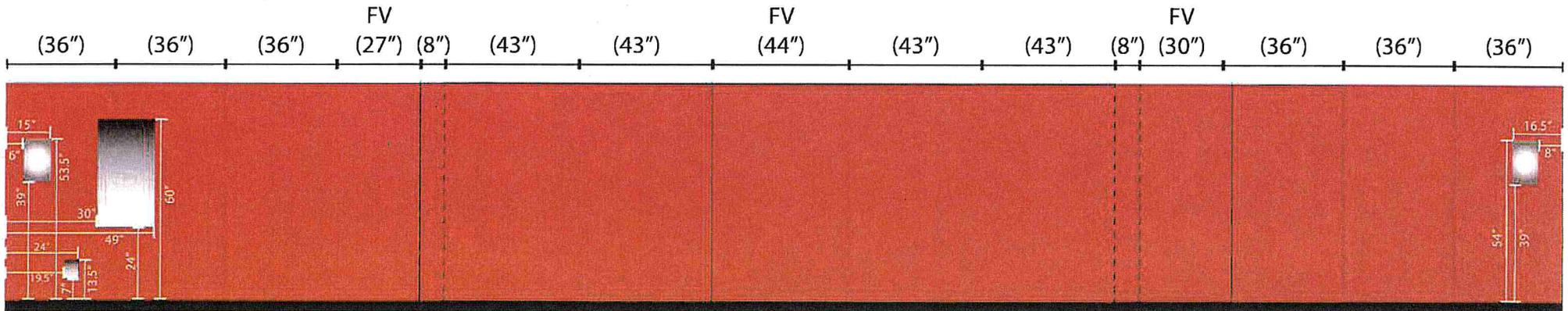
Option #2
 \$12,885

Cozad High School - East Wall pillars covered with 1" foam, pillar pads secured with velcro.

Construction Notes:

Pad Height: 72" (70" pad w/ 1" nail margins, top & bottom)
 Pillars indicated with dashed lines. Covering pads would use 1" HR2550
 foam and panelboard backing. Pads secured to wall with velcro on
 sides of pillars.
 Suggested Vinyl: All Season, Tomato (S-UP-757)
 2" HR2550 Foam used throughout, 1" HR2550 Foam covering pillars.

Outlet measurements are from the top of the 4" Mop
 Board, and are measured from the nearest edge of the Wall
 Pads.
 Outlet cutouts include +1" on all sides from original
 measurements.
 (FV) indicates Field-Verified Wall Pad



OPTION #1

2,835

Construction Notes:

Pad Height: 72" (70" pad w/ 1" nail margins, top & bottom)

Pillars indicated with dashed lines. Covering pads would have 2 thicknesses of foam used for flat presentation. Portion over the pillar would be foam only, adhered to pillar (indicated with lighter red for pad and purplish red coloring for pillar).

Suggested Vinyl: All Season, Tomato (5-UP-757)

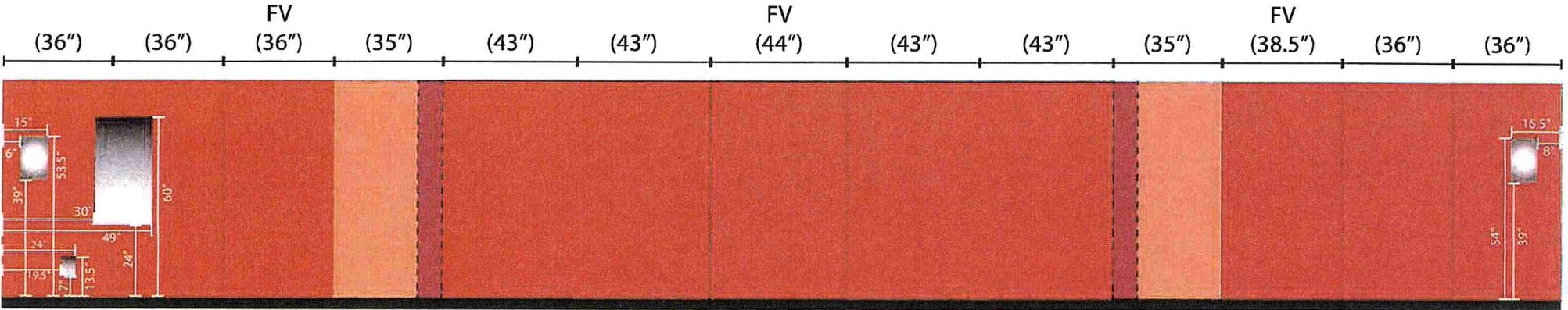
2" HR2550 Foam used throughout, 1" HR2550 Foam covering pillars.

Cozad High School - East Wall pillars covered with extension flaps from adjacent pads.

Outlet measurements are from the top of the 4" Mop Board, and are measured from the nearest edge of the Wall Pads.

Outlet cutouts include +1" on all sides from original measurements.

(FV) indicates Field-Verified Wall Pad





FLR Sanders, Inc.
3079 92nd Avenue
Princeton, MN 55371

PROPOSAL

DATE: 1/5/2021

PROPOSAL FOR:

Cozad Public Schools
Cozad, NE
Jeremy Yilk

LOCATION:

Cozad Public High School
Main Gym
Cozad, NE

DESCRIPTION	AMOUNT
<p>Base bid, Acer APL LP non-anchored floor system. System thickness is 3 3/8", matches existing floor now in place.</p> <p>Provide and install new Acer ALP LP sub-flooring system with 3/8" VERT resilient pads and 6 mil vapor retarder. New maple flooring to be 25/32" x 1 1/2" 2nd & B RL MFMA graded maple. Oil modified seal, paint and finish products to be used. Three (3) BB court and three (3) VB court game-lines markings along with lettering (COZAD @ one end & HAYMAKERS on the other end) at 36" tall in single color with 1" wood band between paint colors of border and lettering, a 12' wide two (2) color logo at center circle. Main BB court to have 3 pt. arcs stained and lanes painted. New vent cove base, 6" wide custom aluminum thresholds and six (6) new VB covers are included.</p> <p>Removal of existing floor with dumpsters is included. Bleachers to be moved as needed by FLR Sanders.</p> <p>Furnished and installed for the sum of \$142,260.00.</p> <p>Discount possible with April start date.</p>	

*** Proposal may be withdrawn if not accepted within 60 days.*

Total

142,260.00

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Customer responsible for all costs of collection including reasonable attorney fees and expenses. 208 three phase power and dumpsters by owner. Unlimited access to jobsite required for schedule and drying times. List after hours contact:

Kurt Nelson

1/5/2021

FLR Sanders, Inc.

date

Authorized Signature

date

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made for material at time of delivery. Labor will be paid within 45 days of completion. Overdue invoices will accrue interest at 1.5% per month.



FLR Sanders, Inc.
3079 92nd Avenue
Princeton, MN 55371

PROPOSAL

DATE: 1/5/2021

PROPOSAL FOR:

Cozad Public Schools
Cozad, NE
Jeremy Yilk

LOCATION:

Cozad Public High School
Main Gym
Cozad, NE

DESCRIPTION	AMOUNT
<p>Alternate bid, Aacer APS anchored floor system. System thickness is 2 5/8", approximately 1" lower than existing floor now in place.</p> <p>Provide and install new Aacer APS sub-flooring system with 1/2" Tri-Power pads and 6 mil vapor retarder. New maple flooring to be 25/32" x 1 1/2" 2nd & B RL MFMA graded maple. Oil modified seal, paint and finish products to be used. Three (3) BB court and three (3) VB court game-lines markings along with lettering (COZAD @ one end & HAYMAKERS on the other end) at 36" tall in single color with 1" wood band between paint colors of border and lettering, a 12' wide two (2) color logo at center circle. Main BB court to have 3 pt. arcs stained and lanes painted. New vent cove base, 14" wide custom aluminum thresholds for ADA requirements and six (6) new VB covers are included.</p> <p>Removal of existing floor with dumpsters is included. Bleachers to be moved as needed by FLR Sanders. Adjusting BB backstops to 10' is also included in our scope of work.</p> <p>Furnished and installed for the sum of \$140,380.00.</p> <p>Discount possible with April start date.</p>	

*** Proposal may be withdrawn if not accepted within 60 days.*

Total

140,380.00

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Customer responsible for all costs of collection including reasonable attorney fees and expenses. 208 three phase power and dumpsters by owner. Unlimited access to jobsite required for schedule and drying times. List after hours contact:

Kurt Nelson

1/5/2021

FLR Sanders, Inc.

date

Authorized Signature

date

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made for material at time of delivery. Labor will be paid within 45 days of completion. Overdue invoices will accrue interest at 1.5% per month.

JWOOD SPORTS FLOORING

573 Cty Rd A Suite 109 Hudson WI 54016
P 715-690-2560 f 715-690-2562

Proposal# 1215

Date 1/8/2021

Proposal Prepared for:

Jeremy Yilk
Cozad High school
1710meridian Ave.
Cozad, NE 69130

Project:

New Gym Floor System

High School Floor replacement

jeremy.yilk@cozadschools.net

Jwood Sports Flooring agrees to perform the following:

Furnish and Install Connor ARS-DIN Wood Athletic Flooring System (with 3/4" blocks -3-1/4" profile)

Work Scope:

- Furnish & install flooring system consisting of 6 mil poly vapor barrier, ARS DIN subfloor system with 3/4" blocking , 1 layer 1/2" CDX plywood panel, 25/32" x 2-1/4" 2nd grade maple, sanding, apply 2 coats of seal, paint gamelines to match existing, apply two coats of finish , new vent cove base, and transition thresholds.

NOTES:

- owner to provide 3 phased power & connection for sanding equipment and dumpsters for trash
- pricing assumes substrate is ready to receive floor system
- Work to be performed according to MFMA and industry standards
- pricing does not include any demo or adjusting backstops.
- pricing includes bleacher movement to accomodate flooring installation

Material and labor as described above to be furnished in accordance with drawings and specifications submitted for the above work.

For the sum of \$ 135,600.00

Payments terms as follows: Material cost down Balance upon completion

Interest of 18% annum will be charged on all outstanding balances over 30 days

Deviations from the above work scope involving extra cost, will be executed upon written orders , and will become an extra charge.
This Proposal may be withdrawn by us if not accepted within 30 days or by result of any abnormalities.

Respectfully submitted

Cole Johnston

Acceptance of proposal

SIGNATURE _____

DATE _____

EEGAN SUPPLY CO.

"It's Service After The Sale That Counts"

13838 Industrial Road • Omaha, NE 68137

PRICE QUOTE

Phone 402-346-0597

Fax 402-346-5076

Page 1

Printed 02/05/21 KC

Quoted

Cozad Community Schools
1910 Meridian Ave
Cozad NE 69130
Tel:308-784-2745 Fax:

Ship To

AS SPECIFIED

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
0030928	02/05/2021	04/06/2021	0502275			KC
Job ID	Customer Terms			Salesman		
	Net 30 Days			JORDAN LEASURE		

Product	Description	UM	Quant	Unit Price	Extension
REPAIRS	REPAIRS TO GYM FLOOR THIS QUOTE IS FOR MOVING BLEACHERS (ONE SIDE), TEARING OUT AND DISPOSING OF OLD FLOOR (NO ASBESTOS), FURNISH AND INSTALL A NEW ACTION INTERLOC WITH 2 1/4 25/32 2ND OR BETTER MAPLE, SAND , APPLY TWO COATS OF SEAL, REPAINT ALL EXISTING GAME LINES, APPLY TOW COATS OF HIGH SOLIDS OIL BASE GYM FINISH, REATTACHING BLEACHERS ON ONE SIDE, REUSE EXISTING THRESHHOLDS (AFTER CLEANING), NEW BLACK VENT COVE BASE	EA	1	181050.00	181050.00

X: _____ (Accepted by)	Sub Total	\$181,050.00	T o t a l
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			181,050.00

MESSAGE

TERMS

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COZAD COMMUNITY SCHOOLS ENROLLMENT NUMBERS AS OF 2/12/2021

		<u>B/G</u>
<u>PRE-K</u>	<u>79</u>	<u>42/37</u>
	HOME BASED	23
	ATTENDING	54
<u>K-5</u>	<u>387</u>	<u>187/200</u>
	KIND	62
	1 ST	71
	2 ND	65
	3 RD	65
	4 TH	64
	5 TH	60
<u>MS</u>	<u>198</u>	<u>107/91</u>
	6 TH	74
	7 TH	57
	8 TH	67
<u>HS</u>	<u>247</u>	<u>133/114</u>
	9 TH	53
	10 TH	73
	11 TH	62
	12 TH	59
<u>TOTAL K-12</u>	<u>832</u>	<u>427/405</u>

Board of Education Regular Meeting

Monday, January 18, 2021 7:00 PM

Office of the Superintendent

1910 Meridian Ave

Cozad, NE 69130

Posted Locations:

- Tri-City Tribune
- Cozad Community Schools District Office

Posted Date: 1/14/2021

The meeting was called to order at 7:00 PM

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

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

1.1. Call to Order, Roll Call

President Starman called the meeting to order at 7:00pm

1.2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education. The order of agenda items may be changed when deemed necessary.

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

1.3. Excused/Unexcused Board Member Absence

All board members are present.

2. REORGANIZATION OF THE BOARD OF EDUCATION FOR 2021

Starman appointed Mr. Wymore to serve as temporary chairman for the re-organization of the Board.

2.1. Election of the President

Motion to close the nominations and cast a unanimous ballot electing Michele Starman for the office of President Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Nominations for the office of President

2.2. Election of the Vice President

Motion to close the nominations and cast a unanimous ballot electing Joel Carlson for the office of Vice President Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Nominations for the office of Vice President

2.3. Election of Secretary

Motion to close the nominations and cast a unanimous ballot electing Ann Burkholder for the office of Secretary Passed with a motion by John Peden and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Nominations for the office of Secretary

2.4. Appointment of District Treasurer

Motion to appoint Susan Kloeping as District Treasurer Passed with a motion by Kiley Goff and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

2.5. Designation of the School District Attorney

Motion to approve the designation of KSB School Law firm as the School District's Attorney Passed with a motion by Judy Eggleston and a second by John Peden.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

KSB Law Firm: Karen Hasse, Steve Williams, Bobby Truhe

2.6. Designation of District Depositories

Motion to approve the designation of Homestead Bank, Waypoint Bank and Security First Bank as the school district depositories Passed with a motion by Kiley Goff and a second by Judy Eggleston.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Homestead Bank, Waypoint Bank and Security First Bank

2.7. Designation of the District Newspaper

Motion to approve the designation of the Tri-City Tribune as the district newspaper Passed with a motion by Judy Eggleston and a second by Kiley Goff.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Tri-City Tribune

2.8. Appointment of Board Committees

The President of the Board of Education appoints board members to the following committees:

Americanism; Curriculum and Instruction; Facilities (building and grounds) and Finance; Negotiations; Technology and Equipment; Transportation; Personnel and Community Relations; Wellness Center Committee Board; and the Cozad Community Schools Foundation Committee

There is a maximum of three members on any committee.

President Starman appointed members to the following committees:

Americanism: Kiley Goff, Judy Eggleston, Michele Starman
Curriculum and Instruction Committee: Judy Eggleston, Ann Burkholder, John Peden
Finance Committee: Joel Carlson, Judy Eggleston, John Peden
Negotiations Committee: Kiley Goff, Joel Carlson, Michele Starman
Technology and Equipment Committee: Ann Burkholder, Judy Eggleston, John Peden

Facilities (Building & Grounds) and Transportation Committee: Michele Starman, John Peden, Joel Carlson

Personnel and Community Relations Committee: Ann Burkholder, Joel Carlson, Michele Starman

Wellness Center Committee: Kiley Goff & John Peden

Cozad Community Schools Foundation Committee: Ann Burkholder, Judy Eggleston, Kiley Goff

2.9. Signing of Potential Conflict of Interest Statement

Each board member must complete and sign a NADC Form C-2A, which is a Potential Conflict of Interest Statement

3. PUBLIC COMMENTS

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

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

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

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

No public comment was made from the 4 public members present.

4. MAKER FAIR COMMITTEE

The Maker Fair committee will present information on the upcoming Maker Fair.

The 7th Annual Maker Fair will be held February 1st and 2nd. There will be 60 different courses taught by the high school staff and multiple community members. These courses will range in length from three hours (half day), to a full day to two full days. There is a 10-12 student limit to the number of students assigned to each course; this ensures that proper Covid-19 protocol can take place.

5. WILKENS FACILITY STUDY BY JACOB SERTICH

Wilkins will be presenting the process of their in-depth study on facilities.

Wilkins is located in Kearney, Nebraska. They have 7 licensed architects, 6 Interior Designers, 5 Technical/Support

The Facility Assessments that Wilkins provide are comprehensive evaluations based on the building envelope, interior finishes/equipment, accessibility, safety & security, education planning, building systems, recommendations and cost estimates.

6. PRINCIPAL/ADMINISTRATIVE REPORTS

6.1. Patty Wolfe Report

1. E-Rate

- 1. Funding Year 2021 is the first year of the new 5-year cycle for E-Rate (FY21-FY25).**
- 2. FY2021 is a "clean slate". No carry over money. The calculation is \$167.00 per student or \$25,000 per entity (whichever amount is higher) for the 5 years**
- 3. Brian Geary of ESU will be contacting Mr. Wymore and myself on recommendations**

2. Canvas

- 1. Our Canvas has moved from the BETA site to live production**
- 2. Will begin to work with a couple of teacher's for training "Train the Trainers"**
- 3. Will plan for professional development spring/summer**
- 4. Implement Fall 2021--Will work with Admin team**

3. Planning for device updates for 2021-2022

- 1. We will be working on plans to update some of our student devices. Our first set of chromebooks are at the end of year 4. Covid has delayed our replacements for this year but still need to plan for next year**
- 2. Teacher laptops needing updated. Completing updated inventory now**
- 3. High Lab will need to be updated for 2021-22 or the following year**
- 4. Working on quotes and amounts.**

6.2. William Beckenhauer Report

1. Over the next month will be completing evaluations of staff. Still have one tenured staff member to complete evaluation on, and second evaluation on the five non-tenured staff members.
2. Starting preparation work with Mrs. Haarberg for spring state ACT test which is scheduled for March 23rd.
3. Starting preparation work for student course registration for the 21-22 school year with counselors.
4. Winter activities are in full swing, current guidelines for NSAA activities allows for 50% capacity. Many of our speech meets are being done virtually, which has a new set of challenges when involving many schools and technology.
5. Maker Fair is still scheduled to proceed as planned on Feb. 1st and 2nd.

6.3. Jeremy Yilk Report

1. Winter Activities Update

a. FFA

i. Leadership Development Event Results: Job Interview = Gracie Schneider - Blue Ribbon; Alyssa Kolbo - 3rd and alternate for State; Discovery Speaking = Jorja Yocom - 3rd and alternate for State

ii. Upcoming

1. Career Development Event (2.10); National FFA Week (2.20-2.27); Virtual State Experience (April)

b. Speech

i. Lexington Invite Results: OID - 1st; Shaundra Wiederholt - 3rd Persuasive; Gillian Meredith - 3rd Novice Informative; Makenzie Smock and Shree Dyches-Chandler - 5th Novice Duet; Shree Dyches-Chandler - 5th Novice Informative.

ii. Upcoming

1. CNFL - Virtual (1.16) Broken Bow Invite (1.23)

c. Boys Basketball

i. The varsity boys team is currently 5-7. They upset the #1 team in D-1 NPSP 48-45 last Saturday.

ii. MS BBB - 7th = 11 participating / 8th = 15 participating

1. Begin season 1.21.21 vs Minden

iii. Upcoming

1. JV/V vs Gothenburg (1.14); JV/V vs Centura (1.16), JV/V vs Lexington (1.21)

d. Girls Basketball

i. The varsity girls team is currently 2-11 after playing 3 tough teams in Ord, Ogallala and St. Pat's last week.

ii. Upcoming

1. JV/V vs Gothenburg (1.14); JV/V vs Centura (1.16), JV/V vs Lexington (1.21)

e. Wrestling

- i. The Cozad wrestling team recently competed in the Battle Creek Invite which was added to their schedule after the Norton, KS invite fell through. 6 of the 12 wrestlers medaled in the normal tournament style.
- ii. Upcoming

1. Dual @ Lexington (1.14); Minden Invite (1.15); Dual vs Gothenburg (1.19)

2. Other

- a. Effective January 4th, updated NSAA Guidelines state:
 - i. Spectators are required to wear face coverings at all times while attending indoor events.
 - ii. Face coverings must cover the nose and mouth.
 - iii. Attendance is restricted to 50% of occupancy. (Yellow DHM)
 - iv. Fan attendance at extracurricular activities—both school and club—is no longer limited to household members of participants.
- b. Requesting bids on new gym floor and wall padding for HS gym

6.4. Brian Regelin Report

The SAT process at the Middle School is going very well. The student assistance teams have been working with 14 students this school year and only one student has been referred for testing. Students are responding to interventions and teachers are doing a great job.

Evaluations of all non-tenured teachers were completed in the first semester. I will be evaluating all tenured and non-tenured teachers 2nd semester. Second semester evaluations- 2 completed and 3 scheduled out of 17.

Students are continuing to practice for the Quiz Bowl and Spelling Bee one time each week during MOD.

Strategic Plan Framework presentation: Updates from Mr. Ford and Mr. Regelin

Strategy 3.3-Create improvements and increased student achievement opportunities for High-Ability Learners. (New schedule to support the implementation of MTSS and the MyPath program)

Strategy 3.4-Provide social-emotional and behavioral supports for all students integrating social-emotional learning to realize the potential and resource accessible through the MTSS

model in a student-centered learning environment. (Mosaic SEL program that Cozad has been selected by NDE to pilot)

Strategy 3.5-Improve the school district climate and learning environment to support increased student achievement, social-emotional skills, and positive behavior. (MTSS, Mosaic SEL program, R Rules)

6.5. Dale Henderson Report

1. Teachers are reviewing and practicing assessments for NSCAS each week. One period each of reading and math intervention time is being used for this purpose.
2. Elementary Evaluations Update:
 - > Elementary evaluations total 22 tenured staff and 5 non-tenured staff.
 - > Total evaluations to be completed 32.
 - > As of 01/11/2021 I have completed 10 evaluations.
3. Perimeter Fence Update:
 - > Building permit was submitted to the city, pending approval.
 - > American Fence did not show up on Dec. 28th.
 - > Once the building permit is approved, I will contact American Fence for an estimated start date.
 - > I cannot call Diggers Hotline too far in advance of the start of this project, therefore a fairly accurate start date is important.

6.6. James Ford Report

CEEC: Enrollment packets have been sent out and we are mailing home the enrollment forms to some families that request them. Our enrollment numbers look good and even better than this time last year. Reminder a full program is 55 students so help spread the word that we are accepting them and want a full program.

SPED: I attended the virtual career fair on Thursday that UNK put on for potential candidates. I am not anticipating a need for candidates but I thought it would be time well spent in case any surprises come up with how challenging it is to hire SPED teachers. SPED staff have done a tremendous job working with students in the first semester and based on student's progress reports the students have made great progress.

Observation progress: 11 done 7 still to complete in the second semester

MTSS: MyPath training is taking place on the 20th for the middle school staff and we hope to start piloting this program in February. Big thank you to Patty for helping us get the program off the ground with all of the technical support that is needed. We will have all district training on Friday the 22nd for up to 30 staff members to further support our staff in implementing EduClimber and demonstrating how to use this tool effectively and efficiently.

Strategic Plan Framework presentation:

Strategy 3.3-Create improvements and increased student achievement opportunities for High-Ability Learners. (New schedule to support the implementation of MTSS and the MyPath program)

Strategy 3.4-Provide social-emotional and behavioral supports for all students integrating social-emotional learning to realize the potential and resource accessible through the MTSS model in a student-centered learning environment. (Mosaic SEL program that Cozad has been selected by NDE to pilot)

Strategy 3.5-Improve the school district climate and learning environment to support increased student achievement, social-emotional skills, and positive behavior. (MTSS, Mosaic SEL program, R Rules)

7. SUPERINTENDENT REPORT

- TERIP
- Enrollment
- Comparison
- Cash Flow

Mr. Wymore spoke to the board about the newest Nebraska Legislative updates and bills they need to be watching that concern school districts. He spoke to board members about how Exempt (Homeschooling) students has slowly continued to go up and how that reflected with our enrollment numbers this year. Mr. Wymore went into telling the board how he created a CCS report card with 2019-2020 school information to help show a snap shot to those interested in our district. He hopes to publish it on the school website. Mr. Wymore informed the board about the 3 upcoming High School principal interviews for this week.

8. CONSENT AGENDA

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

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

Yea: 6, Nay: 0

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

- Minutes from the December 14, 2020 Board of Education Regular Meeting

8.2. Congratulations, Condolences, Correspondences

Condolences to Vicki Gilbert on the loss of her mother, Nell.

Condolences to Jacque Yocom on the loss of her mother, Nancy.

Congratulations to Stephanie Flint on the birth on her daughter, Jovie.

8.3. Classified Resignations

8.4. Classified Hires

Amber Mathews, Elementary Title I Paraprofessional

8.5. Standing Reports

8.5.1. Sub Reports

8.5.2. Nutrition Services SNP Claim for Reimbursement Summary

SFSP: \$50,172.54

SNP: \$631.68

Total: \$50,804.22

8.5.3. Bus Route Averages

8.6. Salary Advancement Applications

Marcie Kostrunek, Southern New Hampshire University, Building Meaningful Partnerships: Connecting Schools, Families and Communities, 3 hours

Jennifer Walls, University of Nebraska at Kearney, Collection Development and Management, 3 hours

Jennifer Walls, University of Nebraska at Kearney, Design and Development of Instruction, 3 hours

Caitlin Smith, Doane University, Building a Mindful Classroom: Classroom Pracctice, 3 hours

Caitlin Smith, Doane University, Critical Issues, 3 hours

9. APPROVAL OF FUND TRANSFER FROM THE GENERAL FUND TO THE ACTIVITIES FUND

Motion to approve the transfer of \$13,000 from the General Fund to the Activities Fund
Passed with a motion by Kiley Goff and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

\$10,000 to Activities

\$3,000 to High School/Middle School Musical Activities Account.

10. FINANCIAL REPORTS AND CLAIMS

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

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

10.1. District Treasurer's Report

10.2. District Financial Report

10.3. Check Journal General Fund

10.4. Check Journal Lunch Fund

10.5. Activities Financial Report

10.6. Activities Check Journal

10.7. BANK STATEMENTS

10.7.1. Bond Fund

10.7.2. Building Fund

10.7.3. General Fund

10.7.4. Depreciation Fund

10.7.5. Employee Benefit

10.7.6. Student Fees

10.7.7. Lunch Fund

10.8. Standing Financial Reports

10.8.1. Bond Fund Taxes Report

10.8.2. General Fund Taxes Report

10.8.3. Building Fund Taxes Report

11. DISCUSS, CONSIDER AND TAKE ACTION WILKINS FACILITY STUDY

Motion to approve Wilkins facility study for the \$8,000 fixed fee Passed with a motion by Kiley Goff and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

A presentation will be at the beginning of the meeting.

Wilkins will be presenting the process of their in-depth study on facilities.

12. DISCUSS, CONSIDER AND TAKE ACTION ON EXTENDING FFCRA LEAVE

Motion to approve extending FFCRA Leave until March 31st, 2021, with a 7 day maximum. Any days previously used count towards the 7 day max Passed with a motion by Ann Burkholder and a second by Joel Carlson.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

Families First Coronavirus Response Act

Extend until March 31st, 2021
Per Federal Guidelines

The board discussed how they wanted to proceed in extending the Families First Coronavirus Response Act. There was discussion between length of the extension and how many days that would be allowed. The board ended up deciding that they would extend FFCRA until March 31st, 2021. They would allow a 7 day max counting any previous days used. Those who have reached their 10 day max limit before December 31st, 2020 will not be offered any additional FFCRA days.

13. DISCUSS, CONSIDER AND TAKE ACTION ON NEGOTIATED AGREEMENT

Motion to approve the Negotiated Agreement for the 2021-2022 and 2022-2023 school years Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

14. APPROVAL OF COZAD COMMUNITY SCHOOLS BOARD OF EDUCATION LETTER TO NEBRASKA DEPARTMENT OF EDUCATION OF RESPONSE TO COMPLIANCE IN AUDIT

Motion to approve letter to Nebraska Department of Education of Response to Compliance in Audit Passed with a motion by Ann Burkholder and a second by John Peden.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

15. POLICIES 1003, 3010, 3011, 3295, 3297, 3500, 3560, 3570, 9005

Motion to approve revising policies 1003 & 3010, and the renumbering of policies 3011, 3295, 3297, 3560, 3570 and 9005 Passed with a motion by John Peden and a second by Ann Burkholder.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

15.1. Revising Policy 1003- Mission Statement

15.2. Revising Policy 3010 to include Policy 3500- Risk Management

15.3. Renumbering Policy 3011- Fund Balance Reporting to 3001.1

Renumbering 3011 to 3001.1

15.4. Renumbering Policy 3295- Accounting to 3007.1

Renumbering 3295- Accounting to 3007.1

15.5. Renumbering Policy 3297- Settlement of Claims to 3007.2

3297- Settlement of Claims will be renumbered to 3007.2

15.6. Renumbering Policy 3560: Records Management and Disposition to 3006

Renumbering Policy 3560: Records Management and Disposition to 3006

15.7. Renumbering Policy 3570- Every Student Succeeds Act to 3055

15.8. Renumbering Policy 9005- Legal Designation to 1004

Renumbering policy 9005 to 1004

16. POLICIES TO BE DELETED 3541, 9000, 9010, 9150, 9259.1, 9260, 9261, 9312, 9321, 9327

Motion to approve the deletion of policies 3541, 9000, 9010, 9150, 9259.1, 9260, 9261, 9312, 9321, 9327 Passed with a motion by Kiley Goff and a second by John Peden.
Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

16.1. Policy 3541- Facilities- Bids and Contracts

This policy is already contained in Policy 3003- Bidding for Construction, Remodeling, Repair or Site Improvement

16.2. Policy 9000- Educational Philosophy of the School District

This policy is already contained in Policy 1003- Mission Statement

16.3. Policy 9010- Limits of Authority

This policy is already contained in Policy 2001- Role of the Board of Education

16.4. Policy 9150- Delegation of Authority

This policy is already contained in policy 2001 Role of the Board of Education

16.5. Policy 9259.1- Use of Public Resources by Employees and Board Members

This policy is already contained in policies 3014- Use of School Property, 3044- Incidental or De Minimis Use of Public Resources, 4012.1-Internet- Acceptable Use Policy, 4044-Political Activity by Staff Member, 4060-School Vehicle Use

16.6. Policy 9260- Conflict with State Laws

This policy is already contained in policy 1001- General Policy Statement

16.7. Policy 9261- Employment of Board Member

This policy is already contained in policy 4015- Prohibition Against Employment of Board Members

16.8. Policy 9312- Board Bylaws

This policy is already contained in policy 1002- Creation, Amendment and Distribution of Board of Education

16.9. Policy 9321- Executive Session

This policy is already contained in the Open Meetings Act

16.10. Policy 9327- Equal Educational Opportunity

This policy is already contained in policy 3053- Nondiscrimination

17. AGENDA SETTING AND FUTURE MEETINGS

- February 15, 2021- Board of Education Regular Meeting, 7pm
- March 15, 2021- Board of Education Regular Meeting, 7pm

18. ADJOURNMENT

Motion to adjourn the meeting at 9:09pm Passed with a motion by John Peden and a second by Judy Eggleston.

Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, John Peden: Yea, Michele Starman: Yea
Yea: 6, Nay: 0

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

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

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

The meeting was adjourned at 9:09 PM.

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

Average Students Riding Route Bus Per Day 2020-2021

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	22.33	22.70	21.00	22.50	24.43	22.17					135.13
Northeast	24.77	20.90	24.00	23.11	21.64	21.47					135.89
North/Northwest/In Town	34.33	41.55	40.05	36.40	38.43	30.71					221.47
TOTAL AVERAGE	81.43	85.15	85.05	82.01	84.50	74.35	0.00	0.00	0.00	0.00	492.49
SpEd	11.44	10.55	11.20	9.94	8.57	13.76					65.46

Total Mileage of Bus Routes 2020-2021

ROUTE	MONTH										TOTAL
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
South/In Town	655	1429	1324	1271	1010	1217					6906
Northeast	591	1305	1339	1199	929	1139					6502
North/Northwest/In Town	674	1364	1246	1139	1068	1116					6607
TOTAL MILES	1920	4098	3909	3609	3007	3472	0	0	0	0	20015
SpEd	138	353	272	233	206	320					1522
TOTAL MILES (with SpEd)	2058	4451	4181	3842	3213	3792	0	0	0	0	21537

3016
Use of Tobacco Products

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Adopted on: 7/17/17

Revised on: 7/15/19

Reviewed on: _____

Policy 4118.1: Tobacco Policy

In accord with Nebraska's clean indoor act and in support of the drug free schools and community efforts, the Cozad Board of Education hereby prohibits the use of tobacco in any form in all school buildings and school vehicles. This includes all visitors who may be attending school functions and athletic events. The student smoking policy remains in effect as stated in the student handbook

Adopted 11/30/98

Reviewed 5.11.2009

Policy 4120.1: Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Reference Policy #5151 and #6163

Revised 7.18.2011

5037
Student Internet and Computer Access

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in

accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Children's Online Privacy Protection Act (COPPA)

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

Adopted on: 6/17/19

Revised on: _____

Reviewed on: _____

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: 6/17/19

Revised on: _____

Reviewed on: _____

Policy 4123: Early Dismissal of Pupils

Teachers shall not dismiss their pupils earlier than the regularly scheduled time without permission of the Principal or Superintendent.

Adopted 12/7/98

Reviewed 5.11.2009

Policy 4127: Teachers' Absences

Teachers who find they are unable to be present to discharge their assigned duties should notify the Principal at the earliest possible time, tentative arrangements can then be made for a substitute. If teachers are ill and unable to be present, they should notify the Principal; if the Principal is not available, then they should notify the Superintendent.

Adopted 12/7/98

Reviewed 5.11.2009

Policy 4131: Travel Expenses

All conventions, conferences, meetings, schools, clinics, and school business trips when approved by the Superintendent and/or Board of Education shall be reimbursed at the current federal rate per mile if a private car is used. All normal expenses will also be allowed. This does not include attendance at the annual teacher's convention which is considered a part of the Professional Growth of the individual teacher.

Adopted 12/7/98

Reviewed 12-13-04

Revised 1-10-05

Reviewed 5.11.2009

2007
Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
 - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
 - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
 - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.
 - d. It is in the best interest of this school district to recognize service

by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.

- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$25.00.

Adopted on: 03/20/17

Revised on: _____

Reviewed on: _____

3048 Communicable Disease

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities.

A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions.

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a

student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: 9/17/18

Revised on: _____

Reviewed on: _____

Policy 4132: Blood Borne Pathogen Policy

It shall be the policy of Dawson County School District 11 to adopt an Exposure Control Plan for the purpose of eliminating or minimizing employee exposure to job related risks associated with blood borne pathogens. It is the further purpose of this policy to provide a legal and structural framework in which the administration shall develop procedures and practice for purposes such as, but not limited to, identifying employees with occupational exposure risks from blood borne pathogens, informing such employees of such risks, informing such employees of their rights, implementing methods of record keeping, and implementing practices to minimize or eliminate where possible, risks to employees from blood borne pathogens. "Employee" will mean an employee of Dawson County School District 11 or a student teacher assigned to and under the supervision of Dawson County School District 11.

Adopted 11/10/97 Reviewed 6.15.09

Policy 4132.2: Employee Indemnification for Emergency Protocol

The Board understands that employees may be reluctant to undertake the task of administering the Emergency Protocol due to the potential threat of personal liability. Accordingly, it shall be the policy of this District to indemnify and hold harmless those employees who take actions in accordance with and pursuant to the Emergency Protocol. This indemnification shall be secondary to and not replace any insurance coverage applicable to any claim against the employee. To receive such indemnification, the Board of Education shall, by majority vote of the quorum of the Board, determine that the employee had completed the training to administer the Emergency Protocol, did not intentionally fail to follow the Emergency Protocol or was not grossly negligent in the administration of the Emergency Protocol, and acted in good faith and in a manner which the employee reasonably believed to be in or not opposed to the best interests of the school district.

Legal Source:

Title 92, Nebraska Administrative Code, Chapter 59

Neb. Rev. Stat. section 79-516

Reviewed 6.15.09

2017
Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: 7/15/19

Revised on: _____

Reviewed on: _____

3010 Insurance

The board of education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids or quotes for insurance coverage.

Goals of risk management:

First, to preserve and protect the health and safety of students, and staff;
Second, to maintain continuity of education;
Third, to protect the Board of Education and its employees against liability claims arising out of the lack of prudent performance of their duties.

It shall therefore be the policy of the Board of Education to: control and limit the use of the school district facilities and personnel to assure their use only for approved educational and community purposes under conditions of adequate supervision with regard to the health and safety of persons and the preservation of property; establish provisions for health, safety, and protection of property in all plans and all appropriate procedures including those for construction, maintenance, feeding, transportation, sports and other extracurricular activities, and hiring and training.

The execution of this policy requires that the Board of Education insist on the following: having education and training in health and safety and in the care for property included in the educational programs at all levels; setting up continuing plans and procedures for use of alternative facilities in the event that loss or damage makes classrooms or other major facilities unusable; maintaining insurance and contingency funding adequate to assure the School District's ability to finance the educational program despite loss or claims; providing liability insurance for School District's board members and employees; assigning specific responsibility for implementation and effectiveness of this policy to the Superintendent of Schools and an insurance committee composed of insurance representatives from those companies currently carrying the policies for the School District.

The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: 7/17/2017

Revised on: 1/18/2021

Reviewed on: _____

3030 Automated External Defibrillator (AED) Program

The purpose of this policy and its administrative guidelines is to provide guidance in the management or administration of a school-based AED program.

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Cozad Community Schools has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the Safety Committee Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

The Cozad Community Schools District will maintain automatic external defibrillators (AED's) at various locations in the district. The AED may be used in emergency situations warranting its use by individuals specifically trained and certified in the application of the device. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies if no trained personnel are available or until trained personnel arrive.

The AED will enable responders in the district to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders use of the AED does not replace the care provided by emergency medical services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, victim care should be transferred.

An AED is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims, who are unconscious, without pulse, signs of circulation or normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The local emergency medical service will be notified of the existence, location, and type of the AED, and of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

Adopted on: 11/14/05

Revised on: 06/18/18

Reviewed on: _____

3030
Automated External Defibrillator (AED) Program
Administrative Guidelines

1. Program monitored by district's Safety Committee:
 - a. Selection of employees for AED training and distribution of AED-trained employee lists as required
 - b. Coordination of training for emergency responders
 - c. Coordinating equipment and accessory maintenance
 - d. Revision of this procedure as required
 - e. Monitoring the effectiveness of this system
2. A.E.D users:
 - a. AED-Trained Employee Responsibilities:
 - i. Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
 - ii. Understanding and complying with requirements of this policy
 - iii. Following the more detailed procedures and guidelines for the AED program
 - b. Volunteer Responder Responsibilities in the event of no AED-trained Employee:
 - i. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience.
 - ii. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.
3. School Responsibilities during regular school hours
 - a. The school staff will
 - i. contact the external community 9-1-1 response team (EMS) if required
 - ii. deploy AED-trained employees to emergency location if available.
4. Approved Equipment:
 - a. The LIFEPAK® Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
 - b. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
 - i. Victim is unresponsive
 - ii. Victim is not breathing, or is breathing ineffectively
 - iii. Victim has no signs of circulation such as pulse or movement
 - c. If Reduced Energy/Life Pak infant/child electrodes are available in the AED cabinet, they are intended for use on infants and children

under the age of eight years. The AED will be placed only after the following symptoms are confirmed:

- i. Victim is unresponsive
- ii. Victim is not breathing, or is breathing ineffectively
- iii. Victim has no signs of circulation such as pulse or movement

5. Location of AEDs:

a. During school hours, the AED will be at designated locations.

- i. East hallway near high school principal's office
- ii. High school's northwest hallway by auditorium and entrance to middle school
- iii. Southeast corner of the elementary gymnasium
- iv. East wall of the southwest area of the district office, near the staff lounge
- v. After school hours, the AED may be moved from its designated location by staff member to support athletic department activities on a voluntary basis. The staff member must be trained in AED and will be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the staff member, clearly indicating they have possession of the AED.

6. Equipment Maintenance:

a. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

b. The Safety Committee Coordinator shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the Safety Committee Coordinator shall be informed and then notified when equipment is returned to service.

c. The Safety Committee Coordinator shall be responsible for informing response teams of changes to availability of emergency medical equipment.

d. The Safety Committee Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

e. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected.

7. Routine Maintenance:

a. A volunteer, assigned by the Safety Committee Coordinator or designee, will perform a monthly AED check following the procedure checklist.

i. If the OK icon is NOT present on the readiness display, contact the Safety Committee Coordinator or designee immediately.

ii. If the battery icon is visible, the battery or CHARGE-PAK™ charging unit needs to be replaced. You may continue to use the AED if needed.

iii. If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. If the message CALL SERVICE appears, the AED is not usable. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.

iv. If the expiration date on the electrode is near, notify the Safety Committee Coordinator or designee immediately.

8. Initial Training For Trained Employees:

a. Will complete training adequate to provide CPR and AED.

b. Trained employees will also be educated in universal precautions against blood borne pathogens.

9. Volunteer Responders:

a. These responders will possess various amounts of training in emergency medical response and their training may be supplied by various sources.

b. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience.

10. Refresher Training:

a. All responders are encouraged to periodically refresh their AED skills.

b. All responders are encouraged to practice anytime.

11. Post-Event Review:

a. Following each deployment of the district's AED, a review shall be conducted to learn from the experience. The Safety Committee Coordinator or designee shall conduct and document the post-event review.

b. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Safety committee.

c. The Safety Committee Coordinator or designee shall maintain a copy of the post-event review summary.

Adopted on: 11/14/05

Revised on: 6/18/18

Reviewed on: _____

Policy 4132.3: Automated External Defibrillator (AED)

The purpose of this policy and its administrative guidelines is to provide guidance in the management or administration of a school-based AED program.

The Cozad Community Schools District will maintain automatic external defibrillators (AED's) at various locations in the district. The AED may be used in emergency situations warranting its use by individuals specifically trained and certified in the application of the device. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies if no trained personnel are available or until trained personnel arrive.

The AED will enable responders in the district to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders use of the AED does not replace the care provided by emergency medical services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, victim care should be transferred.

An AED is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Approved 11-14-05 Reviewed 6.15.09

Administrative Guidelines for Policy 4132.3

1. Program monitored by district's Safety Committee:
 - a. Selection of employees for AED training and distribution of AED-trained employee lists as required
 - b. Coordination of training for emergency responders
 - c. Coordinating equipment and accessory maintenance
 - d. Revision of this procedure as required
 - e. Monitoring the effectiveness of this system
2. A.E.D users:
 - a. AED-Trained Employee Responsibilities:
 - i. Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
 - ii. Understanding and complying with requirements of this policy
 - iii. Following the more detailed procedures and guidelines for the AED program
 - b. Volunteer Responder Responsibilities in the event of no AED-trained Employee:
 - i. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience.
 - ii. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.
3. School Responsibilities during regular school hours
 - a. The school staff will
 - i. contact the external community 9-1-1 response team (EMS) if required
 - ii. deploy AED-trained employees to emergency location if available.
4. Approved Equipment:
 - a. The LIFEPAK® Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
 - b. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
 - i. Victim is unresponsive
 - ii. Victim is not breathing, or is breathing ineffectively
 - iii. Victim has no signs of circulation such as pulse or movement
 - c. If Reduced Energy/Life Pak infant/child electrodes are available in the AED cabinet, they are intended for use on infants and children under the age of eight years. The AED will be placed only after the following symptoms are confirmed:
 - i. Victim is unresponsive
 - ii. Victim is not breathing, or is breathing ineffectively
 - iii. Victim has no signs of circulation such as pulse or movement
5. Location of AEDs:

- a. During school hours, the AED will be at designated locations.
 - i. East hallway near high school principal's office
 - ii. High school's northwest hallway by auditorium and entrance to middle school
 - iii. Southeast corner of the elementary gymnasium
 - iv. East wall of the southwest area of the district office, near the staff lounge
 - v. After school hours, the AED may be moved from its designated location by staff member to support athletic department activities on a voluntary basis. The staff member must be trained in AED and will be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the staff member, clearly indicating they have possession of the AED.
6. Equipment Maintenance:
 - a. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:
 - b. The Safety Committee Coordinator shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the Safety Committee Coordinator shall be informed and then notified when equipment is returned to service.
 - c. The Safety Committee Coordinator shall be responsible for informing response teams of changes to availability of emergency medical equipment.
 - d. The Safety Committee Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
 - e. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected.
7. Routine Maintenance:
 - a. A volunteer, assigned by the Safety Committee Coordinator or designee, will perform a monthly AED check following the procedure checklist.
 - i. If the OK icon is NOT present on the readiness display, contact the Safety Committee Coordinator or designee immediately.
 - ii. If the battery icon is visible, the battery or CHARGE-PAK™ charging unit needs to be replaced. You may continue to use the AED if needed.
 - iii. If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. If the message CALL SERVICE appears, the AED is not usable. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.
 - iv. If the expiration date on the electrode is near, notify the Safety Committee Coordinator or designee immediately.
8. Initial Training For Trained Employees:
 - a. Will complete training adequate to provide CPR and AED.
 - b. Trained employees will also be educated in universal precautions against blood borne pathogens.

9. Volunteer Responders:
 - a. These responders will possess various amounts of training in emergency medical response and their training may be supplied by various sources.
 - b. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience.
10. Refresher Training:
 - a. All responders are encouraged to periodically refresh their AED skills.
 - b. All responders are encouraged to practice anytime.
11. Post-Event Review:
 - a. Following each deployment of the district's AED, a review shall be conducted to learn from the experience. The Safety Committee Coordinator or designee shall conduct and document the post-event review.
 - b. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Safety committee.
 - c. The Safety Committee Coordinator or designee shall maintain a copy of the post-event review summary.

Approved: November 14, 2005

Reviewed 6.15.09

Adopted 12/16/2013

Policy 4138: Teachers Annual Inventory

Principals shall be required to instruct their teachers to make a complete annual inventory of all school property contained in their individual rooms or departments. The completed inventory is too filed with the Superintendent of Schools.

Adopted 12/3/98

Reviewed 6.15.09

Policy 4251: Alcohol and Drug Testing for School Bus Drivers

It is the policy of Cozad Public Schools that its drivers should be free from drug and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by drivers is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities. The requirements established by this policy are in addition to other requirements established by Federal and State law and Board policy regarding the use of alcohol and drugs.

Cozad Public Schools are required under the provisions of the Federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol testing program for all persons subject to commercial driver's license requirements. This comprehensive program must include the following:

1. Conducting pre-employment, reasonable suspicion, random, post-accident, returns to duty and follow-up testing for use of alcohol or drugs by such drivers.
2. Notifying drivers of the requirements and consequences of the program.
3. Maintaining appropriate records.

Implementation Date

The testing program referred to in this policy shall be implemented on January 1, 1996.

Definitions

For the purpose of this policy the following terms are defined:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol's including methyl and isopropyl.

Driver: Any employee that is required to hold a commercial driver's license in order to operate a vehicle owned by or on behalf of Cozad Public Schools.

Drug: Controlled substances: including marijuana, cocaine, opiates, amphetamines and phencyclidine.

Medical Review Officer: A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who meets qualifications listed in 49 C.F.R. 40.3.

Safety Sensitive Function: Includes all on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work including driving, waiting to be dispatched, inspecting and servicing equipment, supervising, performing or assisting a disabled vehicle, performing driver requirements related to accidents and performing any other work for the District or paid work for any other entity.

Substance Abuse Professional: A licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

Program Coordinator

The Board shall designate the superintendent or designee as the program coordinator to implement the alcohol and drug testing program of the District within the guidelines of this policy.

Alcohol and Drug Prohibitions

A driver shall not:

1. Report for duty or remain on duty requiring the performance of safety sensitive functions while having any alcohol concentration.
2. Report for duty or operate any vehicle owned by or on behalf of Cozad Public Schools while the operator possesses alcohol.
3. Perform safety sensitive functions within eight (8) hours after using alcohol.

A driver shall refrain from the use of alcohol subsequent to an accident:

1. A minimum of eight (8) hours following an accident; or
2. Until he/she undergoes a post-accident alcohol test; or
3. A determination has been made by the program coordinator or appropriate law enforcement official that a post-accident alcohol test will not be administered.

A driver shall not:

1. Report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely perform the function.
2. Report for duty, remain on duty or perform a safety sensitive function if the driver tests positive for drugs.

Pre-Employment Tests

An alcohol and drug test shall be conducted in accordance with federal regulations before any bus driver is permitted to perform a safety sensitive function for the District. Testing for newly hired drivers shall be conducted after the offer of employment but before employment commences. Offers of employment are contingent on these test results. A refusal to submit to drug and alcohol testing and/or refusal to release information as required by the District shall remove the applicant from employment consideration. Such testing will also be required of any employee transferring into a covered position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and drug tests shall be conducted on any driver as soon as possible after an accident:

1. Who was performing a safety sensitive function with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under state or local law for a moving traffic violation arising from a recordable accident. A recordable accident includes:
 - a. A fatality
 - b. Bodily injury requiring treatment away from the accident scene
 - c. Disabling damage to one or more vehicles requiring the vehicle to be towed or transported away from the scene of the accident

A driver shall refrain from the use of alcohol subsequent to an accident:

1. A minimum of eight (8) hours following an accident; or
2. Until he/she undergoes a post-accident alcohol test; or
3. A determination has been made by the program coordinator or appropriate law enforcement official that a post-accident alcohol test will not be administered.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state and/or local law enforcement officials as long as the results of those tests are provided to the District.

Random Testing

Drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. The tests shall be conducted just before, during or just after the performance of safety sensitive functions.

Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Any qualified supervisor or District administrator who has reasonable suspicion to believe that a bus driver has violated the alcohol or drug prohibitions of the District shall require the driver to submit to reasonable suspicion testing. A qualified supervisor or administrator must be a person who has been properly trained, in accordance with federal regulations, to make a determination that reasonable suspicion exists. This reasonable suspicion must be based on specific, contemporaneous, particularly observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of drugs.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines reasonable suspicion

exits to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District must prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol test shall terminate after eight hours and the District will state in the record the reasons for not administering the test.

A qualified supervisor of District administrator who makes observations leading to a reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return to Duty Tests

An alcohol or drug test shall be conducted when a driver who has violated the District's alcohol or drug prohibition returns to performing safety sensitive duties.

Employees whose conduct involved alcohol cannot return to duty in safety sensitive function until the return-to-duty test produces a verified result that meets federal and school District standards and policies.

Follow-Up Test

A driver who violates the District's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with the law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety sensitive functions.

Refusal to Submit To Tests

No driver shall refuse to submit to any of the tests. An employee will be considered to refuse to submit when he/she fails to provide adequate breath or urine for testing when notified of the need to do so or when he/she engages in conduct that clearly obstructs the testing process. Such refusal will be treated as if the District received a positive test.

Testing Procedures

The employer shall follow the federal guidelines and standards of the Department of Health and Human Services regarding testing and laboratory procedures. This shall include a selection of the sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct drug specimen analysis and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol testing program of the Cozad Public Schools shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen security, proper identification and integrity are not compromised.

Enforcement

Employees whose conduct involved alcohol or drug use cannot return to duty in a safety sensitive function until the return-to-duty test produces the required result. A driver who is tested and found to have any alcohol concentration shall not perform or continue to perform safety sensitive functions until Federal laws and school District standards and policies are met. Further employment actions up to and including termination may be instigated in accordance with the Drug Free Workplace Action of 1988 (PL 101-226), other state and federal laws and school District policies.

Employee Records

Employees' alcohol and drug test results and records shall be maintained in strict confidentiality and released only in accordance of law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of alcohol or drugs, including any records pertaining to this/her tests, Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver. Test records shall be maintained with the separate medical files of each employee.

District Records and Reports

Adopted 12/7/98

Reviewed 7.20.2009

4003 Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release. Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 9/17/18

Revised on: _____

Reviewed on: _____

Policy 4302 – Job Description: Custodians

Line of Authority

The custodians shall follow such general directions as may be given by the Superintendent, and shall in all other matters be under the direction and supervision of their assigned supervisor or Building Administrator.

Fire Prevention

The custodians shall allow no accumulation of rubbish or paper in boiler rooms. Rubbish and debris shall be cleaned up. The furnace rooms and store rooms should be as clean as possible and arranged in an orderly fashion to eliminate fire hazards. All fire extinguishers shall be checked and recharged as often as necessary.

Care of Building

The custodians shall keep the building in their care in a clean, wholesome, and healthful condition; free from dust and other noxious substances.

Heating

The custodian shall keep the boilers in such condition as to insure a properly heated building at all times the building is to be used. The temperature of the rooms should be as nearly as possible to 68 to 72 degrees F. Each custodian is responsible for the heating apparatus of the building and shall keep it clean and in good running condition at all times.

Scrubbing and Cleaning

The custodian shall do such scrubbing and cleaning as may be required. This cleaning shall include washing windows, doors, walls, closets, shelves, lavatories, stools, urinals, and drinking fountains. They shall be kept in a clean and sanitary condition; scrubbing them daily if necessary.

Care of Grounds

Custodians shall keep the walks around the school grounds free from snow and ice, make minor repairs when necessary, keep the yard from being strewn with paper and other rubbish, mow grass regularly, keep grounds in attractive condition, receive fuel and other supplies delivered to the school and have charge of maintaining the playground equipment.

Remain On School Premises

Custodians shall remain in and around their respective buildings when school is in session except when it is necessary for them to be absent for their noon meal. The time for the noon meal should be arranged with the Building Administrator. The only time the custodian shall be absent from the building when school is in session is on direct orders from their assigned supervisor, Building Administrator or Superintendent. In the event of an emergency the custodian shall inform their assigned supervisor, or Building Administrator of the emergency before leaving the building.

Sweeping and Dusting

All classrooms should be swept and dusted daily. Dust should not be allowed to accumulate on shelves, window ledges, desks or book cases.

Equipment

Custodians shall keep heating plant, lighting systems, and any ventilating system in good working order. They should immediately report all breaks, leaks, and other defects that they cannot correct to their assigned supervisor, Building Administrator or Superintendent.

Meetings

Custodians shall attend all meetings called for the maintenance staff by their assigned supervisor, Building Administrator or Superintendent.

Personal Neatness

Custodians shall appear neat and clean while working with teachers, pupils, or public.

Tools and Supplies

Custodians shall apply to their assigned supervisor, or Building Administrator for all tools and supplies needed in their work. No tools or supplies shall be ordered by the custodians unless approved by the Building Administrator.

Secure the Building

The custodians are responsible for seeing that the rooms and buildings are closed and locked and that the lights are off at night, and all other times when school is not in session.

Inventory of Tools, Equipment and Supplies

On or before the first of June the custodians shall submit an annual list of tools and equipment on hand, and a statement as to the condition of same. A current inventory of all supplies shall be maintained.

Assignment of Duties

All custodians are subject to the call of the Superintendent for service in the way of care or repair, not only of their own building, but any building or ground used by the District that the Superintendent may designate.

Purchasing Supplies

No supplies may be purchased by the custodian and charged to the School District without obtaining permission from their assigned supervisor, or Building Administrator. All sales slips shall be signed by the custodian authorized to make the purchase.

Adopted 12/7/98; Reviewed 07/20/09; Revised 8/15/16

Policy 5002: Discontinuance of Enrollment for Children Younger Than Six Years of Age

Any person with legal or actual charge or control of a child younger than six years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting a written notification to the superintendent or the superintendent's designee, indicating the child's name, date of birth, grade level and effective date of discontinuation of enrollment.

The notification must be in writing and on a form provided by or acceptable to the superintendent or the superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the school district shall note discontinuance of the enrollment on its official records pursuant to state law.

Any child dis-enrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment acknowledges this policy, procedure and the requirement thereof and expressly agrees thereto.

Legal Reference: Neb. Rev. Stat. 79-201

Approved 7-12-04 Reviewed: 1-18-2010

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

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

Loss of Credit

Any student who does not attend school for at least 90% of the time shall be considered as not passing and will not receive credit for courses taken. The Cozad Board of Education may make exception for students who have a major illness or accident and are under a doctor's care. The same rules of attendance may be applied to students who consistently do not attend 90 percent of individual classes during a semester.

Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

[DISTRICT LETTERHEAD]

March 12, 2019

[County Attorney]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

[County Attorney]:

Pursuant to NEB. REV. STAT. § 79-209(3) and board policy, I am reporting that the following student has accrued absences, or the hourly equivalent, requiring me to make a report to your office. Our efforts at establishing a collaborative plan to address barriers to attendance with the family, **which is attached**, has proved unsuccessful. I have also notified the family via letter, **a copy of which is attached**, of my intent to refer this matter to your office. In addition to the attached collaborative plan and letter notifying the family of the referral, I would like to provide the following information:

Student: _____

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

- The district requests additional time to work with the student prior to your intervention.
- The district believes that it has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends that you intervene.

If you determine that further action is necessary to address the student's attendance and you would like to conduct a meeting between the parent/guardian, district, and you or your designee, I will determine a location for the meeting and work with you and the parents/guardians to establish a meeting time.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

[Print on School District Letterhead]

March 12, 2019

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Policy on Absenteeism; Requested Collaboration

Dear [Name]:

State law requires school districts to “have a written policy on excessive absenteeism developed in collaboration with the county attorney of the county in which the principal office of the school district is located.”

Enclosed is a draft of an excessive absenteeism policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

State law also requires me to review this policy in collaboration with you or your designee annually, and I hope to present this to the board at its regular _____ meeting. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Attendance and Excessive Absenteeism Policy

[DISTRICT LETTERHEAD]

March 12, 2019

[Name]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

Dear [Parent and Student]:

On _____, we met to form a collaborative plan to address [STUDENT'S] barriers to attendance. We formed a collaborative plan, provided a copy to you, and implemented it. However, [STUDENT] continues to be excessively absent from school, nor have any of the other efforts we've worked on this year with you and [STUDENT] proved successful.

Pursuant to NEB. REV. STAT. § 79-209, I am notifying you that I will be referring this matter to the county attorney. Pursuant to our board policy, this report is based on the fact that [STUDENT] has missed 20 or more days of school this year or the hourly or daily equivalent through this portion of the school year, with at least a portion of the absences being unexcused:

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

I would be happy to continue working with you to improve [STUDENT'S] attendance. Please contact me immediately if you have any suggestions to improve your student's attendance. I will also be referring this to the county attorney for determination of whether further action from that office is necessary to address these attendance issues.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

Cc: County Attorney

[Print on School District Letterhead]

[Date], 2018

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Collaboration Required by Statute

Dear [Name]:

With the passage of LB 1081, the legislature amended Neb. Rev. Stat. § 79-262 to require school districts to collaborate with their county attorney prior to August 1 of each year to establish what student conduct school principals are required to report to law enforcement under § 79-293.

Enclosed is the district's student discipline policy. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

We need to get the new policy in place prior to the beginning of the 2018-2019 school year. As such, I request that you contact me with regard to the policies at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Student Discipline Policies

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

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

Loss of Credit

Any student who does not attend school for at least 90% of the time shall be considered as not passing and will not receive credit for courses taken. The Cozad Board of Education may make exception for students who have a major illness or accident and are under a doctor's care. The same rules of attendance may be applied to students who consistently do not attend 90 percent of individual classes during a semester.

Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

[DISTRICT LETTERHEAD]

March 12, 2019

[County Attorney]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

[County Attorney]:

Pursuant to NEB. REV. STAT. § 79-209(3) and board policy, I am reporting that the following student has accrued absences, or the hourly equivalent, requiring me to make a report to your office. Our efforts at establishing a collaborative plan to address barriers to attendance with the family, **which is attached**, has proved unsuccessful. I have also notified the family via letter, **a copy of which is attached**, of my intent to refer this matter to your office. In addition to the attached collaborative plan and letter notifying the family of the referral, I would like to provide the following information:

Student: _____

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

- The district requests additional time to work with the student prior to your intervention.
- The district believes that it has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends that you intervene.

If you determine that further action is necessary to address the student's attendance and you would like to conduct a meeting between the parent/guardian, district, and you or your designee, I will determine a location for the meeting and work with you and the parents/guardians to establish a meeting time.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

[Print on School District Letterhead]

March 12, 2019

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Policy on Absenteeism; Requested Collaboration

Dear [Name]:

State law requires school districts to "have a written policy on excessive absenteeism developed in collaboration with the county attorney of the county in which the principal office of the school district is located."

Enclosed is a draft of an excessive absenteeism policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

State law also requires me to review this policy in collaboration with you or your designee annually, and I hope to present this to the board at its regular _____ meeting. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Attendance and Excessive Absenteeism Policy

[DISTRICT LETTERHEAD]

March 12, 2019

[Name]
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RE: Collaboration Required by Statute

Dear [Name]:

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Enclosed is the district's student discipline policy. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

We need to get the new policy in place prior to the beginning of the 2018-2019 school year. As such, I request that you contact me with regard to the policies at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Student Discipline Policies

Policy 5012: Legal Age of Students, Kindergarten

No pupil may be enrolled in Kindergarten whose 5th birthday does not occur on or before the fifteenth of October of the current year (on or before July 31 of the current year beginning with the 2012-2013 school year.)

Adopted 11/20/98 Revised 1-18-2010

Policy 5012.1: Compulsory Attendance

Any child who will reach six years of age prior to January 1 of the current year and who has not reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child.

Any child of mandatory attendance age must by law regularly attend a public, private, denominational, parochial school or a combination of such schools not less than the entire school term of the school(s) which the child attends. This does not apply to a child who has obtained a high school diploma or received a General Equivalency Diploma, completed the program of instruction offered by a non-accredited or non-approved school, has reached the age of 18, or who is at least 16 years old and whose parent or guardian has signed a notarized release discontinuing the enrollment of the child.

Excusal from the "full time" requirement of the compulsory education law can be granted by the superintendent for a child between 14 and 16 years of age having completed the work of the eighth grade when legal employment due to necessity has been obtained by the student and such a request has been made by a parent/guardian.

Withdrawal to Age 6

The parent/guardian of any child who will not reach six years of age prior to January 1 of the current school year and who is enrolled, may discontinue that enrollment according to procedures provided by the district.

Minimum Age

The district will not admit any child into kindergarten unless

1. the child will reach the age of five years on or before October 15 of the current year (on or before July 31 of the current year beginning with the 2012-13 school year) , or
2. the child will reach the age of five years by February 1 of the current year (October 15 of the current year beginning with the 2012-13 school year), and;
 - a. the parent provides an affidavit stating that the child attended kindergarten in another district, or
 - b. the family will be relocating to another district that allows admission within the current year, or
 - c. the child has demonstrated through recognized assessment procedures approved by the board his/her capability of carrying the work of the beginner grade are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 - i. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 - ii. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);

- iii. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a Parents must provide a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Legal Reference: Neb. Statute 79-201 et seq.

Adopted: 6.14.2010 Revised 7.18.2011

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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Attendance Officer

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Excused Absences

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

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2. Severe weather
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Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

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Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

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March 12, 2019

[County Attorney]
[Mailing Address]
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Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

[Print on School District Letterhead]

March 12, 2019

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Policy on Absenteeism; Requested Collaboration

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Sincerely,

[School Name]

[Superintendent Name], Superintendent

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[DISTRICT LETTERHEAD]

March 12, 2019

[Name]
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Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

Cc: County Attorney

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[Date], 2018

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

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Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Student Discipline Policies

Policy 5113: Grade Level Placement

Students who receive their education in a home school or a non-approved or non-accredited school will not be allowed to participate in the curricular programs of Cozad Schools on a part-time basis (e.g., a student will not be permitted to enroll in a high school Chemistry class because of lack of materials or supplies at home).

Co-Curricular Programs

Students who elect to receive their education in a home school or a non-approved school will not be allowed to participate in the co-curricular or extra-curricular programs of Cozad Schools.

Home Teaching and/or Schools Not Meeting Approval and Accreditation Regulations

Cozad Schools recognizes that students in Nebraska may choose an education at home providing that the home school complies with the statutory guidelines found in Sections 79-1801 ET. SEQ. of the Nebraska Revised Statutes. The Board of Education encourages all school-age children of residents within the boundaries of Cozad Schools to enroll in the Public School or approved or accredited private schools so they may benefit from a well-planned education program and the socialization of group environment.

The Cozad Schools' Administration will report all students who are school-age and known not to be in attendance in a public, private, or parochial school which has met the requirements for legal operation prescribed in Nebraska Rev. Stat. 79-201 ET. SEQ., 79-211, to the appropriate agency.

Legal Reference: Nebraska Rev. Stat. 79-1701 79-201 ET. SEQ/. 79-211

Adopted 12/8/98

Reviewed 2-15-2010

5002 Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: 3/18/19

Revised on: 7/15/19

Reviewed on: _____

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 of the year of enrollment. For second semester high school courses, the application must be filed by the last attendance day of the first semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 10 credit hours per semester. Exempt school students who are not enrolled in at least 10-credit hours may not participate in extracurricular sports and activities. All part-time students must meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating in the sport or activity.

Exempt school students who transfer into the district will be considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring.

The school district will determine whether credits awarded to exempt transfer students will be accepted for the purpose of eligibility for extracurricular sports and activities pursuant to the board's policy on Grade Placement and Academic Credits of Transfer Students.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation by virtue of their status as part-time students.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 of the year of enrollment. For second semester high school courses, the application must be filed by the last attendance day of the first semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

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Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

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Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation by virtue of their status as part-time students.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

Policy 5113.1: Grade Level Placement Full-Time and Part-Time Enrollment

Full Time Enrollment

Students must be enrolled in Cozad Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational- technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an inter-local agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

1. The primary school for a non-public school student is the student's private, denominational, parochial or home school.
2. Enrollment of a non-public school student in Cozad Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
3. Non-public school students are not to be given priority over full-time students.
4. Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
5. Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

Non-Public School Student Enrollment Application Procedures

1. Application: Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications: The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications: The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals: The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications: Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

Non-Public School Student Admission

1. Admission Requirements: Students must meet the normal admission requirements. This include the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process: Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

Non-Public School Student Enrollment Standards

1. **Maximum Enrollment:** Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. A student who is attending an exempt school and who is enrolled on a part-time basis in the District's middle school or high school will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities.
2. **Capacity Limits:** Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. **Integrated Courses:** Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. **Educationally Appropriate Programs and Courses:** Students will not be allowed to enroll in programs or courses which the school administration determine to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. **Essential versus Non-Essential Elective Courses:** Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness.

Non-Public School Student Policies

1. **General Standard:** Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. **Building assignment:** Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. **No Partial Part-Time Enrollment:** Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. **Student Conduct Policies:** Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's

student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance: Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds: Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation: Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors: Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities: Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Source: Laws 2006, LB 821; Neb. Rev. Stat. Section 79-526; Title 92, Nebraska Administrative Code, Chapter 10

Approved August 28, 2006 Reviewed 1-18-2010 Reviewed 2-15-2010

Policy 5116: Dismissal of Individual Pupils

The Principal shall have authority to excuse any pupil on written request by the parents to leave the school premises before the regularly scheduled dismissal time, if it is deemed advisable.

Adopted 12/3/98

Reviewed 1-18-2010

Reviewed 2-15-2010

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: 6/17/19

Revised on: _____

Reviewed on: _____

5032
Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: 6/17/19

Revised on: _____

Reviewed on: _____

Policy 5116.1: Permission for Pupils to Leave School Premises

No pupil shall leave the premises during school hours without permission of the Principal granted upon written request of parents or guardian, or for good cause known to the Principal. Telephone requests for excuse of pupils from school shall be referred to the Principal and honored with caution.

Adopted 12/3/98

Reviewed 1-18-2010

Reviewed 2-15-2010

Supplement to Policy 5116.1: Student Release during School Hours

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents. Unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal, or authorized state agency representative.

Approved reasons for release of a student during the school day shall include, but not be limited to, [illness, family emergencies, medical appointments, classes outside the student's attendance center, employment for which the student has been issued a work permit] and other reasons determined appropriate by the principal.

Approved 4-12-04

Reviewed 1-18-2010

Reviewed 2-15-2010

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the temporary illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

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

Loss of Credit

Any student who does not attend school for at least 90% of the time shall be considered as not passing and will not receive credit for courses taken. The Cozad Board of Education may make exception for students who have a major illness or accident and are under a doctor's care. The same rules of attendance may be applied to students who consistently do not attend 90 percent of individual classes during a semester.

Adopted on: 3/18/19

Revised on: _____

Reviewed on: _____

Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building Assignment: _____

Classroom/Homeroom Teacher: _____

Number of student absences at time of meeting: _____

What are the primary reasons the student has been absent:

Based on that information, meeting participants considered the following issues:

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff:

Steps to be taken by student:

Steps to be taken by parent/guardian:

Steps to be taken by third parties:

Parent/Guardian*: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more absences than are allowed by the board of education's policy, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian*: _____

Student: _____

**If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.*

[DISTRICT LETTERHEAD]

March 12, 2019

[County Attorney]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

[County Attorney]:

Pursuant to NEB. REV. STAT. § 79-209(3) and board policy, I am reporting that the following student has accrued absences, or the hourly equivalent, requiring me to make a report to your office. Our efforts at establishing a collaborative plan to address barriers to attendance with the family, **which is attached**, has proved unsuccessful. I have also notified the family via letter, **a copy of which is attached**, of my intent to refer this matter to your office. In addition to the attached collaborative plan and letter notifying the family of the referral, I would like to provide the following information:

Student: _____

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

- The district requests additional time to work with the student prior to your intervention.
- The district believes that it has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends that you intervene.

If you determine that further action is necessary to address the student's attendance and you would like to conduct a meeting between the parent/guardian, district, and you or your designee, I will determine a location for the meeting and work with you and the parents/guardians to establish a meeting time.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

[Print on School District Letterhead]

March 12, 2019

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Policy on Absenteeism; Requested Collaboration

Dear [Name]:

State law requires school districts to "have a written policy on excessive absenteeism developed in collaboration with the county attorney of the county in which the principal office of the school district is located."

Enclosed is a draft of an excessive absenteeism policy that we intend to submit to the Board of Education for adoption. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

State law also requires me to review this policy in collaboration with you or your designee annually, and I hope to present this to the board at its regular _____ meeting. As such, I request that you contact me with regard to the policy at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Attendance and Excessive Absenteeism Policy

[DISTRICT LETTERHEAD]

March 12, 2019

[Name]
[Mailing Address]
[City, NE Zip]

Re: Absenteeism Report

Dear [Parent and Student]:

On _____, we met to form a collaborative plan to address [STUDENT'S] barriers to attendance. We formed a collaborative plan, provided a copy to you, and implemented it. However, [STUDENT] continues to be excessively absent from school, nor have any of the other efforts we've worked on this year with you and [STUDENT] proved successful.

Pursuant to NEB. REV. STAT. § 79-209, I am notifying you that I will be referring this matter to the county attorney. Pursuant to our board policy, this report is based on the fact that [STUDENT] has missed 20 or more days of school this year or the hourly or daily equivalent through this portion of the school year, with at least a portion of the absences being unexcused:

Days Absent: _____

Unexcused absences totaling: _____

Excused absences totaling: _____

I would be happy to continue working with you to improve [STUDENT'S] attendance. Please contact me immediately if you have any suggestions to improve your student's attendance. I will also be referring this to the county attorney for determination of whether further action from that office is necessary to address these attendance issues.

Sincerely,

[Attendance Officer],
Attendance Officer,
[School District]

Cc: County Attorney

[Print on School District Letterhead]

[Date], 2018

[Insert Name of County Attorney of the County in which the principal office of the school district is located]

[Insert Address]

RE: Collaboration Required by Statute

Dear [Name]:

With the passage of LB 1081, the legislature amended Neb. Rev. Stat. § 79-262 to require school districts to collaborate with their county attorney prior to August 1 of each year to establish what student conduct school principals are required to report to law enforcement under § 79-293.

Enclosed is the district's student discipline policy. Please review the policy and give me any suggested changes you may have. If you would like to meet to discuss the policy in person, please contact me at [insert phone number].

We need to get the new policy in place prior to the beginning of the 2018-2019 school year. As such, I request that you contact me with regard to the policies at your earliest opportunity.

Sincerely,

[School Name]

[Superintendent Name], Superintendent

Enclosure: Student Discipline Policies

Policy 5117: Excessive Absences

For notification purposes only, the district will no longer differentiate between excused or unexcused absences, nor will it base the notification on a quarterly limit, but will simply use the limit of 20 days absence per year.

School administrators will make contact with family of the truant student after 5, 10 and 20 truanancies and document the contact. After the third contact, the case can be referred to the county attorney. There will be three documented attempts to get the student to school prior to contacting the county attorney.

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed in collaboration with the county attorney for the district's principal office location, is an attempt to address the problem of excessive absenteeism.

Excessive absenteeism is the failure to attend school for the minimum number of days established in the school calendar by the board, with or without a reasonable cause.

The superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has accumulated a total of five [whether unexcused; excused and unexcused] absences per quarter or the hourly equivalent of five absences, the school shall render all services in its power to compel the student's attendance. These services shall include the following:

1. A meeting or meetings between the school attendance officer, or school principal or a member of the school administrative staff, the student's parent/guardian and the student (if necessary) to solve the excessive absenteeism problem.
2. Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
3. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem by a school social worker (or principal or administrative staff member) to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the investigator shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

If the student is absent more than twenty days per year, or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances,

Policy 5126.1: Armed Forces Recruiter Access to Students and Recruiting Information

[Access to Student Recruiting Information](#)

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

[Consent](#)

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

[Same Access to Students](#)

Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Approved: August 10, 2009

Reviewed: 1-18-2010

Reviewed 2-15-2010

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

- written consent of a student's parent(s) before the student participates in the survey.
- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
 - i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: 4/8/19

Revised on: _____

Reviewed on: _____

Policy 5135.5: Student Due Process Rights

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor, or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies and procedures on student suspension and student expulsion. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student may discuss the matter with the principal within five days of the certified employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of the next regularly scheduled school board meeting in compliance with board policy.

Approved 4-12-04 Review 3.15.2010

2006 Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

Policy 5151: Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff/Students must:

1. Respect and protect the privacy of others.
2. Use only assigned accounts.
3. Not view, use, or copy passwords, data, or networks to which they are not authorized.
4. Not distribute private information about others or themselves.
5. Respect and protect the integrity, availability, and security of all electronic resources.
6. Observe all network security practices, as posted.
7. Use personal mobile devices on the public network only.
8. Not log in (authenticate) to the private network unless using district owned/authorized devices or services.
9. Report security risks or violations to a teacher or network administrator.
10. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
11. Conserve, protect, and share these resources with other students and Internet users.
12. Respect and protect the intellectual property of others.
13. Not infringe copyrights (no making illegal copies of music, games, or movies!).
14. Not plagiarize.
15. Respect and practice the principles of community.
16. Communicate only in ways that are kind and respectful.
17. Report threatening or discomfoting materials to a teacher.
18. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
19. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
20. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
21. Not send spam, chain letters, or other mass unsolicited mailings.
22. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Staff/Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Responsibly use social networking* and internet communication resources with a teacher's permission and within the guidelines stated above.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment, and may be utilized in the classroom. Certain guidelines should be followed:

Follow the District Handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.

Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.

If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.

All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I Acknowledge and Understand My Obligations:

User signature

Date

Parent/Guardian (if for student use)

Date

Parents, please discuss these rules with your student to ensure he or she understands them.

These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere.

For more information, see www.cybercrime.gov.

4012.1 Internet – Acceptable Use Policy

Acceptable Use guidelines will be developed by the Superintendent, in conjunction with the technology committee that will insure the appropriate use of internet access for employees, students, and community members, while using the Cozad Community Schools net. These guidelines will identify registration procedures and consequences for the inappropriate use of the system. Guidelines shall be placed in the staff and student handbooks.

Internet Safety Policy

It is the policy of Cozad Community Schools to comply with the Children's Internet Protection Act (CIPA). 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; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

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 indecent 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.

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.

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.

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.

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.

* Staff shall confine e-mail use to work-related purposes and a reasonable, appropriate and limited personal use that does not interfere with their district duties.

Adopted 6/14/98 Amended 7/12/99 Amended 5/14/01 Reviewed 7/12/10
Revised 6/11/12 Revised 11/19/18

Policy 4012.1
Cozad Community Schools Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

I. Staff/Students must

A. Respect and protect the privacy of others.

1. Use only assigned accounts.
2. Not view, use, or copy passwords, data, or networks to which they are not authorized.
3. Not distribute private information about others or themselves.

B. Respect and protect the integrity, availability, and security of all electronic resources.

1. Observe all network security practices, as posted.
2. Use personal mobile devices on the public network only.
3. Not log in (authenticate) to the private network unless using district owned/authorized devices or services.
4. Report security risks or violations to a teacher or network administrator.
5. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
6. Conserve, protect, and share these resources with other students and Internet users.

C. Respect and protect the intellectual property of others.

1. Not infringe copyrights (no making illegal copies of music, games, or movies!).
2. Not plagiarize.

D. Respect and practice the principles of community.

1. Communicate only in ways that are kind and respectful.
2. Report threatening or discomfoting materials to a teacher.
3. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

5. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
6. Not send spam, chain letters, or other mass unsolicited mailings.
7. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Staff/Students may, if in accord with the policy above

- A. Design and post web pages and other material from school resources.
- B. Responsibly use social networking and internet communication resources with a teacher's permission and within the guidelines stated above.
- C. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- D. Use the resources for any educational purpose.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment, and may be utilized in the classroom. Certain guidelines should be followed:

Follow the District Handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.

Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.

If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.

All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect

property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Administrative Guidelines for Policy 4012.1

Following are examples of what does, or does not, constitute "fair use:"

1. Fair use applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.
2. The fact that copying is for nonprofit use has no bearing on the question of fair use;
3. Copying portions of a news article may be fair use, but copying from a workbook designed for a course of study is not;
4. Photocopying or duplicating by an individual for personal use, as long as it is a single copy of an article, short poem, or small portion of the work as a whole, is generally considered fair use;
5. Fair use allows teachers, acting of their own, to copy small portions of a work for the classroom, but does not allow an institution to do so;
6. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use; and
7. If resulting economic loss to the copyright owner can be shown, even making a single copy of certain materials may be a violation.

The following notice shall be placed on or near all equipment capable of duplicating or transmitting copyrighted materials.

"The copyright laws of the United States govern the duplication, retention, transmittal and use of copyrighted material. Anyone using this equipment is responsible for compliance with the law. Person who secures permission, license, or other contractual agreements shall maintain adequate records regarding the use of copyrighted materials."

Adopted 12/8/98 Reviewed 6/14/10 Revised 11/19/18

5044
Safe Pupil Transportation Plan

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

- 1) Stop the vehicle in a safe location
- 2) Keep passengers in the vehicle, if it is safe to do so
- 3) Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4) Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the driver should have the students remain in

their seats and assume a protective position with their heads below window level.

2) **Winter Weather**

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

d) **Weapons, Hazardous Substances and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) **Terroristic Threat**

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

f) **Emergency Incident Reports**

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. **Drop-off**

Drivers will drop students off at a location pre-determined through communication between the school district and

parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. **Evacuation of Students With Disabilities**

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. **Student Behavior on School Vehicles**

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.

- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges

- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Adopted on: 6/17/19

Revised on: _____

Reviewed on: _____

Policy 5153: Safe Pupil Transportation Plan

The superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

1. Weapons;
2. Pupil Behavior;
3. Terroristic Threats;
4. Severe Weather;
5. Hazardous Materials;
6. Medical emergencies;
7. Driver/passenger procedures in the event of mechanical breakdowns of the vehicle; and, to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-602, 79-607 and 79-608;

Title 92, Nebraska Administrative Code, Chapter 91

Approved 8-9-2004 Reviewed 6.14.2010