

## **Cozad Community Schools**

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

**Monday, April 19, 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 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**

## **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. DILLON HIGGINS PRESENTATION**

Dillon Higgins will speak to the board about his experience as a student teacher for Cozad Community Schools.

## **4. REPORT ON EXTERNAL VISIT**

Dave Evertson will present to the board a report on the external visit.

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

### **5.1. Patty Wolfe Report**

### **5.2. William Beckenhauer Report**

### **5.3. Jeremy Yilk Report**

### **5.4. Brian Regelin Report**

### **5.5. Dale Henderson Report**

### **5.6. James Ford Report**

6. **SUPERINTENDENT REPORT**

Tenure Listing for 2021-2022SY

Jacob Brummer, High School, Science

Kylie Corkern, Middle School, Art

Stephanie Flint, Elementary, Counselor

Ashley Ford, Middle School, Language Arts & Science

Heather Schultz, Middle School, Language Arts

Enrollment

Student enrollment went up 8 students since last month. (Most students moved to Cozad from out of state)

Legislative Update

7. **CONSENT AGENDA**

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

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

7.2. **Congratulations, Condolences, Correspondences**

7.3. **Classified Resignations**

Zach Stauffer, Middle School, SpEd/TLC Paraprofessional & High School Head  
Girls Basketball Coach

7.4. **Classified Hires**

Karen Morse, Afterzone Director

7.5. **Standing Reports**

7.5.1. **Sub Reports**

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

SFSP: \$85,528.35

SNP: \$826.56

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Total: \$86,354.91

7.5.3. **Bus Route Averages**

7.6. **Salary Advancement Applications**

Karysn Bell

University of Nebraska-Lincoln, Issues in Early Childhood Special Education, 3 Hours

University of Nebraska-Lincoln, Early Childhood Assessment, 3 Hours

University of Nebraska-Lincoln, Foundation of Educational Research, 3 Hours

University of Nebraska-Lincoln, STEM in Early Childhood Education, 3 Hours

University of Nebraska-Lincoln, Medically Fragile Infants, 3 Hours

University of Nebraska-Lincoln, Language Development, 3 Hours

Ashley Bown

Western Governors University, Curriculum Evaluation, 2 Hours

Western Governors University, Curriculum Design, 2 Hours

Western Governors University, Assessment for Student Learning, 2 Hours

Western Governors University, Differentiated Instruction, 2 Hours

Western Governors University, Research Questions and Literature Review, 2 Hours

Western Governors University, Research Design and Analysis, 2 Hours

Western Governors University, Research Proposals, 2 Hours

Western Governors University, Research Foundations, 2 Hours

Western Governors University, MS: Curriculum and Instruction Capstone, 6 Hours

Trey Botts

University of Nebraska-Kearney, Art Education Research Methods, 3 hours

University of Nebraska-Kearney, Visual Culture and Studio Practice, 3 hours

University of Nebraska-Kearney, Curriculum Development and Assessment in PK-12 Classrooms, 3 Hours

University of Nebraska-Kearney, History: Theories and Philosophies of Art Education, 3 hours

University of Nebraska-Kearney, Multicultural Art in the Elementary and Secondary Curriculum, 3 Hours

University of Nebraska-Kearney, Art for Students with Diverse Needs, 3 hours

Kylie Corken

University of Nebraska-Kearney, Art Education Research Methods, 3 hours

University of Nebraska-Kearney, Visual Culture and Studio Practice, 3 hours

University of Nebraska-Kearney, Curriculum Development and Assessment in PK-12 Classrooms, 3 hours

University of Nebraska-Kearney, History: Theories and Philosophies of Art Education, 3 hours

University of Nebraska-Kearney, Multicultural Art in the Elementary and Secondary Curriculum, 3 hours

University of Nebraska-Kearney, Art for students with Diverse Needs, 3 hours

Brent Frauen

University of Nebraska-Kearney, Principal as Instructional Leader, 3 hours

University of Nebraska-Kearney, Activity Director, 3 hours

University of Nebraska-Kearney, Administrators trends and Issues, 3 hours

Mark Messner

University of Nebraska-Kearney, Foundations of Music Education, 3 hours

Arika Russell

Augustana University, Five Keys to Reading Instruction, 3 hours

Caitlin Smith

Doane University, SEL- Building a Classroom into Community, 3 hours

Doane University, Research Methods, 3 hours

Doane University, Assessment for Learning, 3 hours

David Squiers

Northwest Missouri State University, Practicum for School Leadership (K-12):Capstone

Jennifer Walls

University of Nebraska- Kearney, Organization of School Library/Technology Resources, 3 hours

University of Nebraska- Kearney, Reference Services and Resources, 3 hours

**8. FINANCIAL REPORTS AND CLAIMS**

**8.1. District Treasurer's Report**

**8.2. District Financial Report**

**8.3. Check Journal General Fund**

**8.4. Check Journal Lunch Fund**

**8.5. Activities Financial Report**

**8.6. Activities Check Journal**

**8.7. BANK STATEMENTS**

**8.7.1. Bond Fund**

- 8.7.2. **Building Fund**
- 8.7.3. **General Fund**
- 8.7.4. **Depreciation Fund**
- 8.7.5. **Employee Benefit**
- 8.7.6. **Student Fees**
- 8.7.7. **Lunch Fund**

**8.8. Standing Financial Reports**

- 8.8.1. **Bond Fund Taxes Report**
- 8.8.2. **General Fund Taxes Report**
- 8.8.3. **Building Fund Taxes Report**

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

Alexandria Trimble, Elementary, First Grade  
Daniel Revelo, High School, Guidance Counselor  
Ethan Haarberg, High School, Special Education  
Cheyenne Fitzgerald, Elementary, Kindergarten  
Sydney Widick, Elementary, Third Grade  
Tory Gilson, High School, Business Marketing and Information Technology Teacher

**10. DISCUSS, CONSIDER AND TAKE ACTION ON THE APPROVAL OF RESIGNATION OF CERTIFICATED STAFF AT THE END OF THEIR 2020-2021 CONTRACT YEAR**

Audrie Woldt, Elementary, Kindergarten

**11. DISCUSS, CONSIDER AND TAKE ACTION OF AMGL PROPOSAL FOR 2020-2021, 2021-2022, & 2022-2023 AUDITS**

**12. DISCUSS, CONSIDER AND TAKE ACTION ON THE MIDDLE SCHOOL AND HIGH SCHOOL HISTORY BOOK SERIES**

**Middle School**

**World History 6th & World History 7th**

**McGraw Hill**

**Discovering Our Past: A History of the World**

**8th Grade Social Studies**

**HMH**

**United States History: Beginnings to 1877**

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**High School**

**American Government:**

**HMH**

**United States Government**

**World Geography:**

**HMH**

**Global Geography**

**Psychology:**

**HMH**

**Psychology**

**Sociology:**

**HMH**

**Sociology**

**Economics:**

**Pearson**

**Economics**

**World History**

**HMH**

**World History**

**13. POLICIES TO BE DELETED 4112, 6163, 6500 & 6501**

**13.1. Policy 4112: Line of Authority**

Policy to be deleted, contained in Policy 3035: Chain of Command-District Administration

# Policy 4112 – Line of Authority

Teachers shall be directly responsible to the Principal of their respective building. They shall promptly and consistently carry out the instructions of their Principal and/or Superintendent. Individual teachers may meet with the Board of Education to discuss problems relative to their own situation. It must be remembered that this course is open to teachers only if the Principal and Superintendent were unable to resolve the conflict. A staff's problem should first be discussed with the Principal, not the Superintendent. The Superintendent is available if the conflict is not resolved by the Principal and the teacher. Teachers are not to go directly to members of the Board regarding school matters. The Board is a policy making agency and does not normally function in the area of supervision and management of individual teachers.

Adopted 12/5/98

Reviewed 5.11.2009

### 3035

#### Chain of Command – District Administration

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

<b>Student Discipline:</b>	<ol style="list-style-type: none"><li>1. Classroom Teacher</li><li>2. Principal/Assistant Principal</li><li>3. Superintendent</li></ol>
<b>Instruction or Curriculum:</b>	<ol style="list-style-type: none"><li>1. Teacher</li><li>2. Principal/Curriculum Director</li><li>3. Superintendent</li></ol>
<b>Transportation:</b>	<ol style="list-style-type: none"><li>1. Bus Driver</li><li>2. Principal/Assistant Principal</li><li>3. Superintendent</li></ol>
<b>Facilities, Grounds, or Maintenance:</b>	<ol style="list-style-type: none"><li>1. Custodial staff</li><li>2. Head custodian</li><li>3. Principal</li><li>4. Superintendent</li></ol>
<b>Policy or Handbook:</b>	<ol style="list-style-type: none"><li>1. Principal</li><li>2. Superintendent</li></ol>
<b>Athletics:</b>	<ol style="list-style-type: none"><li>1. Coach</li><li>2. Athletic/Activities Director</li><li>3. Principal</li><li>4. Superintendent</li></ol>
<b>Personnel:</b>	<ol style="list-style-type: none"><li>1. Employee in question</li><li>2. Principal</li><li>3. Superintendent</li></ol>
<b>All Other Matters</b>	<ol style="list-style-type: none"><li>1. Building Principal</li><li>2. Superintendent</li></ol>

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This

policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at [www.cozadschools.net](http://www.cozadschools.net).

Adopted on: 06/18/18

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

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

### 13.2. **Policy 6163: Internet-Acceptable Use**

Policy 6163 to be deleted, contained in Policy 5037: Student Internet and Computer Access

# Policy 6163: 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 7.12.2010

Revised

6.11.2012

# Policy 6163: 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:

Staff/Students must

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices, as posted.
  - b. Use personal mobile devices on the public network only.
  - c. Not log in (authenticate) to the private network unless using district owned/authorized devices or services.
  - d. Report security risks or violations to a teacher or network administrator.
  - e. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - f. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - a. Not infringe copyrights (no making illegal copies of music, games, or movies!).
  - b. Not plagiarize.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a teacher.
  - c. 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).
  - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Not send spam, chain letters, or other mass unsolicited mailings.
  - g. 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.

# Administrative Guidelines for Policy 6162:

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 6.14.2010

**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: \_\_\_\_\_

### 13.3. **Policy 6500: Extra-curricular and Co-curricular Activities**

Policy 6500 to be deleted, already contained in Policy 6028: The Extracurricular Activities Program

# Policy 6500: Extra-curricular and Co-curricular Activities

*Athletic and Activity Policies of Cozad Community Schools as Revised In 1991*

## Section 1. General Activities/Athletics Chain of Command

The chain of command for problem solving and/or regular business shall be:

1. Head Coach/Sponsor of sport or activity
2. Activity Director
3. Building Principal
4. Superintendent
5. School Board

Coaches or sponsors with problems or requests start by going through the Activities Director and work their way up the chain.

Outside problems from students/athletes, parents, or community should be directed to coach/sponsor and/or A.D. and work their way up the chain.

No regular Sunday practices will be scheduled. In the event of a District or State scheduled contest or similar cause for any type of weekend practices, the Activities Director will seek permission from the High School Principal who in turn will notify the board if such practice has been approved. No Sunday practices will be permitted to exceed two hours. Students who have prior church obligations will be excused from these practices without prejudice or penalty.

All students grades 7-12 who are participating in any school activity that is governed by the Nebraska School Activities Association, will be required to purchase an activity ticket.

## Section 2. Football

All high school football programs will abide by the rules of the N.S.A.A. and the Southwest Conference. All football programs will be under the direct supervision and responsibility of the varsity head coach and Activities Director. The varsity head coach will meet with the assistants, freshman, and 7/8 grade coaches periodically to review their programs and make suggestions. The varsity head coach shall be responsible for requisitioning adequate equipment and supplies for the maintenance of both the reserve and varsity teams. The head coaches for the freshman team and the 7/8 grade team will likewise be responsible for equipment & supplies for their respective teams. All requisitions shall be approved and ordered by the Activities Director.

There will be a maximum of three assistant varsity coaches, two freshman coaches, and four 7th & 8th grade coaches.

The coaches using equipment will be responsible for its maintenance and will see that it is properly stored when not in use. The head coach at each level will inventory all equipment & uniforms and turn in an end-of-season report within 2 full weeks of their season's conclusion. A written summary of the season will be included in the end-of-season report.

The varsity team will play no more than nine games in regular season play: reserve team seven games: 8th grade four games: 7th grade four games: and freshman six games.

There will be no practices held on the varsity game field and no night (under the lights) practices except by permission of the Activities Director and/or the Building Principal.

There shall be no formal football practices scheduled on Sunday without prior Board approval. In the case of an early week varsity football playoff game, Board approval for a Sunday practice may be requested by the head coach and/or the Activities Director.

### Section 3. Boys and Girls Basketball

All high school basketball programs will abide by the rules of the N.S.A.A. and the Southwest Conference. All boys basketball programs will be under the direct supervision and responsibility of the boys head varsity coach and Activities Director. The boys varsity head coach will meet with the assistants, freshman, and 7th & 8th grade coaches periodically to review their programs and make suggestions. The varsity girls basketball head coach will do the same as above. The varsity boys & girls head coaches shall be responsible for requisitioning adequate equipment and supplies for the maintenance of the sophomore, reserve, and varsity programs. The head coaches for the boys & girls freshman team and the 7th grade team & 8th grade team will likewise be responsible for equipment & supplies for their respective teams. All requisitions shall be approved and ordered by the Activities Director.

There will be a head coach in boys and girls basketball with an assistant who will be in charge of the sophomore and reserve teams. The boys and girls freshman teams will each have one coach. The boys and girls 7th & 8th grade teams will each have the maximum of two coaches.

The boys and girls reserve, sophomore, freshman, 8th grade, and 7th grade teams will consist of all students who are interested in participating.

There will be a maximum of 16 games and one tournament for the varsity teams: there will be a maximum of 16 reserve games: there will be a maximum of 12 freshman games: there will be a maximum of 8 8th grade games: there will be a maximum of 8 7th grade games.

All games will be scheduled or approved by the Activities Director.

The coach responsible for the team will be responsible for the care of the equipment and when practices are held at night. The coaches will make sure that the building is secure before leaving.

At the end of the season, each head coach at each level will inventory all equipment & uniforms and turn in an end-of-season report within 2 full weeks after their last game. A written summary of the season will be included in the end-of-season report.

All Saturday practices should get the approval of the Activities Director. There shall be no formal basketball practices scheduled on Sunday. In case of early week varsity district games, the head coach and/or Activities Director may request permission from the board for a Sunday practice.

#### Section 4. Volleyball

All high school volleyball programs will abide by the rules of the N.S.A.A. and the Southwest Conference. All Volleyball programs will be under the direct supervision and responsibility of the varsity head coach and Activities Director. The varsity head coach will meet with the assistant, freshman, 8th grade, and 7th grade coaches periodically to review their programs and make suggestions. The varsity head coach shall be responsible for requisitioning adequate equipment and supplies the maintenance of the sophomore, reserve, and varsity teams. The head coach for the freshman team, the 8th grade team, and the 7th grade team will likewise be responsible for equipment and supplies for their respective programs. All requisitions shall be approved and ordered by the Activities Director.

There will be one varsity assistant coach in charge of the sophomore and reserve teams, one freshman coach, a maximum of two 8th grade coaches, and two 7th grade coaches.

The reserve, sophomore, freshman, 8th grade, and 7th grade teams will consist of all students who are interested in participating.

There will be a maximum of 12 matches and one tournament for the varsity team: there will be a maximum of 12 matches for the sophomore team: there will be a maximum of 10 matches for the freshman team: there will be a maximum of 8 matches for the 8th grade and 7th grade teams.

All games will be scheduled or approved by the Activities Director.

The coach responsible for the team will be responsible for the care of the equipment and when practices are held at night, the coaches will make sure that the building is secure before leaving.

At the end of the season, each head coach at each level will inventory all equipment & uniforms and turn in an end-of-season report within 2 full weeks after their last match. A written summary of the season will be included in the end-of-season report.

All Saturday practices should get the approval of the Activities Director. There shall be no formal volleyball practices scheduled on Sunday. In case of early week varsity district matches, the head coach and/or Activities Director may request permission from the Board for a Sunday practice.

#### Section 5. Wrestling

The high school wrestling program will abide by the rules of the N.S.A.A. and the Southwest Conference. The high school and middle school wrestling programs will be under the direct supervision and responsibility of the varsity head coach and Activities Director. The varsity head coach will meet with the assistant and the 7/8 grade coaches periodically to review their programs and make suggestions. The varsity head coach shall be responsible for requisitioning adequate equipment and supplies for the maintenance of the reserve and varsity programs. The 7/8 wrestling head coach will likewise be

responsible for equipment, uniforms and supplies for that program. All requisitions shall be approved by the Activities Director.

There will be one varsity assistant coach in charge of the reserve program and a maximum of two 7/8 grade wrestling coaches.

There will be a maximum of 16 meets/matches for the reserve and varsity teams. There will be a maximum of 8 7/8 meets/matches.

All matches will be scheduled or approved by the Activities Director.

The coach for the team will be responsible for the care of the equipment and when practices are held at night. The coaches will make sure that the building is secure before leaving.

At the end of the season, the varsity head coach and the middle school head coach will inventory all equipment & uniforms and turn in an end-of-season report within 2 weeks after their last match. A written summary of the season will be included in the end-of-season report.

All Saturday practices should get the approval of the Activities Director. There shall be no formal wrestling practices scheduled on Sunday. In case of a sub district wrestling tournament held early in the week, the head coach and/or Activities Director may request permission from the board for a Sunday practice.

## Section 6. Boys and Girls Golf

The boys and girls golf programs will abide by the rules of the N.S.A.A. and the Southwest Conference. The boys and girls golf teams will be under the direct supervision and responsibility of the head coach and the Activities Director. The coach shall be responsible for requisitioning adequate equipment and supplies for maintenance of the varsity and reserve programs. All requisitions shall be approved and ordered by the Activities Director.

All outdoor practices and meets will be held at the Cozad Country Club. All ground rules of the Cozad Country Club will be carefully observed. On days where weather prohibits outside practice, an indoor practice or classroom session should be scheduled.

There will be a maximum of 13 matches/tournaments for the reserve and varsity teams.

All meets/tournaments will be scheduled or approved by the Activities Director.

The head coach will be responsible for the care of the equipment.

At the end of the season the head coach will inventory all equipment and turn in an end-of-season report within 2 weeks after the last meet. A written summary of the season will be included in the end-of-season report.

All Saturday practices should get the approval of the A.D. and there shall be no formal golf practices scheduled for Sunday.

## Section 7. Boys And Girls Cross Country

The high school boy/girl cross country program will abide by the rules of the N.S.A.A. and the Southwest Conference. The boys and girls cross country program will be under the direct supervision and responsibility of the head coach will be responsibility of the head coach and the Activities Director. The head coach will be responsible for the requisitioning of adequate equipment and supplies for the maintenance of the varsity and reserve programs. All requisitions shall be approved and ordered by the A.D.

There will be one coach for both boys and girls teams until such time as numbers warrant a head coach for each team.

There will be a maximum of 11 meets and no more than two meets per week.

All meets will be scheduled or approved by the Activities Director.

The head coach will be responsible for the care of uniforms and equipment.

All cross country meets will be held at the Cozad Country Club and all ground rules of the Country Club will carefully observed.

At the end of the season, the coach will inventory all uniforms and turn in an end-of-season report within two weeks after the final meet. A written summary of the season will be included in the report.

There shall be no formal cross country practices scheduled on Sunday.

## Section 8. Boys and Girls Track

The high school boys and girls track program will abide by the rules of the N.S.A.A. and Southwest Conference. The high school and middle school programs will be under the direct supervision and responsibility of the varsity head coaches and the Activities Director. The varsity head coaches will meet periodically to review their programs and make suggestions. The varsity head coaches shall be responsible for requisitioning adequate equipment, uniforms, and supplies for the maintenance of the varsity and reserve programs. The 7/8 boy/girl head track coaches will likewise be responsible for equipment, uniforms, and supplies for their program. All requisitions shall be approved and ordered by the Activities Director.

There will be a head coach and a maximum of two assistants for each of the varsity boys and girls programs. The 7/8 grade program will have a head coach and one assistant for each of the boys and girls teams. There may be a pole vault coach for all high school and middle school vaulters.

There will be a maximum of 9 meets involving 4 or meets for the varsity team and a maximum of 6 meets for the reserve team. The 7th & 8th grade teams will compete in a maximum of 8 meets.

All meets will be scheduled or approved by the Activities Director.

The head coach for each team at each level will be responsible for the care of the equipment and uniforms. The coaches will make sure that the building is secured before leaving. No athletes are to be in the gym or the weight room without a coach present.

At the end of the season, the head coach for each team at each level will inventory all equipment, uniforms, and supplies. They will see that all hurdles and pits are properly stored in the track shed. An end-of-season report that includes inventory, participants, requisitions and summary of the season will be turned in to the A.D. before school gets out for the year.

Practices will generally be held on school grounds and primarily at the Haymaker Stadium track. The Activities Director's approval should be secured prior to practicing off of school grounds.

All Saturday practices should get the approval of the Activities Director. There shall be no formal track practice held on Sunday.

### Section 9. Practice Times And Locations

All starting times of practices will be set by the individual sponsor. The individual sponsor will determine the consequences for being late to practice or missing practice.

In order that participants and their parents may plan accordingly and for the welfare of the student, the following limits concerning length of practice will be followed:

Athletics	7th-8th	Frosh	Varsity
Football	3:45-5:45	3:45-6:10	3:45 to 6:40
	out of locker room by 6:15	out of locker room by 6:30	
	out of locker room by 7:00		
.....			
Basketball	if practicing at	boy/girl split	boy/girl split
East or North	practice at CMS	at 3:45-5:45 early	3:45-5:20 early
5:20-7:20 late		5:20-7:15 late	out of gym by 7:40
	out by 6:15		out of gym by 7:30
Split practice at	when practicing at	Wednesday practice	
CMS gym	CHS w/varsity will	split or share	
	3:40-5:15 early	go by var. split	out of gym by 7:00
	5:15-6:45 late	practice schedule	
	out of gym by 7:15		

Wednesday practice	Wednesday practice
3:45-5:00 early	3:45-5:00 early
5:00-6:15 late	5:00-6:15 late
out of gym by 6:30	out of gym by 6:30

.....

Volleyball	same as basketball	may split CMS gym	3:45-6:20
(may share CMS gym	early or late with	out of gym by 6:40	
	with frosh on a	7/8 graders or	
	split sched. & one	may practice with	
	team at East gym)	var. or split early	
		late with varsity	
		Wed. pr. out by 6:30	

.....

Wrestling	3:45-6:00	on wed. frosh out	3:45-6:20
out of gym by 6:20	by 6:30	out of gym by 6:40	

.....

Track	3:45-6:00	on wed. Frosh out	3:45-6:20
	out of locker	by 6:30	out by 7:00
	room by 6:30		

.....

Golf & CC	on Wed. frosh	3:45-6:30
	out by 6:30	out by 6:45

.....

Activities

Fine Arts

CHS (9-12) fine Arts evening practice will generally begin at 7:00 and will end by 9:30 with everyone out of the building by 9:45

CMS (6-8) fine Arts evening practice will generally begin at 7:00 and will end by 9:00 with everyone out of the building by 9:15.

.....  
Any extensions of the practice schedules listed above (fine arts and athletics) must first be approved by the Activities Director and the building principal.

Saturday evening practices will be avoided if at all possible. Coaches need the Activities Director's and the building Principal's approval.

There will be no regular practice scheduled on Sunday. Exceptions can be made when a district or state tournament game is early in the week. The Activities Director and/or High School Principal will seek Board approval for Sunday practice.

### Section 10. Speech Team and Play Production

The high school speech team and play production team will abide by the rules of the N.S.A.A. and the Southwest Conference. The high school programs will be under the direct supervision and responsibility of the head coach and the Activities Director.

There will be a head coach and a maximum of one assistant for the speech team and play direction cast.

There will be a maximum of one speech contest per week for the length of the season set by the N.S.A.A.

The head coach will be responsible for the care of props, facilities, and supplies. The coach will make sure that the building is secure before leaving.

All meets will be scheduled or approved by the Activities Director.

At the end of the season, the head coach will complete the end-of-season report within 2 weeks after the final contest. This report should include a summary of the season and be turned in to the A.D.

All Saturday practices should get the approval of the Activities Director and/or the Building Principal. There shall be no formal speech or play production practices scheduled on Sunday.

### Section 11. General Policies Affecting Athletics & Activities

Maintenance and upkeep of grounds and buildings are not the responsibility of the coach/sponsor. Any needed work will be reported to the Activities Director or the Building Principal who will contact the custodians and arrange to have the necessary work, maintenance, or repairs completed.

Coaches/sponsors will not leave their students in a dressing room, gym, weight room, auditorium, band or chorus room or classroom unsupervised. Coaches/sponsors will be responsible for the action of the students/athletes at all times.

Students dropped from one sport will not be allowed to transfer to another sport during that season except by mutual agreement between the coaches, Activities Director, and the Building Principal.

Participation

1. Any student may participate in athletics above their grade level only upon the recommendation of the coaches involved and the approval of the Activities Director and High School Principal.
2. No athlete shall participate in two sports at the same time.
3. 3. If a freshman meets requirements for a varsity letter they may receive a letter award and be eligible to join C-Club.

All coaches, assistant coaches, sponsors will be present when the teams/activities they are sponsoring are in competition with another school or schools, unless their absence is approved by the Activities Director or Building Principal. This is to include traveling to and from competition.

The Activities Director will inform the Building Principal of all major changes prior to signing contracts.

The Activities Director will inform the Building Principal of all Saturday practices in all sports/activities.

All coaches/sponsors will notify the A.D. before canceling a scheduled practice for weather, rest, or whatever reason.

Because of the dangers of personal injury and law suits claiming negligence, the following acts will not be permitted at athletic and/or other extra-curricular activities: (Adopted 12/13/93)

Spectators shall be prohibited from rushing onto the playing surface at the conclusion of a contest.

Spectators shall be prohibited from continually standing and/or periodically jumping on the seats and footboards of pull-out bleachers.

Failure to follow these regulations will result in removal from the activity and possible legal action.

## 6028

### The Extracurricular Activities Program

#### 1. General Purpose

- a. The extracurricular program includes noncurricular activities which are sponsored by the school district. These activities include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.
- b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.
- c. Extracurricular activities **do not** include:
  - i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.
  - ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

#### 2. Governance

- a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

- b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

### 3. Student Eligibility

- a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.
- b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.
- c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.
- d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.
- e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.
- f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

### 4. Sponsors

- a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.

- b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the superintendent's sole discretion.
  
- c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

## 5. Fundraising Activities

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: 1/13/2020

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

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



#### 13.4. **Policy 6501: Concussion Awareness**

Policy to be deleted, already contained in Policy 6034: Concussion Awareness

# Policy 6501: Concussion Awareness

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of the district's athletic teams.

The School District will:

1. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
  - a. Heads UP Concussions in Youth Sports
  - b. Concussion in Sports—What You Need to Know
  - c. Sports Safety International
  - d. ConcussionWise
  - e. ACTive™Athletic Concussion Training for Coaches; and
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - a. The signs and symptoms of a concussion;
  - b. The risks posed by sustaining a concussion; and
  - c. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.
3. A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

4. School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications

#### Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

#### Effective Date.

This policy becomes operative on July 1, 2012.

It is the responsibility of the superintendent to implement this policy.

Legal Reference:           LB 260 Concussion Awareness Act

Approved 7.18.2011   Revised: 7.16.2012

## Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to

participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student,

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the

Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: 1/13/2020

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

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

14. **DISCUSSION**

14.1. **COVID UPDATES AND RECOMMENDATIONS**

14.2. **Cozad Community Schools Gas Supplier**

15. **AGENDA SETTING AND FUTURE MEETINGS**

Board Retreat, Wednesday, April 21, 2021, 7pm  
Board Meeting, Monday, May 17, 2021, 7pm

GROUP PICTURE!!

16. **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.