

Cozad Community Schools

Board of Education Regular Meeting

Monday, August 16, 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

Technology Board Report
8/16/21
Patty Wolfe - Technology Director

1. ALICAP Ransomware Questionnaire

- a. Submitted completed Questionnaire
- b. ALICAP will work with underwriters to obtain the renewal terms for our district for Cyber and ransomware

2. Emergency Connectivity Fund (EFC)

- a. Administered by USAC with oversight from the Federal Communications Commission (FCC)
- b. Program will reimburse schools for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning.
- c. Submitted Application for monthly service of our Hotspots and devices for our students in 1st grade

3. Summer Projects / Duties Updates

- a. Replacing Core and server switches, moving server from MS to tech closet at Wellness Center (DL Room), and installing UPS (back up batteries) on servers was not completed due to delay in equipment being shipped. These are eRate items and ordered at the end of June to be installed in July. Estimated shipping is now November.

4. Student 1:1 Device Update

- a. Grades 3-12 Chromebooks
- b. Take home option for grades 6-12
- c. iPads-Grades K-2

3.2. Corey Fisher Report

Cozad High School

1710 Meridian Ave., Cozad, NE 69130

Corey Fisher, Principal

e-mail: corey.fisher@cozadschools.net

Phone: (308) 784-2744

Date: August 16, 2021

Re: Board Report (High School)

SPANISH TEACHING POSITION:

- We have resolved the Spanish teaching vacancy that we were working to address this summer. While we were unable to secure a candidate outside of the district to fill the vacancy, I am proud to report to you that two of our current staff voluntarily stepped up, adjusted their schedules and assumed the responsibility for four of our greatest Spanish course request needs.
- Marcie Kostrunek and Daniel Revelo, both Cozad High School Alumni, are the two who are going above and beyond. Because of their pride and commitment, we will be able to offer Spanish I and Spanish II courses to our students this fall.
- We will continue to advertise and work to fill the position as covering these classes in-house is a temporary solution.
- We also have the opportunity to offer Spanish II via DL. Ravenna High School has offered to allow our students to participate in their Spanish II course and we do have a couple students who may take advantage of that opportunity.

PROFESSIONAL DEVELOPMENT AT CHS:

- The administrative team continues to build a sound Professional Development Plan for the 2021-2022 school year. Primary areas of focus will be as follows:
 - Refocus on Instructional Performance guided by The Robert J. Marzano instructional Framework.
 - Continued implementation of the eduCLIMBER data management program.
 - Implementation of the Canvas Learning Management System
- While the above will be primary areas of focus, we will also work to strengthen our curricular department and hold department level meetings utilizing Middle and High School staff/curricular departments.

SCHEDULING:

- Jordan Haarberg has done an outstanding job working to finalize student class schedules for this fall semester.
- We have a larger number of students who are needing to recover credits due to failing in the past. This is an area I have and will continue to address with staff. Our goal is always to assure that no students fail a semester. We will challenge ourselves as a staff and also our student body to improve performance.
 - F's to D's. D's to C's. C's to B's and B's to A's.

BACK TO SCHOOL:

- Orientation for Freshmen and new students will be held on Monday, August 16th.
- I will be meeting with all students and staff in the auditorium at 8:10 a.m. on the first day of school.
- Both during orientation and during our time together on the first day I will be addressing multiple areas of the handbook and other general expectations.

THE BIG 3:

- BE HONEST
- BE RESPECTFUL
- BE ACCOUNTABLE

I will present details of The Big 3 during the board meeting on Monday, August 16, 2021. This is something I am confident will lend to the mission of our district and help our students accomplish their goals.



CCS INSTRUCTIONAL FRAMEWORK TEACHER’S GUIDE

NON-NEGOTIABLE

NON-NEGOTIABLE

SHOULD SEE AND HEAR <i>DAILY</i> IN CLASSROOMS AT COZAD COMMUNITY SCHOOLS	COULD SEE AND HEAR <i>{NOT NECESSARILY DAILY}</i> IN CLASSROOMS AT COZAD COMMUNITY SCHOOLS	SHOULD <i>NEVER</i> SEE OR HEAR IN A CLASSROOM AT COZAD COMMUNITY SCHOOLS
<p><i>Instructional Practices:</i></p> <p>DESIGN QUESTION #1:</p> <ul style="list-style-type: none"> Teachers Providing Clear and Rigorous Learning Goals posted or communicated to students. Teachers Celebrating Success in class. <p>DESIGN QUESTION #2:</p> <ul style="list-style-type: none"> Teachers Identifying Critical Information and helping students Reflect on Learning <p>DESIGN QUESTION #3:</p> <ul style="list-style-type: none"> Teachers Reviewing Content and Practicing Skills, Strategies and Processes Teachers Effectively Using Homework to Help Students Practice and Deepen Their Understanding of New Knowledge. (if a homework or assignment is given) <p>DESIGN QUESTION #4:</p> <ul style="list-style-type: none"> Teachers Providing Resources and Guidance. <p>DESIGN QUESTION #5:</p> <ul style="list-style-type: none"> Teachers Noticing and Reacting to students who are Not Engaged. <p>DESIGN QUESTION #7:</p> <ul style="list-style-type: none"> Teachers will demonstrate Withitness by Demonstrating Content Knowledge and Classroom Management. <p>DESIGN QUESTION #8:</p> <ul style="list-style-type: none"> Teachers will Display Objectivity and Control. 	<p><i>Instructional Practices:</i></p> <p>DESIGN QUESTION #2:</p> <ul style="list-style-type: none"> Teachers Previewing New Content with students. Teachers helping students Effectively Interact With New Knowledge. Teachers Identifying Critical Information and Chunking Content Into “Digestible Bites”. <p>DESIGN QUESTION #5:</p> <ul style="list-style-type: none"> Teachers Using Physical Movement to maintain/increase Engagement. <p>DESIGN QUESTION #6:</p> <ul style="list-style-type: none"> Teachers revisiting and revising (when necessary) well Established Classroom Rules and Routines to assure accountability to a positive school environment. <p>DESIGN QUESTION #8:</p> <ul style="list-style-type: none"> Teachers working to Understand Students’ Interests and working to develop an understanding of their students’ personal Backgrounds. <p>DESIGN QUESTION #9:</p> <ul style="list-style-type: none"> Teachers work to maximize engagement by Asking Questions of All Students. 	<p><i>Should Never See or Hear In A Classroom At CCS:</i></p> <ul style="list-style-type: none"> Students Being Humiliated Negative Sarcasm and Disrespect Towards Students Cell Phones In Class (unless for Academic Learning as approved by the teacher) See Disengaged Students For Extended Periods of Time Homework Being Used Ineffectively Teachers Providing Instruction That Is Not Well Planned and Guided, In Part, By Their Instructional Growth Plan (January 2022) <div data-bbox="1117 1203 1503 1587" data-label="Image"></div>

“Educational research suggests that the single most influential component of an effective school is the individual teachers within the school.”

-- Dr. Robert J. Marzano

“The Art and Science of Teaching” *Defined At Cozad Community Schools*

Lesson Segments INVOLVING ROUTINE EVENTS	Lesson Segments ADDRESSING CONTENT	Lesson Segments ENACTED ON THE SPOT
<p>Design Question 1: What will I do to establish and communicate learning goals, track student progress, and celebrate success?</p> <p>1) Providing Clear Goals and Scales to Measure those Goals</p> <p>2) Tracking Student Progress</p> <p>3) Celebrating Success</p>	<p>Design Question 2: What will I do to help students effectively interact with the new knowledge?</p> <p>6) Identifying Critical Information</p> <p>7) Organizing Students to Interact with New Knowledge</p> <p>8) Previewing New Content</p> <p>9) Chunking Content into “Digestible Bites”</p> <p>10) Processing New Information</p> <p>11) Elaborating on New Information</p> <p>12) Recording and Representing Knowledge</p> <p>13) Reflecting on Learning</p>	<p>Design Question 5: What will I do to engage students?</p> <p>24) Noticing and Reacting When Students Are Not Engaged</p> <p>25) Using Academic Games</p> <p>26) Managing Response Rates</p> <p>27) Using Physical Movement</p> <p>28) Maintaining a Lively Pace</p> <p>29) Demonstrating Intensity and Enthusiasm</p> <p>30) Using Friendly Controversy</p> <p>31) Providing Opportunities for Students to Talk About Themselves</p> <p>32) Presenting Unusual or Intriguing Information</p>
<p>Design Question 6: What will I do to establish and maintain classroom rules and procedures?</p> <p>4) Establish Classroom Routines</p> <p>5) Organizing Physical Layout of the Classroom for Learning</p>	<p>Design Question 3: What will I do to help students practice and deepen their understanding of new knowledge?</p> <p>14) Reviewing Content</p> <p>15) Organizing Students to Practice and Deepen Knowledge</p> <p>16) Using Homework</p> <p>17) Examining Similarities and Differences</p> <p>18) Examining Errors and Reasoning</p> <p>19) Practicing Skills, Strategies and Processes</p> <p>20) Revising Knowledge</p>	<p>Design Question 7: What will I do to recognize and acknowledge adherence and lack of adherence to classroom rules and procedures?</p> <p>33) Demonstrating “Withitness”</p> <p>a) Demonstrating Content Knowledge</p> <p>b) Demonstrating Classroom Management</p> <p>34) Applying Consequences</p> <p>35) Acknowledging Adherence to Rules and Procedures</p>
<p style="text-align: center;">CCS Marzano Instructional Framework Domain/Design Question (DQ) Implementation Timeline</p> <p>➤ 2016: DQ: #6, #2, #3, #4</p> <p>➤ 2017: <i>Instructional Rounds</i>, DQ: #8, #1, #5, #7, #9 *Full Review Domain #1 (scales & elements) *Professional Goal Setting/Element Prioritization</p> <p>➤ 2018: <i>Instructional Model Review/Goal Setting</i></p>	<p>Design Question 4: What will I do to help students generate and test hypotheses about new knowledge?</p> <p>21) Organizing Students for Cognitively Complex Tasks</p> <p>22) Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generating and Testing</p> <p>23) Providing Resources and Guidance</p>	<p>Design Question 8: What will I do to establish and maintain effective relationships with students?</p> <p>36) Understanding Students’ Interests and Backgrounds</p> <p>37) Using Behaviors that Indicate Affection for Students</p> <p>38) Displaying Objectivity and Control</p>
<p>➤ 2021: Refocus on Instruction, Defined Guides</p> <p>➤ 2022:</p> <p>➤ 2023:</p> <p>To access the Cozad Community Schools Implementation Timeline Document Use This Link → https://bit.ly/3rVAyhA</p>		<p>Design Question 9: What will I do to communicate high expectations for all students?</p> <p>39) Demonstrating Value and Respect for Low Expectancy Students</p> <p>40) Asking Questions of Low-Expectancy-Students ALL STUDENTS</p> <p>41) Probing Incorrect Answers with Low Expectancy Students</p>

3.3. Jeremy Yilk Report

3.4. Brian Regelin Report

MS Board Report 8/16/21- Brian Regelin

- 1) Mr. Shaffer completed the Middle School scheduling process and we have students enrolled in all of their classes for this year.
- 2) Thursday August 12th- new student/parent orientation at 6:00 PM in the Middle School. All other Middle School students pick up schedules August 13th-17th.
- 3) Expectations for MS students- Middle School Students have GRIT!
- 4) Grounds & Maintenance: The custodial staff had a very busy summer and all of the buildings are ready for the start of school. The grounds are looking good and scheduled maintenance projects have all been completed with the exception of the gym floor and some tile in the HS.

3.5. Dale Henderson Report

Cozad Community Schools
Board of Education
Elementary Report
August 16, 2021

1. Getting ready for school to start!!
 - New Staff Orientation.
 - Returning Staff
 - Staff evaluation review with all staff, emphasizing Cozad's 13 elements.
2. Building is ready for students and looks great!
3. Ga-Ga Pit is installed and ready for play!

3.6. James Ford Report

CEEC: Open house is on Monday the 16th from 5-6. We plan to have our family outreach activities again this year as well as our Kind Kid yard signs. We have partnered with Patti Mahrt who has a program for some parenting classes this upcoming school year. This opportunity will have two different classes one over a 6 session and the other over 8 sessions. Classes will be free with a free meal each night and we will have a para or paras help supervise kids so parents can engage in the classes. At the end of session parents will get their name entered into a drawing for a prize \$50 dollar gift certificate during the last session. All of this will be done at no cost to the school district. First class is rooted in relationships and the second class is pyramid parenting which is the SEL program we use at CEEC.

SPED: Staff worked diligently to get every students schedule ready and provide supports to each student. **Kate Brummer** is our new Occupational Therapist and she has been updated on her caseload. We had several para positions that needed filled over the summer but we are starting the year off with all of our SPED para positions filled. I am excited for the year we have great students and staff in our district.

MTSS: We have been planning as an administrative staff how we are going to use some of our early out days to work on our MTSS process. Also, our MTSS website for the district has been launched and **Karen Berreckman** and Bethany Hyatt needs a huge shout out for all of the work they did in getting the website up and running.

[MTSS website](#)

4. SUPERINTENDENT REPORT

5. CONSENT AGENDA

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

- Board of Education Regular Meeting, July 19, 2021

Board of Education Regular Meeting

Monday, July 19, 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: 7/15/2021

The meeting was called to order at 7 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

1.2. Nebraska Open Meeting Law, Publication of Meeting

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

1.3. Excused/Unexcused Board Member Absence

All board members were present.

2. 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.

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2 members of public were present. No comment was made.

3. PARENT INVOLVEMENT POLICY PUBLIC HEARING

President Starman called the Parental Involvement Public Hearing to order at 7:01PM

Motion to close the Parental Involvement Policy Hearing at 7:02PM Passed with a motion by Judy Eggleston 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

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

4. STUDENT FEES POLICY PUBLIC HEARING

President Starman opened the Student Fees Hearing at 7:03PM.

Motion to close the Student Fee Policy Public Hearing at 7:04PM 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

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2020-2021 school year.

A public hearing is held to discuss, consider and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on the proposed Student Fee Policy.

The changes presented to the policy for the 2021-2022 school year include the \$20 device take-home fee (raised from \$15) that was approved during the May board meeting.

5. PRINCIPAL/ADMINISTRATIVE REPORTS

5.1. Annual Census Report

Respectfully submitted by Cecily Clark.

The Census report includes children, birth to 20 year olds that reside in the Cozad School District.

State apportionment is based on the number of students age 5-18. Per NDE, the anticipated per child factor for 2020-2021 is estimated at \$81 (ADA)/ \$80 (ADM).

5.2. Patty Wolfe Report

5.3. Corey Fisher Report

5.4. Jeremy Yilk Report

5.5. Brian Regelin Report

Regelin and Ford presented the MS academic success plan to the board. Students will be placed in 3 levels of courses: Honors, Regular and Support. These placements were based on MAP testing results from the prior Fall, Winter and Spring.

5.6. Dale Henderson Report

5.7. James Ford Report

CEEC: Program is full and we will only accept new students if someone moves out of the district or if we have a student who is on an IEP who needs special education at the school. We can only take an additional 5 students for the proper ratio of teachers to students.

SPED: In the process of filling our para openings so we can be fully staffed for the beginning of the school year.

MTSS: Presentation with Brian of the plan for the middle school for the 21-22 school year.

6. SUPERINTENDENT REPORT

Superintendent's Report

July, 2021

- **Transition Plan**
- **Update on Meetings**
- **ESSER updates**
- **Beginning our year**
- **Committees**

Ms. Simpson spoke to the board about the ESSER funding and the changes that have occurred with each fund in which they can be spent. She said there is no hurry as the ESSER III funds didn't need to be spent until Sept 2024.

Simpson then explained to the board about her transition plan and how she has already met with 3 or 5 admins to get input. A email was sent out to staff with her transition plan included so all staff could view the plan.

7. CONSENT AGENDA

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

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

Yea: 6, Nay: 0

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

- Minutes from the June 14th, 2021 Board of Education Regular Meeting

7.2. Congratulations, Condolences, Correspondences

7.3. Classified Resignations

Mari Hermosillo, CEEC, Paraprofessional, Effective 6/16/2021

7.4. Classified Hires

7.5. Salary Advancement

Marcie Kostrunek, Hastings College, Teaching Grammar in Context, 3 hours

Hannah Gilg, University of Nebraska-Kearney, Technology Tools for Teachers, 3 hours

Hannah Gilg, University of Nebraska- Kearney, Formative Assessment and Interventions for Math, 3 hours

7.6. Standing Reports

7.6.1. Nutrition Services SFSP Claim for Reimbursement Summary

8. FINANCIAL REPORTS AND CLAIMS

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

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

Yea: 6, Nay: 0

8.1. District Treasurer's Report

8.2. District Financial Report

8.3. Check Journal General Fund

8.4. Check Journal Lunch Fund

8.5. Activities Financial Report

8.6. Activities Check Journal

8.7. BANK STATEMENTS

8.7.1. Bond Fund

8.7.2. Building Fund

8.7.3. General Fund

8.7.4. Depreciation Fund

8.7.5. Employee Benefit

8.7.6. Student Fees

8.7.7. Lunch Fund

8.8. Standing Financial Reports

8.8.1. Bond Fund Taxes Report

8.8.2. General Fund Taxes Report

8.8.3. Building Fund Taxes Report

9. DISCUSS, CONSIDER AND TAKE ACTION IN REGARDS TO SUBSTITUTE TEACHER PAY

Motion to approve the new pay rate for Substitute Teachers: Local \$115 , Certified \$125 , Long Term \$160 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

2020-2021 Substitute Pay:

Local:\$105
Certified: \$115
After 10 consecutive days: \$150

10. DISCUSS, CONSIDER AND TAKE ACTION REGARDING SERVICE ANIMAL REQUEST

No action was taken.

11. DISCUSS, CONSIDER AND TAKE ACTION ON STUDENT HANDBOOKS FOR THE 2021-2022 SCHOOL YEAR

Motion to approve Elementary and MS/HS handbooks with the amendment to Policy 5104 changed to Policy 5035 in handbooks and the addition to HS open campus for 9th through 12th students Passed with a motion by Ann Burkholder and a second by Judy Eggleston.
John Peden: Nay, Ann Burkholder: Yea, Joel Carlson: Yea, Judy Eggleston: Yea, Kiley Goff: Yea, Michele Starman: Yea
Yea: 5, Nay: 1

12. DISCUSS, CONSIDER AND TAKE ACTION ON RETURN TO LEARN

Motion to approve the Return to Learn Plan Passed with a motion by Kiley Goff 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

13. DISCUSS, CONSIDER AND TAKE ACTION CONTRACT FOR PHYSICAL AND OCCUPATIONAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2021-2022 SCHOOL YEAR

Motion to approve the contract for physical and occupational therapy services with Cozad Community Hospital for the 2021-2022 school year 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

14. DISCUSS, CONSIDER AND TAKE ACTION ON REQUIRED ANNUAL REVIEW OF POLICIES 5057, 5054, 5001, 5052

Motion to approve the annual reviewed policies 5057, 5054, 5001 and 5052 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

14.1. Policy 5057- Title I Parental Involvement Policy

14.2. Policy 5054- Bullying

14.3. Policy 5001- Attendance and Excessive Absenteeism

14.4. Policy 5052- Wellness

15. DISCUSSION

15.1. ESSER III Funds

Was already discussed under the Superintendent report.

15.2. Multicultural Education Report

Ms. Simpson gave the board a report on Cozad Community Schools Multicultural Education. She spoke on the districts different levels of education. Level 1: Perceptive in history to Level 3: Discussions in which students present. The schools curriculum is all within the limits of the new rules towards Nebraska's Americanism book curriculum.

15.3. Superintendent Transition Plan

Discussed in Superintendent report.

15.4. Back to School Plan

Discussed under Return to Learn.

16. AGENDA SETTING AND FUTURE MEETINGS

- Monday, August 16, 2021- Regular Board of Education Meeting, 7pm
- Monday, August 23, 2021- Special Board of Education Meeting, 12pm

17. ADJOURNMENT

Motion to adjourn the meeting at 8:45PM 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

* **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 8:45pm .

Ms. Angela Simpson, Superintendent
Cozad Community Schools District No. 11

5.2. Congratulations, Condolences, Correspondences

5.3. Classified Resignations

Bryce Bivins, Middle School/ High School, English Language Learner
Dena Simmering, Afterzone, Paraprofessional



Carrie Haynie <carrie.haynie@cozadschools.net>

Letter of Resignation

Bryce Bivins <bryce.bivins@cozadschools.net>

Wed, Aug 4, 2021 at 4:54 PM

To: Brian Regelin <brian.regelin@cozadschools.net>, Carrie Haynie <carrie.haynie@cozadschools.net>, Corey Fisher <corey.fisher@cozadschools.net>, Marcie Kostrunek <marcie.kostrunek@cozadschools.net>

To whom it may concern,

I Bryce Bivins will be resigning at my position of ELL Para. I have accepted a job as a Pharmacist Tech in Gothenburg. I absolutely love working at Cozad community schools, and with the students and staff that are a part of it. As I get older my financial responsibility is greater and through the school I was not able to reach my financial goals. The decision to move jobs is solely based on this. Thank you for your time and all the memories!

Bryce Bivins.

August 03, 2021

Cozad Community Schools,

Please consider this letter as official notice that I am resigning my para-educator position with AfterZone effective immediately.

Sincerely,

Dena Siemering

A handwritten signature in blue ink that reads "Dena Siemering". The signature is written in a cursive style with a large initial "D" and a long, sweeping underline.

5.4. Classified Hires

- Samantha Crick, Middle School, SpEd Paraprofessional
- Brent Dinslage, High School, SpEd Paraprofessional
- Chad Case, Cozad Early Education Center, Custodian
- Kathrine Klein, Cozad Early Education Center, Paraprofessional
- Denise Rasmussen, Afterzone, Paraprofessional
- Hali Cashman, Afterzone, Paraprofessional

5.5. Standing Reports

5.5.1. Nutrition Services SFSP Claim for Reimbursement Summary

SFSP Claim For Reimbursement Summary

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

Confirmation #: DGHGQO

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2021	0	08/11/2021	08/11/2021		Original

General Information

Meal Description	Number of Participating Sites	Total Number of Days Food Served	Average Daily Attendance	Number of Eligible Children (Camp only)
Breakfast	2	17	53	0
AM Snack	0	0	0	0
Lunch	2	17	70	0
PM Snack	0	0	0	0
Supper	0	0	0	0

Self-Prep and/or Vended-Rural Meals Served to Children

Meal Description	First Meals Served (A)	Second Meals Served (B)	Second Meals Allowed (C)	Camp 1st Meals Served (D)	Camp 2nd Meals Served (E)	Camp 2nd Meals Allowed (F)	Reimbursable Meals Total (A+C+D+F)
Breakfast	885	0	0	0	0	0	885
AM Snack	0	0	0	0	0	0	0
Lunch	1,170	0	0	0	0	0	1,170
PM Snack	0	0	0	0	0	0	0
Supper	0	0	0	0	0	0	0

Operating Reimbursement

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	885	2.2400	1,982.40
AM Snack	0	0.9100	0.00
Lunch	1,170	3.9100	4,574.70
PM Snack	0	0.9100	0.00
Supper	0	3.9100	0.00
Total			6,557.10

Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	885	0.2225	196.91
AM Snack	0	0.1100	0.00
Lunch	1,170	0.4075	476.78
PM Snack	0	0.1100	0.00
Supper	0	0.4075	0.00
Total			673.69

Claim Reimbursement Total

7,230.79

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	6,557.10	673.69	7,230.79
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	6,557.10	673.69	7,230.79
Net Claim Reimbursement Total	6,557.10	673.69	7,230.79

Hide Site Meal Details

Site Meal Totals

0002 Cozad Elementary

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	17	45	765	0	2.4625	1,883.81
Lunch	17	44	740	0	4.3175	3,194.95
Site Total						5,078.76

0005 Cozad High School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2nd Meals	Rate	Amount
Breakfast	17	8	120	0	2.4625	295.50
Lunch	17	26	430	0	4.3175	1,856.52
Site Total						2,152.02

5.6. Salary Advancement Applications

Jennifer Walls, University of Nebraska- Kearney, Developing Web-Based Portfolio,
3 hours

Jennifer Walls, University of Nebraska-Kearney, Administration of the School
Library Program, 3 hours

6. FINANCIAL REPORTS AND CLAIMS

6.1. District Treasurer's Report

6.2. District Financial Report

6.3. Check Journal General Fund

6.4. Check Journal Lunch Fund

6.5. Activities Financial Report

6.6. Activities Check Journal

6.7. BANK STATEMENTS

6.7.1. Bond Fund

6.7.2. Building Fund

6.7.3. General Fund

6.7.4. Depreciation Fund

6.7.5. Employee Benefit

6.7.6. Student Fees

6.7.7. Lunch Fund

6.8. Standing Financial Reports

6.8.1. Bond Fund Taxes Report

BOND FUND TAXES BY FISCAL YEAR

2021-2022	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 174,239.10	\$ 17,358.92	\$ 4,664.81	\$ 1,603.07	\$ 28,062.55	\$ 22,635.38	\$ 25,640.52	\$ 32,495.46	\$ 196,659.66	\$ 21,281.87	\$ 12,855.13	\$ 9,957.20	\$ 547,453.67
2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 174,914.16	\$ 16,325.63	\$ 3,885.72	\$ 1,746.08	\$ 27,690.19	\$ 22,979.05	\$ 26,310.60	\$ 29,071.21	\$ 213,733.50	\$ 29,267.71	\$ 11,714.05	\$ 15,170.76	\$ 572,808.66
2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 168,283.68	\$ 12,278.69	\$ 5,121.84	\$ 2,348.41	\$ 30,314.58	\$ 23,781.93	\$ 26,593.40	\$ 28,894.40	\$ 217,331.23	\$ 32,770.29	\$ 8,835.99	\$ 11,146.32	\$ 567,700.76
2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 181,290.56	\$ 18,195.27	\$ 5,516.18	\$ 1,526.49	\$ 39,611.89	\$ 25,766.84	\$ 24,833.64	\$ 26,465.36	\$ 218,079.42	\$ 29,260.71	\$ 10,492.84	\$ 8,818.59	\$ 589,857.79
2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 182,043.35	\$ 16,021.09	\$ 4,326.91	\$ 1,088.34	\$ 32,747.46	\$ 21,737.18	\$ 27,237.60	\$ 26,398.83	\$ 229,805.40	\$ 37,489.46	\$ 9,382.42	\$ 14,155.28	\$ 602,433.32
2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 182,184.65	\$ 30,400.55	\$ 9,990.45	\$ 1,921.04	\$ 35,563.42	\$ 29,631.14	\$ 15,422.28	\$ 24,287.34	\$ 227,212.06	\$ 23,595.50	\$ 7,942.85	\$ 13,096.85	\$ 601,248.13
2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 180,488.37	\$ 25,942.34	\$ 3,472.63	\$ 2,005.79	\$ 34,462.47	\$ 21,299.76	\$ 22,147.05	\$ 28,445.43	\$ 209,472.68	\$ 35,946.55	\$ 3,903.11	\$ 34,421.46	\$ 602,007.64
2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 126,357.40	\$ 17,784.40	\$ 9,654.92	\$ 1,388.31	\$ 33,296.62	\$ 18,903.58	\$ 16,188.48	\$ 32,930.48	\$ 221,816.76	\$ 32,891.85	\$ 9,133.50	\$ 15,197.51	\$ 535,543.81

BOND FUND TAXES BY CALENDAR YEAR

2021	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 28,062.55	\$ 22,277.64	\$ 10,265.01	\$ 28,697.05	\$ 178,264.32	\$ 16,094.77	\$ 9,000.07	\$ 5,895.67	\$ -	\$ -	\$ -	\$ -	\$ 298,557.08
Dawson County State Tax Credit	\$ -	\$ -	\$ 11,585.78	\$ -	\$ 11,585.78	\$ -	\$ 47.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,219.53
Dawson County Homestead	\$ -	\$ -	\$ 3,789.73	\$ 3,798.41	\$ 3,798.41	\$ 3,798.41	\$ 3,807.09	\$ 3,717.71	\$ -	\$ -	\$ -	\$ -	\$ 22,709.76
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 2,411.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,411.93
Dawson County Pro-Rate	\$ -	\$ 357.74	\$ -	\$ -	\$ 599.22	\$ -	\$ -	\$ 343.82	\$ -	\$ -	\$ -	\$ -	\$ 1,300.78
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650.69
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.00
TOTALS	\$ 28,062.55	\$ 22,635.38	\$ 25,640.52	\$ 32,495.46	\$ 196,659.66	\$ 21,281.87	\$ 12,855.13	\$ 9,957.20	\$ -	\$ -	\$ -	\$ -	\$ 349,587.77

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2020-2021 budget:	\$ 515,152.00
Received (Taxes, Credit, Homestead):	\$ 344,486.37
Difference (still due us):	\$ 170,665.63

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 27,690.19	\$ 22,835.25	\$ 7,096.81	\$ 24,077.61	\$ 193,075.01	\$ 25,165.09	\$ 7,611.43	\$ 9,944.14	\$ 173,313.78	\$ 17,164.70	\$ 4,664.81	\$ 1,603.07	\$ 514,241.89
Dawson County State Tax Credit	\$ -	\$ -	\$ 13,248.00	\$ -	\$ 13,248.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,496.00
Dawson County Homestead	\$ -	\$ -	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,102.62	\$ 4,012.58	\$ -	\$ -	\$ -	\$ -	\$ 24,525.68
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 2,471.94	\$ -	\$ -	\$ -	\$ 925.32	\$ -	\$ -	\$ -	\$ 3,397.26
Dawson County Pro-Rate	\$ -	\$ 143.80	\$ -	\$ -	\$ 835.93	\$ -	\$ -	\$ 323.06	\$ -	\$ 194.22	\$ -	\$ -	\$ 1,497.01
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 890.98	\$ -	\$ -	\$ -	\$ 890.98	\$ -	\$ -	\$ -	\$ -	\$ 1,781.96
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 799.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.24
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,063.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063.93
TOTALS	\$ 27,690.19	\$ 22,979.05	\$ 26,310.60	\$ 29,071.21	\$ 213,733.50	\$ 29,267.71	\$ 11,714.05	\$ 15,170.76	\$ 174,239.10	\$ 17,358.92	\$ 4,664.81	\$ 1,603.07	\$ 573,802.97

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

Requested in 2019-2020 budget:	\$ 571,717.00
Received (Taxes, Credit, Homestead):	\$ 565,263.57
Difference (still due us):	\$ 6,453.43

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 30,314.58	\$ 23,456.52	\$ 9,689.30	\$ 24,080.04	\$ 198,570.87	\$ 28,926.99	\$ 4,502.33	\$ 6,331.96	\$ 174,366.63	\$ 16,116.75	\$ 3,885.72	\$ 1,746.08	\$ 521,987.77
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,955.67	\$ -	\$ 10,955.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,911.34
Dawson County Homestead	\$ -	\$ -	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ 3,843.30	\$ -	\$ -	\$ -	\$ -	\$ 23,059.80
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 3,408.49	\$ -	\$ -	\$ -	\$ 547.53	\$ -	\$ -	\$ -	\$ 3,956.02
Dawson County Pro-Rate	\$ -	\$ 325.41	\$ -	\$ -	\$ 552.90	\$ -	\$ 490.36	\$ -	\$ -	\$ 208.88	\$ -	\$ -	\$ 1,577.55
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ 971.06	\$ -	\$ -	\$ -	\$ -	\$ 1,942.12
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 870.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 870.44
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,234.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,234.69
TOTALS	\$ 30,314.58	\$ 23,781.93	\$ 26,593.40	\$ 28,894.40	\$ 217,331.23	\$ 32,770.29	\$ 8,835.99	\$ 11,146.32	\$ 174,914.16	\$ 16,325.63	\$ 3,885.72	\$ 1,746.08	\$ 576,539.73

TAXES REQUESTED vs TAXES COLLECTED SUMMARY

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

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 39,611.89	\$ 25,323.87	\$ 8,339.17	\$ 21,782.38	\$ 198,933.94	\$ 25,555.68	\$ 6,431.97	\$ 4,135.61	\$ 167,191.48	\$ 12,092.85	\$ 5,121.84	\$ 2,348.41	\$ 516,869.09
Dawson County State Tax Credit	\$ -	\$ -	\$ 10,761.83	\$ -	\$ 10,761.83	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,933.72
Dawson County Homestead	\$ -	\$ -	\$ 3,705.03	\$ 3,705.03	\$ 3,705.03	\$ -	\$ -	\$ 3,705.03	\$ -	\$ -	\$ -	\$ -	\$ 14,820.12
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 4,084.33	\$ -	\$ -	\$ -	\$ 1,092.20	\$ -	\$ -	\$ -	\$ 5,176.53
Dawson County Pro-Rate	\$ -	\$ 442.97	\$ -	\$ -	\$ 594.29	\$ -	\$ 355.84	\$ -	\$ -	\$ 185.84	\$ -	\$ -	\$ 1,578.94
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ 977.95	\$ -	\$ -	\$ -	\$ -	\$ 1,955.90
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 897.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897.28
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,130.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,130.33
TOTALS	\$ 39,611.89	\$ 25,766.84	\$ 24,833.64	\$ 26,465.36	\$ 218,079.42	\$ 29,260.71	\$ 10,492.84	\$ 8,818.59	\$ 168,283.68	\$ 12,278.69	\$ 5,121.84	\$ 2,348.41	\$ 571,361.91

Requested in 2017-2018 budget:	\$ 561,212.12
Received (Taxes, Credit, Homestead):	\$ 560,622.93
Difference (still due us):	\$ 589.19

2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 32,545.07	\$ 21,737.18	\$ 9,634.61	\$ 21,091.21	\$ 213,544.55	\$ 30,298.90	\$ 4,802.71	\$ 8,880.43	\$ 181,290.56	\$ 15,484.03	\$ 5,516.18	\$ 1,526.49	\$ 546,351.92
Dawson County State Tax Credit	\$ -	\$ -	\$ 11,191.51	\$ -	\$ 11,191.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,383.02
Dawson County Homestead	\$ -	\$ -	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,212.65	\$ 4,179.88	\$ -	\$ -	\$ -	\$ -	\$ 25,243.13
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,977.91	\$ -	\$ -	\$ -	\$ 2,520.90	\$ -	\$ -	\$ 5,498.81
Dawson County Pro-Rate	\$ 202.39	\$ -	\$ -	\$ -	\$ 856.69	\$ -	\$ 367.06	\$ -	\$ -	\$ 190.34	\$ -	\$ -	\$ 1,616.48
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ 1,094.97	\$ -	\$ -	\$ -	\$ -	\$ 2,189.94
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 1,040.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040.79
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 1,158.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,158.04
TOTALS	\$ 32,747.46	\$ 21,737.18	\$ 27,237.60	\$ 26,398.83	\$ 229,805.40	\$ 37,489.46	\$ 9,382.42	\$ 14,155.28	\$ 181,290.56	\$ 18,195.27	\$ 5,516.18	\$ 1,526.49	\$ 605,482.13

Requested in 2016-2017 budget:	\$ 600,505.04
Received (Taxes, Credit, Homestead):	\$ 593,978.07
Difference (still due us):	\$ 6,526.97

6.8.2. General Fund Taxes Report

GENERAL FUND TAXES BY FISCAL YEAR

2021-2022	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Custer County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Sept and May are largest receipt months.

2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,232,452.26	\$ 375,737.16	\$ 111,974.37	\$ 63,730.91	\$ 1,104,009.44	\$ 556,467.64	\$ 415,987.55	\$ 426,631.70	\$ 2,734,399.53	\$ 361,881.14	\$ 158,898.18	\$ 146,623.48	\$ 8,688,793.36
Custer County	\$ 11,942.68	\$ 22,588.02	\$ 5,310.52	\$ -	\$ 24,480.84	\$ 282.55	\$ 3,497.07	\$ 7,676.18	\$ 4,984.52	\$ 8,326.82	\$ 4,871.21	\$ -	\$ 93,960.41
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ 0.03	\$ -	\$ -	\$ 0.07
TOTALS	\$ 2,244,394.94	\$ 398,325.18	\$ 117,284.89	\$ 63,730.91	\$ 1,128,490.28	\$ 556,750.19	\$ 419,484.62	\$ 434,307.92	\$ 2,739,384.05	\$ 370,207.99	\$ 163,769.39	\$ 146,623.48	\$ 8,782,753.84

*Sept and May are largest receipt months.

2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,148,913.53	\$ 445,625.20	\$ 138,839.53	\$ 85,730.22	\$ 1,194,187.36	\$ 468,798.05	\$ 491,903.69	\$ 352,356.55	\$ 2,875,204.95	\$ 486,359.12	\$ 188,256.63	\$ 174,723.03	\$ 9,050,897.86
Custer County	\$ 11,745.59	\$ -	\$ -	\$ 5,086.11	\$ 5,851.10	\$ 10,167.44	\$ 3,894.74	\$ 12,762.56	\$ 13,816.77	\$ 16,487.23	\$ 2,153.84	\$ 2,708.17	\$ 84,673.55
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,160,659.12	\$ 445,625.20	\$ 138,839.53	\$ 90,816.33	\$ 1,200,038.46	\$ 478,965.49	\$ 495,798.43	\$ 365,119.15	\$ 2,889,021.72	\$ 502,846.35	\$ 190,410.47	\$ 177,431.20	\$ 9,135,571.45

*Sept and May are largest receipt months.

2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,155,777.52	\$ 437,736.84	\$ 135,565.57	\$ 53,416.57	\$ 1,163,431.00	\$ 631,845.19	\$ 449,425.75	\$ 299,025.44	\$ 2,809,980.87	\$ 525,112.44	\$ 148,359.96	\$ 129,764.60	\$ 8,939,441.75
Custer County	\$ 10,207.98	\$ 10,933.72	\$ 235.31	\$ 5,011.34	\$ 16,930.31	\$ 5,206.22	\$ 3,735.40	\$ 101.97	\$ 8,656.40	\$ 14,096.16	\$ 5,781.94	\$ 102.39	\$ 80,999.14
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,165,985.50	\$ 448,670.56	\$ 135,800.88	\$ 58,427.91	\$ 1,180,361.31	\$ 637,051.41	\$ 453,161.15	\$ 299,127.41	\$ 2,818,637.27	\$ 539,208.64	\$ 154,141.90	\$ 129,866.99	\$ 9,020,440.93

2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,256,207.30	\$ 361,283.24	\$ 127,940.42	\$ 56,386.48	\$ 1,216,976.46	\$ 682,079.37	\$ 367,692.82	\$ 287,668.43	\$ 2,940,472.62	\$ 471,972.99	\$ 100,248.19	\$ 136,420.58	\$ 9,005,348.90
Custer County	\$ 11,552.52	\$ 3,334.84	\$ 412.23	\$ 5,543.14	\$ 23,808.62	\$ 20,244.05	\$ 3,767.87	\$ 13,052.86	\$ 10,815.33	\$ 14,329.14	\$ -	\$ 3,086.45	\$ 109,947.05
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,267,759.82	\$ 364,618.08	\$ 128,352.65	\$ 61,929.62	\$ 1,240,785.08	\$ 702,323.42	\$ 371,460.73	\$ 300,721.29	\$ 2,951,287.95	\$ 486,302.13	\$ 100,248.19	\$ 139,507.03	\$ 9,115,295.99

2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,004,753.54	\$ 377,665.48	\$ 120,468.36	\$ 50,036.23	\$ 1,192,546.73	\$ 630,706.61	\$ 342,451.92	\$ 340,147.25	\$ 2,654,310.93	\$ 639,315.88	\$ 95,243.62	\$ 144,905.87	\$ 8,592,552.42
Custer County	\$ -	\$ 22,506.45	\$ -	\$ 4,937.08	\$ 7,662.18	\$ 29,784.65	\$ 4,711.02	\$ 6,285.04	\$ 6,607.25	\$ 4,411.46	\$ 5,534.62	\$ 3,014.95	\$ 95,454.70
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 2,004,753.54	\$ 400,171.93	\$ 120,468.36	\$ 54,973.31	\$ 1,200,208.91	\$ 660,491.26	\$ 347,162.94	\$ 346,432.33	\$ 2,660,918.18	\$ 643,727.34	\$ 100,778.24	\$ 147,920.82	\$ 8,688,007.16

2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,660,464.77	\$ 516,137.16	\$ 143,267.72	\$ 34,437.89	\$ 981,167.12	\$ 858,949.00	\$ 132,461.14	\$ 278,668.18	\$ 2,577,931.88	\$ 564,504.57	\$ 81,996.08	\$ 130,134.85	\$ 7,960,120.36
Custer County	\$ 8,349.56	\$ 2,354.21	\$ 1,267.39	\$ 9,820.17	\$ 33.51	\$ 26,056.29	\$ 2,913.12	\$ 10,529.66	\$ 7,514.86	\$ 14,267.79	\$ -	\$ 2,604.05	\$ 85,710.61
TOTALS	\$ 1,668,814.33	\$ 518,491.37	\$ 144,535.11	\$ 44,258.06	\$ 981,200.63	\$ 885,005.29	\$ 135,374.26	\$ 289,197.84	\$ 2,585,446.74	\$ 578,772.36	\$ 81,996.08	\$ 132,738.90	\$ 8,045,830.97

2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,404,616.58	\$ 412,484.07	\$ 113,802.15	\$ 50,728.82	\$ 946,148.17	\$ 376,144.55	\$ 258,802.72	\$ 281,325.09	\$ 2,160,797.35	\$ 652,728.48	\$ 65,957.85	\$ 131,238.84	\$ 6,854,774.67
Custer County	\$ 1,530.54	\$ 5,755.76	\$ 7,302.45	\$ 5,830.04	\$ 10,544.31	\$ 9,164.39	\$ 1,600.80	\$ 25.78	\$ 6,572.84	\$ 4,395.01	\$ 5,609.20	\$ 36.27	\$ 58,367.39
TOTALS	\$ 1,406,147.12	\$ 418,239.83	\$ 121,104.60	\$ 56,558.86	\$ 956,692.48	\$ 385,308.94	\$ 260,403.52	\$ 281,350.87	\$ 2,167,370.19	\$ 657,123.49	\$ 71,567.05	\$ 131,275.11	\$ 6,913,142.06

2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 1,234,534.91	\$ 399,513.01	\$ 127,839.50	\$ 35,052.48	\$ 783,632.17	\$ 415,533.45	\$ 112,226.98	\$ 226,865.94	\$ 1,852,636.61	\$ 472,988.75	\$ 80,274.52	\$ 125,449.89	\$ 5,866,548.21
Custer County	\$ 3,752.48	\$ 11,220.21	\$ 4,646.15	\$ -	\$ 2,054.04	\$ 6,939.66	\$ 1,006.27	\$ 4,333.45	\$ 8,618.25	\$ 6,682.60	\$ 37.26	\$ -	\$ 49,290.37
Lincoln County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ 0.04
TOTALS	\$ 1,238,287.39	\$ 410,733.22	\$ 132,485.65	\$ 35,052.48	\$ 785,686.21	\$ 422,473.11	\$ 113,233.25	\$ 231,199.39	\$ 1,861,254.90	\$ 479,671.35	\$ 80,311.78	\$ 125,449.89	\$ 5,915,838.62

6.8.3. **Building Fund Taxes Report**

BUILDING FUND TAXES BY FISCAL YEAR

2021-2022	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Custer County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2020-2021	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 51,460.44	\$ 7,934.49	\$ 1,759.31	\$ 707.58	\$ 47,183.84	\$ 20,106.93	\$ 16,960.25	\$ 16,783.23	\$ 123,965.90	\$ 14,726.72	\$ 5,133.30	\$ 4,970.51	\$ 311,692.50
Custer County	\$ 280.29	\$ 529.49	\$ 124.64	\$ -	\$ 966.71	\$ -	\$ 161.15	\$ 353.73	\$ 219.05	\$ 383.53	\$ 224.48	\$ -	\$ 3,243.07
TOTALS	\$ 51,740.73	\$ 8,463.98	\$ 1,883.95	\$ 707.58	\$ 48,150.55	\$ 20,106.93	\$ 17,121.40	\$ 17,136.96	\$ 124,184.95	\$ 15,110.25	\$ 5,357.78	\$ 4,970.51	\$ 314,935.57
2019-2020	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 40,980.34	\$ 8,075.08	\$ 2,025.58	\$ 538.14	\$ 26,762.55	\$ 8,604.55	\$ 10,560.74	\$ 7,242.56	\$ 66,666.95	\$ 10,799.91	\$ 3,098.79	\$ 3,068.11	\$ 188,423.30
Custer County	\$ 228.08	\$ -	\$ -	\$ 98.75	\$ 113.58	\$ 220.85	\$ 91.40	\$ 251.27	\$ 323.06	\$ 386.95	\$ 50.55	\$ 63.57	\$ 1,828.06
TOTALS	\$ 41,208.42	\$ 8,075.08	\$ 2,025.58	\$ 636.89	\$ 26,876.13	\$ 8,825.40	\$ 10,652.14	\$ 7,493.83	\$ 66,990.01	\$ 11,186.86	\$ 3,149.34	\$ 3,131.68	\$ 190,251.36
2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 42,039.65	\$ 8,234.31	\$ 1,649.28	\$ 530.73	\$ 22,093.39	\$ 10,083.26	\$ 8,048.55	\$ 4,952.16	\$ 53,777.31	\$ 9,500.43	\$ 2,096.35	\$ 1,693.15	\$ 164,698.57
Custer County	\$ 201.41	\$ 215.72	\$ 4.64	\$ 98.86	\$ 331.49	\$ 95.45	\$ 72.54	\$ 1.98	\$ 166.50	\$ 273.73	\$ 112.30	\$ 1.98	\$ 1,576.60
TOTALS	\$ 42,241.06	\$ 8,450.03	\$ 1,653.92	\$ 629.59	\$ 22,424.88	\$ 10,178.71	\$ 8,121.09	\$ 4,954.14	\$ 53,943.81	\$ 9,774.16	\$ 2,208.65	\$ 1,695.13	\$ 166,275.17
2017-2018	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 44,598.08	\$ 6,768.04	\$ 1,501.29	\$ 628.18	\$ 23,346.06	\$ 11,050.00	\$ 6,735.42	\$ 4,996.33	\$ 56,867.39	\$ 8,726.68	\$ 1,363.04	\$ 1,396.76	\$ 167,977.27
Custer County	\$ 231.06	\$ 66.11	\$ 8.24	\$ 110.88	\$ 471.85	\$ 392.87	\$ 74.33	\$ 261.06	\$ 211.16	\$ 282.73	\$ -	\$ 60.89	\$ 2,171.18
TOTALS	\$ 44,829.14	\$ 6,834.15	\$ 1,509.53	\$ 739.06	\$ 23,817.91	\$ 11,442.87	\$ 6,809.75	\$ 5,257.39	\$ 57,078.55	\$ 9,009.41	\$ 1,363.04	\$ 1,457.65	\$ 170,148.45
2016-2017	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 40,312.59	\$ 7,255.22	\$ 1,419.98	\$ 573.40	\$ 23,305.80	\$ 10,198.31	\$ 6,355.49	\$ 6,169.11	\$ 51,941.20	\$ 12,239.87	\$ 1,217.48	\$ 1,791.53	\$ 162,779.98
Custer County	\$ -	\$ 458.31	\$ -	\$ 100.56	\$ 156.04	\$ 589.60	\$ 94.22	\$ 125.70	\$ 129.29	\$ 88.14	\$ 110.73	\$ 60.28	\$ 1,912.87
TOTALS	\$ 40,312.59	\$ 7,713.53	\$ 1,419.98	\$ 673.96	\$ 23,461.84	\$ 10,787.91	\$ 6,449.71	\$ 6,294.81	\$ 52,070.49	\$ 12,328.01	\$ 1,328.21	\$ 1,851.81	\$ 164,692.85
2015-2016	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 17,120.83	\$ 5,150.96	\$ 967.58	\$ 153.62	\$ 18,927.13	\$ 14,809.21	\$ 1,908.74	\$ 4,503.77	\$ 51,247.93	\$ 10,879.08	\$ 1,090.66	\$ 1,435.98	\$ 128,195.49
Custer County	\$ 87.32	\$ 23.12	\$ 13.25	\$ 102.67	\$ 0.35	\$ 523.35	\$ 59.32	\$ 126.97	\$ 149.45	\$ 290.53	\$ -	\$ 53.00	\$ 1,429.33
TOTALS	\$ 17,208.15	\$ 5,174.08	\$ 980.83	\$ 256.29	\$ 18,927.48	\$ 15,332.56	\$ 1,968.06	\$ 4,630.74	\$ 51,397.38	\$ 11,169.61	\$ 1,090.66	\$ 1,488.98	\$ 129,624.82
2014-2015	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 14,401.96	\$ 4,082.78	\$ 663.02	\$ 310.62	\$ 9,615.07	\$ 2,790.20	\$ 2,395.52	\$ 2,591.70	\$ 22,057.37	\$ 6,551.33	\$ 412.83	\$ 641.72	\$ 66,514.12
Custer County	\$ 16.00	\$ 60.17	\$ 76.33	\$ 60.95	\$ 110.27	\$ 95.26	\$ 16.74	\$ -	\$ 66.58	\$ 45.96	\$ 58.65	\$ 0.36	\$ 607.27
TOTALS	\$ 14,417.96	\$ 4,142.95	\$ 739.35	\$ 371.57	\$ 9,725.34	\$ 2,885.46	\$ 2,412.26	\$ 2,591.70	\$ 22,123.95	\$ 6,597.29	\$ 471.48	\$ 642.08	\$ 67,121.39
2013-2014	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 12,633.63	\$ 3,964.78	\$ 903.41	\$ 117.75	\$ 7,895.50	\$ 3,198.64	\$ 954.96	\$ 2,034.19	\$ 18,847.53	\$ 4,690.14	\$ 513.15	\$ 794.67	\$ 56,548.35
Custer County	\$ 39.23	\$ 117.29	\$ 48.62	\$ -	\$ 21.48	\$ 71.86	\$ 10.52	\$ 44.76	\$ 87.57	\$ 69.87	\$ 0.39	\$ -	\$ 511.59
TOTALS	\$ 12,672.86	\$ 4,082.07	\$ 952.03	\$ 117.75	\$ 7,916.98	\$ 3,270.50	\$ 965.48	\$ 2,078.95	\$ 18,935.10	\$ 4,760.01	\$ 513.54	\$ 794.67	\$ 57,059.94

BUILDING FUND TAXES BY CALENDAR YEAR

2021	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 47,183.84	\$ 19,981.94	\$ 4,427.18	\$ 15,726.76	\$ 110,146.53	\$ 13,182.68	\$ 4,064.31	\$ 3,674.99	\$ -	\$ -	\$ -	\$ -	\$ 218,388.23
Dawson County State Tax Credit	\$ -	\$ -	\$ 11,479.02	\$ -	\$ 11,479.02	\$ -	\$ 10.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,968.14
Dawson County Homestead	\$ -	\$ -	\$ 1,054.05	\$ 1,056.47	\$ 1,056.47	\$ 1,056.47	\$ 1,058.89	\$ 1,050.02	\$ -	\$ -	\$ -	\$ -	\$ 6,332.37
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 856.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 856.01
Dawson County Pro-Rate	\$ -	\$ 124.99	\$ -	\$ -	\$ 427.87	\$ -	\$ -	\$ 245.50	\$ -	\$ -	\$ -	\$ -	\$ 798.36
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.65
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261.92
Custer County Taxes	\$ 965.73	\$ -	\$ -	\$ 189.21	\$ 219.05	\$ 383.47	\$ 222.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,980.01
Custer County State Tax Credit	\$ -	\$ -	\$ 161.15	\$ 161.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322.30
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.06
Custer County Pro-Rate	\$ 0.98	\$ -	\$ -	\$ 3.37	\$ -	\$ -	\$ 1.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.28
TOTALS	\$ 48,150.55	\$ 20,106.93	\$ 17,121.40	\$ 17,136.96	\$ 124,184.95	\$ 15,110.25	\$ 5,357.78	\$ 4,970.51	\$ -	\$ -	\$ -	\$ -	\$ 252,139.33

REQUESTED vs COLLECTED SUMMARY

Requested in 2020-2021 budget:	\$ 371,500.00
Received (Taxes, Credit, Homestead):	\$ 249,991.05
Difference (still due us):	\$ 121,508.95

2020	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 26,762.55	\$ 8,563.41	\$ 3,131.60	\$ 6,431.80	\$ 58,850.02	\$ 10,261.87	\$ 2,560.75	\$ 2,151.68	\$ 51,308.62	\$ 7,866.63	\$ 1,759.31	\$ 707.58	\$ 180,355.82
Dawson County State Tax Credit	\$ -	\$ -	\$ 6,581.25	\$ -	\$ 6,581.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,162.50
Dawson County Homestead	\$ -	\$ -	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ 538.04	\$ 530.83	\$ -	\$ -	\$ -	\$ -	\$ 3,221.03
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 405.57	\$ -	\$ -	\$ -	\$ 151.82	\$ -	\$ -	\$ -	\$ 557.39
Dawson County Pro-Rate	\$ -	\$ 41.14	\$ -	\$ -	\$ 292.07	\$ -	\$ -	\$ 112.88	\$ -	\$ 67.86	\$ -	\$ -	\$ 513.95
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 272.72	\$ -	\$ -	\$ -	\$ 272.72	\$ -	\$ -	\$ -	\$ -	\$ 545.44
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 135.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135.29
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 174.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.56
Custer County Taxes	\$ 113.58	\$ 220.85	\$ 91.36	\$ 246.59	\$ 231.70	\$ 386.95	\$ 49.67	\$ 61.18	\$ 280.29	\$ 528.96	\$ 124.64	\$ -	\$ 2,335.77
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ 91.36	\$ 91.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182.72
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 2.39	\$ -	\$ -	\$ -	\$ 2.39	\$ -	\$ -	\$ -	\$ -	\$ 4.78
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ -	\$ -	\$ -	\$ 2.29	\$ -	\$ -	\$ 0.88	\$ -	\$ -	\$ 0.53	\$ -	\$ -	\$ 3.70
TOTALS	\$ 26,876.13	\$ 8,825.40	\$ 10,652.14	\$ 7,493.83	\$ 66,990.01	\$ 11,186.86	\$ 3,149.34	\$ 3,131.68	\$ 51,740.73	\$ 8,463.98	\$ 1,883.95	\$ 707.58	\$ 201,101.63

REQUESTED vs COLLECTED SUMMARY

Requested in 2019-2020 budget:	\$ 202,020.00
Received (Taxes, Credit, Homestead):	\$ 199,166.48
Difference (still due us):	\$ 2,853.52

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 22,093.39	\$ 9,986.49	\$ 2,890.17	\$ 4,311.28	\$ 48,292.43	\$ 9,096.04	\$ 1,551.66	\$ 1,052.27	\$ 40,906.53	\$ 8,015.32	\$ 2,025.58	\$ 538.14	\$ 150,759.30
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,462.79	\$ -	\$ 4,462.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,925.58
Dawson County Homestead	\$ -	\$ -	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ 404.39	\$ -	\$ -	\$ -	\$ -	\$ 2,426.34
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 459.51	\$ -	\$ -	\$ -	\$ 73.81	\$ -	\$ -	\$ -	\$ 533.32
Dawson County Pro-Rate	\$ -	\$ 96.77	\$ -	\$ -	\$ 158.19	\$ -	\$ 140.30	\$ -	\$ -	\$ 59.76	\$ -	\$ -	\$ 455.02
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ 236.49	\$ -	\$ -	\$ -	\$ -	\$ 472.98
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 124.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.75
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 166.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166.45
Custer County Taxes	\$ 330.63	\$ 95.45	\$ -	\$ -	\$ 92.60	\$ 273.73	\$ 111.06	\$ -	\$ 228.08	\$ -	\$ -	\$ 98.75	\$ 1,230.30
Custer County State Tax Credit	\$ -	\$ -	\$ 72.50	\$ -	\$ 72.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.00
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ 1.98	\$ -	\$ -	\$ -	\$ -	\$ 3.96
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ 0.86	\$ -	\$ -	\$ -	\$ 1.40	\$ -	\$ 1.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.50
TOTALS	\$ 22,424.88	\$ 10,178.71	\$ 8,121.09	\$ 4,954.14	\$ 53,943.81	\$ 9,774.16	\$ 2,208.65	\$ 1,695.13	\$ 41,208.42	\$ 8,075.08	\$ 2,025.58	\$ 636.89	\$ 165,246.54

REQUESTED vs COLLECTED SUMMARY

Requested in 2018-2019 budget:	\$ 165,820.20
Received (Taxes, Credit, Homestead):	\$ 163,486.52
Difference (still due us):	\$ 2,333.68

2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes	\$ 23,346.06	\$ 11,006.42	\$ 1,443.67	\$ 4,362.65	\$ 51,135.23	\$ 8,333.61	\$ 864.15	\$ 763.08	\$ 41,892.41	\$ 8,179.04	\$ 1,649.28	\$ 530.73	\$ 153,506.33
Dawson County State Tax Credit	\$ -	\$ -	\$ 4,611.73	\$ -	\$ 4,611.73	\$ -	\$ 393.07	\$ 393.07	\$ -	\$ -	\$ -	\$ -	\$ 10,009.60
Dawson County Homestead	\$ -	\$ -	\$ 393.07	\$ 393.07	\$ 393.07	\$ 393.07	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ 1,812.89
Dawson County Carline	\$ -	\$ -	\$ -	\$ -	\$ 550.62	\$ -	\$ -	\$ -	\$ 147.24	\$ -	\$ -	\$ -	\$ 697.86
Dawson County Pro-Rate	\$ -	\$ 43.58	\$ -	\$ -	\$ 176.74	\$ -	\$ 105.82	\$ -	\$ -	\$ 55.27	\$ -	\$ -	\$ 381.41
Dawson County Pers Prop - Tax Loss	\$ -	\$ -	\$ -	\$ 240.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.61
Dawson County Pers Prop - Public Svc	\$ -	\$ -	\$ 134.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.57
Dawson County Pers Prop - Railroads	\$ -	\$ -	\$ 152.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152.38
Custer County Taxes	\$ 470.97	\$ 392.87	\$ 74.29	\$ 260.07	\$ 135.27	\$ 282.73	\$ -	\$ 58.95	\$ 201.41	\$ 215.23	\$ 4.64	\$ 98.86	\$ 2,195.29
Custer County State Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ 74.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74.29
Custer County Pers Prop - Locally Assessed	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98
Custer County Pers Prop - Public Svc	\$ -	\$ -	\$ 0.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate	\$ 0.88	\$ -	\$ -	\$ -	\$ 1.60	\$ -	\$ -	\$ 0.95	\$ -	\$ 0.49	\$ -	\$ -	\$ 3.92
TOTALS	\$ 23,817.91	\$ 11,442.87	\$ 6,809.75	\$ 5,257.39	\$ 57,078.55	\$ 9,009.41	\$ 1,363.04	\$ 1,457.65	\$ 42,241.06	\$ 8,450.03	\$ 1,653.92	\$ 629.59	\$ 169,211.17

REQUESTED vs COLLECTED SUMMARY

Requested in 2017-2018 budget:	\$ 168,979.80
Received (Taxes, Credit, Homestead):	\$ 167,598.40
Difference (still due us):	\$ 1,381.40

7. DISCUSS, CONSIDER AND TAKE ACTION ON THE TRANSFER FROM GENERAL TO DEPRECIATION

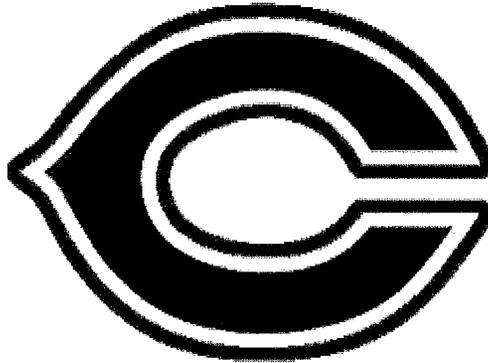
\$450,000

\$300,000 Track Renovation

\$150,000 Vehicle Acquisition

8. DISCUSS, CONSIDER AND TAKE ACTION OF DISTRICT, CLASSIFIED AND ACTIVITIES HANDBOOK FOR THE 2021-2022 SCHOOL YEAR

Cozad Community Schools
 Activity Handbook
 2021-2022
Superintendent: Angela Simpson
High School Principal: Corey Fisher
Middle School Principal: Brian Regelin
Activities Director: Jeremy Yilk
Activities Secretary: Roxanne Reyes



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<u>Section 2</u>	<u>Mission Statement</u>	<u>Pg. 3</u>
<u>Section 3</u>	<u>Activities Program Values</u>	<u>Pg. 3</u>
<u>Section 4</u>	<u>Activities Program Goals</u>	<u>Pg. 4</u>
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Article 2 - CCS Activities Assignments

<u>Section 1</u>	<u>MS-HS Activity Assignments 2021-2022</u>	<u>Pg. 4, 5, 6</u>
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Article 3 - CCS Activities Communication Plan

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ARTICLE 1:
CCS Activities Mission and Vision

Section 1: OVERVIEW OF PROGRAMS

Cozad Schools provides a comprehensive co-curricular activity program for all students grades 7-12. The philosophy of the activity program is consistent with school district philosophy in that it contributes to the development of responsible and efficient citizens for democratic living. Participation in the activity program will help a student to learn self-discipline, self-motivation, goal setting, leadership skills and the ability to work with a group to achieve objectives and communication skills. To be successful within our activity program and within our democratic society a student must possess and develop some of the following character traits: strong work ethic, pride in one's self, honesty, integrity, willingness to follow directions, respect for others and respect for authority.

The activity program will always be in conformity with the objectives of the school district. The administration of activities will be in accordance with the policies of Cozad Community Schools, bylaws of the Southwest Conference and the guidelines and regulations of the Nebraska School Activities Association of which we are a member. The Nebraska School Activities Association is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in co-curricular activities.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this Activity Handbook makes both your child's and your experience with the Cozad High School and the Cozad Middle School Athletic Program less stressful and more enjoyable.

Section 2: MISSION STATEMENT

The Cozad Activities Department will provide a positive, life changing experience to our student-athletes where we will field teams as well as student-athletes who maximize their potential and represent the community of Cozad in a first class manner.

All of these activities are educationally based. They serve as an integral part of the overall educational process, and are uniquely positioned to enhance the experiences of our students. Haymaker Administration and Coaches will share this same common focus: **to positively impact the lives of our students**. In the pursuit of excellence, the Cozad Activities Department strives to be the most innovative and successful activities program in the Southwest Conference and to position our participants and teams to compete with others for district, state and national honors.

Section 3: ACTIVITIES PROGRAM VALUES

VALUE # 1: COMPETITORS

Principal 1: Pursue Excellence

Outcome 1: Better Student-Athletes, Better People

Principal 2: Embrace High Expectations

Outcome 2: Level of Performance Rises in Practice & Competitions

Principal 3: Set Challenging Goals and Visualize Success

Outcome 3: Clear Benchmarks for Team & Individual Performance

VALUE # 2: TOUGHNESS

Principal 1: How You Do Anything is How You Do Everything

Outcome 1: Level of Performance Increases Due to Improved Daily Habits

Principal 2: No B-C-E (Blame-Complain-Excuse) Language

Outcome 2: Ownership of Performance and Of One's Life

Principal 3: Circumstance Free Effort and Attitude

Outcome 3: Perform at High Level Regardless of Environment Around Student-Athlete

VALUE # 3: LOVE

Principal 1: Sweep the Sheds: Never Be too Big to Do The Little Things Right!

Outcome 1: Servant Leadership Flows From the Top Down; Out-Do Others in Service

Principal 2: C-P-S (Consistent, Positive, & Specific) Feedback Given to Student-Athletes

Outcome 2: Train Student-Athletes Who Correct Negative Behaviors or Positive Performance

Principal 3: Be a Good Ancestor; Plant Trees You Will Never See!

Outcome 3: Step Into Lives of Student-Athlete & Invest Beyond the Field or Court for Eternity

Section 4: ACTIVITIES PROGRAM GOALS

1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.
4. The Cozad Activities Department will focus on increasing student participation and engagement through the development of the Haymaker Student-Athlete Advisory Team. This group of student athletes will be Cozad students who were recommended by their coaches with the aim of increasing student engagement in the participation in and support of Cozad activities. This group will also provide insight and input to school administration on how to strengthen and/or improve Haymaker activities.
5. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
6. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

Section 5: NSAA SPORTSMANSHIP RULES

Cozad High School has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams. CHS student-athletes serve as ambassadors for both Cozad Community Schools and the community of Cozad and as a result determine how spectators and community members view our school. Each coach is required to establish rules and penalties regarding sportsmanship behavior in each sport. This MUST be approved in advance by the activities director and also be outlined in each coach's handbook that is given to student-athletes and parents at the beginning of the season meeting. All student-athletes will be expected to comply with the expectations as well as consequences involved. An attitude of friendly sportsmanship should be reflected by all spectators, no matter how strong their loyalty to their team.

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

ARTICLE 2:

CCS Activities Assignments

Sections 1: SPORTS AND ACTIVITIES

FALL SPORTS

FOOTBALL

Head Coach: Jayce Dueland

Assistants - High School: Eric Ide, Trey Botts, David Squiers, Chris Tvrdy, Dillon Higgins, Scott Adkisson (V), Jared Crick (V), Dreu Young (V)

8th Head / Assistant: Derek Hammerlun / Rod Baker

7th Head / Assistant: Nick Broz / Brian Cargill

VOLLEYBALL

Head Coach: Darrel Francescato

Assistants - High School: Kristen Wilkins

8th Head / Assistant: Kylie Corkern / Tory Gilson

7th Head / Assistant: Ashley Simpson / Megan Gifford

SOFTBALL

Head Coach: Ashley Ford

Assistants: Brent Dinlage, Allie Arndt (V)

CROSS COUNTRY

Head Coach: Jacob Brummer

Assistants: Nick Auwerda, Micah Waskowiak, Anne Burkholder (V)

GIRLS GOLF

Head Coach: Bryce Bivins

Assistants: Art Becker (V)

WINTER SPORTS

GIRLS BASKETBALL

Head Coach: Tory Gilson

Assistants - High School: Amber Ross, Chris Tvrdy, Jessica Finnegan (V)

8th Head / Assistant: Alisa Favinger/ Hannah Gilg

7th Head / Assistant: Brent Frauen / Ashley Simpson

BOYS BASKETBALL

Head Coach: Nick Broz

Assistants - High School: Bryce Bivins, Dillon Higgins

8th Head / Assistant: David Squires/ Dave Evertson

7th Head / Assistant: Darrell Francescato / Brian Cargill

WRESTLING

Head Coach: Derek Hammerlun

Assistants - High School: Barry Mraz, Brian Messersmith, Aaron Ide

Jr. High Head Coach: Barry Mraz

Jr. High Assistant: Chris White

SPRING SPORTS

BOYS GOLF

Head Coach: Jayce Dueland

Assistant: Bryce Bivins, Tim Hansen (V)

GIRLS TRACK

Head Coach: Trey Botts

Assistants - High School: Rod Baker, Ashley Ford, Nick Auwerda, Micah Waskowiak

Jr. High Head Coach: Jim Terry

Jr. High Assistants: Alisa Favinger, Laura Johnson, David Squiers

BOYS TRACK

Head Coach: Jacob Brummer

Assistants - High School: Brian Cargill, Nick Auwerda, Scott Adkisson, Micah Waskowiak

Jr. High Head Coach: Jim Terry

Jr. High Assistants: Hannah Gilg, Brian Bussinger, David Squiers

ACTIVITIES

ACA-DECA

Nick Auwerda

ANNUAL

Tuyet Sansone-Wilcox

QUIZ BOWL

Woody Blackmore, Jennifer Walls

DANCE TEAM

McKenzie Bivins

NATIONAL HONOR SOCIETY

Woody Blackmore, Amanda Rossell

ONE ACT

Kyle Vincent, Mercedes Guerra, Nick Auwerda

SPEECH

Tuyet Sansone-Wilcox, Woody Blackmore

SCHOOL PLAY/MUSICAL

Stacie Blackmore, Marcie Kostrunek, Mercedes Guerra

VOCAL MUSIC

Stacie Blackmore

WEIGHT TRAINING

Coaches

CHEER TEAM

Karen Klein, Karsyn Bell

INSTRUMENTAL MUSIC

Mark Messner

C-CLUB

Jeremy Yilk

CONCESSIONS

Dawn Beans

SMASH

Kelli Teahon, Marcie Kostrunek

SPIRIT CLUB

Dawn Beans

SKILLS USA

Dawn Beans

DIGITAL JOURNALISM

Tuyet Sansone-Wilcox

TRI-M

Stacie Blackmore

FCCLA

Jessica De La Torre

STUDENT COUNCIL

Dawn Beans

FFA

McKenzie Bivins

SENIOR CLASS

Jann Kloeping, Dawn Beans

JUNIOR CLASS

Melissa Hartman, Laura Johnson

SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

FRESHMAN CLASS

Karen Klein, Nick Auwerda

ARTICLE 3:**CCS ACTIVITIES COMMUNICATION PLAN****Section 1: CHAIN OF COMMUNICATION**

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

1. Student Athlete to Coach
2. Student Athlete and Parent to Coach
3. Student Athlete, Parent, to Coach and Activities Director.

If your child speaks with the coach, and you feel the need to move to step 2, please call the coach or email the coach to set up a time to meet with your child present. The Cozad High School telephone number is 784-2744. The Cozad Middle School number is 784-2746. If the coach cannot be reached, call the Activities Director. A meeting will be set up for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not generally promote positive resolution. If there is still conflict, after step 2, the parent should call and set up an appointment with the Activities Director to discuss the situation with the coach, parent, and participant present.

Section 2: COACH - PARENT COMMUNICATION

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at Cozad Middle School and Cozad High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

1. Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out of season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed following the chain of command below.
2. Notification of any schedule conflict well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.

- Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following list, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- Playing time.
- Team Strategy.
- Play calling.
- Other student athletes.

ELECTRONIC COMMUNICATION

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy for School District Employees for further explanation.

Section 3: PARENT CODE OF CONDUCT

The following list is not a complete code of conduct for you, but it gives you a compass to evaluate your behavior as a sports parent.

- Positively cheer for your child and his/her team.
- Show interest, enthusiasm, and support for your child and his/her teammates and coaches
- Be in control of your emotions.
- Remain in the spectator area during games.
- Help when asked by coaches or officials.
- Understand that your role is not to coach, but to support as a spectator.
- Make comments that are positive toward players and coaches of both teams as well as officials.
- Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
- Thank coaches, officials, and other volunteers who conducted the event.

ARTICLE 4:
CCS Activities Guidelines

Section 1: ACADEMIC ELIGIBILITY

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in our activity handbook they must meet the following criteria:

- Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
- The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
- A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.
- Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time.

Section 2: SPORTS SEASONS

All interscholastic sports are divided into three seasons: Fall, Winter, and Spring. These divisions and the first organized practice dates are set by the NSAA. They will be published in the official school calendar each year.

NSAA Dates for the 2021-2022 School Year are:

<u>FALL</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Football	August 9, 2021	Football Playoffs
Girls Golf	August 9, 2021	State Meet
Softball	August 9, 2021	State Tournament
Cross Country	August 9, 2021	State Meet
Volleyball	August 9, 2021	State Tournament
<u>WINTER</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>

Wrestling	November 15, 2021	State Meet
Basketball (B/G)	November 15, 2021	State Tournament
<u>SPRING</u>	<u>OPENING PRACTICE</u>	<u>CLOSE OF SEASON</u>
Boys Golf	February 28, 2022	State Tournament
Track (B/G)	February 28, 2022	State Meet

Section 3: PRE-PRACTICE REQUIREMENTS

A. All athletes must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):

1. Completed physical exam form.
2. Completed NSAA form (HS Only)
3. Concussion Test (If Applicable for Athlete)
4. Medical Release Form
5. Drug Testing Policy Consent
6. \$35 participation fee REQUIRED for All activity participants, also used as their activity ticket.

B. All members of other Cozad City Schools activities including Cheerleaders, Band, Chorus, Speech, Play Productions, C-Club, FCCLA, and Student Council must meet the following requirements:

1. Permission to participate in activities.
 - a. Participant agreement to activity guidelines
 - b. Parent agreement to activity guidelines
 - c. Pay any fees that might go along with the activity

C. All students who participate in the following sports or activities must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee. The price is \$35.00 and this will also serve as the student's Activity Ticket.

All Sports 7-12

Speech Team (NSAA Sponsored)

Play Production

Section 4: PRACTICE REGULATIONS DURING SCHOOL

Practice sessions are essential for preparation in competitive events. School facilities are provided for the enhancement of activity programs. The following behaviors are expected of all students:

1. No student should ever practice or work out using indoor school facilities unless he/she is under the direct sponsorship/supervision of a coach/faculty sponsor.
2. No actions should ever be done by a coach or student to take away from the sport in season.
3. Students are required to attend all practices and contests unless excused by the coach or sponsor.
4. Students must adhere to the student dress code as noted in the student handbook.
5. Coaches may be able to conduct non mandatory practices on days when school is closed due to inclement weather if administrative approval is obtained.

Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE

All starting times of practices will be designed by the individual coach/sponsor with the approval of the Activities Director. All participants are expected to be at practice at the times set by the coach/sponsor. As a general rule, if the participant is in school that day, they should also be at practice after school. Each coach/sponsor will determine the discipline for unexcused absences. The following general guidelines will be followed by all coaches/sponsors:

1. All Cozad High School athletic/activity practices will conclude in time for students to be out of the building by 9:30 p.m.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 p.m.
3. Wednesday evening practices will be cut short to allow students to attend church functions. The following guidelines will be followed:
 - a. Activity practices will be organized so that all participants are showered, dressed and out of the facilities by 6:30 on Wednesday nights.
4. Saturday evening practice will be avoided if at all possible. Building Principal or Activities Director approval must be obtained prior to scheduling Saturday evening practice.
5. In order for there to be a scheduled Sunday practice, the coach/sponsor must get permission from the Building Principal. The Building Principal must inform the Superintendent and School Board of all Sunday practices. Sunday practices will only be granted for special, extenuating circumstances.

Section 6: PARTICIPATION AND ATTENDANCE

1. Students must be in school by 10:00 a.m. the day of any scheduled school activity to be eligible to participate in the activity. This includes sports contests, practice, and dances. Exception: The absence must be excused by school administration in advance. A school-sponsored activity is an exception.
2. A team member is not allowed to practice unless he/she is in school one-half day on the day of practice. (Note: one-half day means the student must be in school by 12:00 noon.) Exceptions may be made by the Activities Director or Building Principal if arrangements are made in advance of the student being gone.
3. Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, he/she must contact the sponsor in advance. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance.
- 4.

Section 7: DECEMBER MORATORIUM

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9-12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school. **The 2021-2022 5-Day Practice/Competition Moratorium is December 22nd-December 26th, 2021.**

Section 8: TEAM SELECTION

The philosophy of Cozad Community Schools is that everyone should be given the opportunity to become a member of any athletic squad for which they are eligible. However, because of some circumstances beyond our control the school may have to limit the size of their teams. If circumstances develop that cause the school to release an individual from the team, the coach, athlete and Activities Director will have a conference and the student will be informed about why they are released from the squad.

"Team Selection" and "Playing Time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall use the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. **School Representation:** Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. **Success:** Student participants must demonstrate that they can make the activity program more successful, both from the standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skill or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 9: CONFLICTS BETWEEN ACTIVITIES

At the beginning of every athletic season the Activities Director will meet with the sponsors of all activities to go over any conflicts there may be among activities. If conflicts arise among two or more activities over practice or performance times, they will be worked out by the sponsors involved and the Activities Director so that the student(s) affected may be able to benefit from both activities in question. The following is a guideline that may be followed in resolving conflicts among activities:

- A. Competition has priority over practice.
- B. District level competition has priority over regular scheduled competition.
- C. State level competition has priority over District level competition.

Section 10: CHANGING ACTIVITIES

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities. If the student is allowed to change activities, he/she will be restricted from practice or competing in the new activity for seven school days.

If an individual is cut from a squad because of disciplinary reason by the coaching staff, or if they quit on their own accord after the first varsity contest, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she has quit is completed.

If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

Section 11: LETTERING REQUIREMENTS

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity within ten days following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach's discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The activities director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded at the senior high level by the school. Letter certificates will be awarded by the coach or sponsor at appropriate dinners/banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Seniors who are four-year team members shall be letterwinners. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

A. LETTER IN BAND

1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
3. Be an active and conscientious band member in rehearsals.
4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
5. In all cases, the participant must have the sponsor's recommendation.

B. LETTERING IN GIRLS BASKETBALL

1. To be eligible, an athlete must average one quarter of participation for each game played during the regular season, or suit up and participate in the district or state tournament.
2. A player must complete the season unless he/she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

C. LETTERING IN BOYS BASKETBALL

1. Must finish out the season as an eligible student-athlete and member of the team.
2. Practice: No Unexcused absences
3. Play in 70% or more of all varsity games
4. All Seniors who have been out for at least 3 seasons
5. Nomination made by the Cozad Boys Basketball Coaching Staff.

D. LETTERING IN CHORUS

1. Participate in all major performances throughout the school year, including concerts and graduation. A student may be excused from above only due to illness or funeral.
2. Be an active and hardworking member of the chorus.
3. In all cases, the participant must have the sponsor's recommendation.

E. LETTERING IN CROSS COUNTRY

1. In order to letter, one must be counted toward team score in at least two meets.
2. The above requirement may be waived in the case of an athlete who has contributed a great deal to the team.
3. In all cases, the athlete must have the coach's recommendation.

F. LETTERING IN DRAMA

1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)
2. Attend all competitions.
3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

G. LETTERING IN FOOTBALL

1. Each athlete that plays at least one snap in 18 or more varsity quarters.(½ the season)
2. Each year there will be an offensive and defensive scout team All-American Award. This is voted on by the coaching staff. Work Ethic, Attendance & Leadership are all taken into consideration.
3. All Seniors that stay out for the entire season regardless of playing time will letter.

H. LETTERING IN BOYS' GOLF

1. To letter in golf, a boy must play in all but one of the 10-man meets; or play in the Dawson County, Southwest Conference, or District and State meets.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

I. LETTERING IN GIRLS' GOLF

1. Play in all varsity meets except one.
2. Medal in the Dawson County meet.
3. Play in Southwest Conference, District, State.
4. In order to letter, you must complete the above criteria unless injured or ill.
5. The above requirements may be waived on the coach's recommendation.

J. LETTERING IN SOFTBALL

1. To be eligible, an athlete must participate in a third of the innings played during the regular season, or suit up in the district or state tournament.
2. A player must complete the season unless she is injured or ill.

3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

K. LETTERING IN TRACK

1. Score 1 point in a Varsity Competition (four or more teams)
2. Participate in at least 7 Varsity Competitions (with 4 or more teams)
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

L. LETTERING IN VOLLEYBALL

1. Play in one quarter of total varsity games.
2. Manager who gives good service for the whole season.
3. In order to letter you must complete the volleyball season, unless injured or ill.
4. If the team qualifies for the state competition, all players listed on the final state roster
5. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
6. The above requirements can be waived in the case that an athlete must have the coach's recommendation.

M. LETTERING IN WRESTLING

1. An athlete must score 25 points in varsity competition and place in the top four in at least one invitational meet. Points are earned according to how many team points are awarded in tournament competition and in dual competition.
2. A non-varsity participant may earn a letter by scoring 45 points (excluding forfeits) in junior varsity competition and placing first and second in a tournament. Points are scored (earned) in the same manner as in varsity competition.
3. Team captains must complete 15 hours of service with the Cozad Youth Wrestling Program. Non captains must complete 10 hours of service with the Cozad Youth Wrestling program.

Section 12: PROCEDURES FOR HANDLING PROBLEMS

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that any student-athlete that may have a problem(s) or concerns) should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student-athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

- A. If there is some type of conflict between a participant and a team member, or coach, etc., it becomes the responsibility of the participant to talk over the problem with the head coach.
- B. If the problem cannot be resolved by talking to the head coach then the participant and his/her parents should arrange a conference with the Activities Director.
- C. If the participant has a problem related to his/her activity that is interfering with his/her progress in school or home life then a conference with the Activities Director should be arranged as soon as possible.

Section 13: FUNDRAISING

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising Use of the school mascot shall not be permitted unless approved by the Superintendent.

Section 14: INSURANCE

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

ARTICLE 5:
NSAA ACTIVITIES GUIDELINES

Section 1: PARTICIPATION ON OTHER TEAMS

1. Any student who participates in any athletic contest other than as a representative of his/her high school during the season of the sport involved becomes ineligible to represent his/her school in that sport for one or more contests or the remainder of the season. (3.5.1 NSAA)

During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or

school. At no time during the high school sport season can a student who is a member of the school squad in that sport compete in non school organized competition in any skill of the sport. A person may be considered to be a participant without being an official entry in the competition. The phrase “compete in non school organized competition in any skill of the sport” is interpreted to mean to take part in any skill of the sport of the season. **For example, a student out for cross country or track would become ineligible to represent the high school if he/she participates in a road race or a marathon. A student on the high school basketball team would become ineligible if he/she participates in a free throw contest, 1 on 1, 2 on 2, 3 on 3, 4 on 4 basketball contest, or other similar contest. A student out for high school football will become ineligible if he competes in a punt, pass and kick contest. A wrestler shall not participate in a non school takedown tournament during the wrestling season.(3.5.1 AR&I NSAA)**

2. Individual Instruction. During a season of a sport, a student is permitted to take individual instruction from a person other than the high school coach at times other than scheduled high school practice sessions, but such instructions shall not interfere with, nor be substituted for the high school coaching, practice sessions, or contest. (3.5.2 NSAA)

Outside participation: This rule does not prevent a student from competing outside the school in a sport he/she is not a participant in high school. For instance, it is possible for any wrestler, basketball player, or volleyball player to compete in bowling, either in leagues or in tournaments. The point is, a basketball player can not play on an outside basketball team. A basketball player may play only basketball for his/her high school basketball team and retain high school eligibility for the season. The same goes for any participant in other sports. They must compete in their sport only for high school. Likewise it is possible for full sport participants in football, volleyball, golf, or cross country or softball to continue to play basketball after their high school season starts. But it would be a violation if a high school volleyball player competed in a church league volleyball league or tournament, because this particular outside competition came in the student’s sport.

Section 2: OFF-SEASON PRACTICE REGULATIONS

1. Off-Season (Summer Guidelines): Summer activities from the close of school the second semester until the opening date of the fall sports season, there shall be no restriction on athletes or on high school coaches working with athletes, a member school; however, may not sponsor a team or individual, provide uniforms or individual player equipment, or otherwise be responsible for students in summer competition.

i. From the Tuesday following Memorial Day to July 31, a member school may not sponsor a team or individual, provide uniforms, individual player equipment (except football, baseball, and softball protective equipment for commercial camps), or otherwise be responsible for a student in summer competition. Attendance at summer activities shall be voluntary. No coach or school representative may directly or by implication direct a student to attend summer activities as a condition for membership on a high school team or restrict the level of team participation within the high school program. (3.2.7 NSAA)

ii. Applicable to Coaches During The Summer. The school year out-of-season period begins on the date of the official start of fall practices. Summer activities are regulated between the Tuesday following Memorial Day and July 31. Between the end of the summer activities period and the start of the school year, out-of-season period (August 1 through the official start of fall practices), the following shall apply:

1. The organized practice rule shall be in effect
2. Conditioning programs may be held
3. Attendance at commercial camps and clinics is permissible, but the organized practice rules shall be in effect for such camps and clinics
4. No school-sponsored clinics or camps may be held. (3.2.7 AR&I NSAA)
5. Q1: Can schools provide school vans for coaches to drive to a summer camp? A: Yes, NSAA Bylaw 3.2.8(d) allows school transportation for individuals participating in team sports camps/clinics with prior approval from the district’s Board of Education. However, the NSAA Catastrophic insurance would not cover this transportation.
6. Q2: Can a student voluntarily attend the school-sponsored, 60-minute conditioning program, and then return to that school that evening to lift weights? A: Yes, NSAA Approved Ruling 3.2.7.3 states that students may work-out on their own at the school facility and it shall not be considered to be involved in an organized practice.
7. Q3: Could a coach conduct voluntary practices during the summer activity period? A: Yes, NSAA Bylaw 3.2.7.6 allows a coach to have unlimited contact with students during the summer activities period, provided no support is received from the school/district. The organized practice rule is not in effect during the summer activities period.
8. Q4: Can schools allow students participating in summer activities to wear school-issued uniforms (practice, game, warm-up, or scrimmage vest)? A: No, NSAA Bylaw 3.2.7.9 does not allow for the use of school equipment which includes school uniforms.
9. Q5: Can a high school coach conduct a commercial camp/clinic at their high school? A: Yes, NSAA Bylaw 3.2.7.8 (b) allows high school coaches to rent school facilities for use by individuals. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach’s high school.
10. Q6: As a reward, can a coach excuse a student from the first day of high school practice because of the student’s participation in summer activities? A: No, NSAA Bylaw 3.2.7 states that attendance at summer activities shall be voluntary.
11. Q7: What does school support mean? A: It can include but may not be limited to the school funding or sponsoring individuals/teams or allowing the use of school issued apparel. School support also includes booster club funds. Coaches compensation and renting outside facilities would also be school support. If the school/school district provides any financial support or provisions to assist/conduct the activity, then it will be considered school support.

iii. NSAA Catastrophic Insurance does not cover coaches/students/schools during the summer activities period (Tuesday following Memorial Day through July 31).

iv. Allowable Summer Activities. During the summer a member school may organize the following:(3.7.2.1-9 NSAA)

1. Summertime School-Sponsored Camps/Clinics: A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days over a period of 21 consecutive calendar days starting with the first date of the camp/clinic.

- a. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or stimulated by camp attendees.
- b. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.

- c. The use of school facilities and equipment is permitted in accordance with local school board policy.
 - d. If a summertime school-sponsored camp/clinic is held in football, contact shall be allowed with the use of handheld dummies only. The no-contact rule shall prohibit contact with mechanical or training devices, as well as with other players. The use of blocking sleds and other mechanical devices is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be football's, shoes, helmets, kicking tees and handheld blocking dummies.
- 2. Summertime Conditioning Program:** A member school may organize and supervise a summer conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:
- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
 - b. Sport specific drills are not allowed, and sport specific equipment may not be used.
 - c. Conditioning sessions shall be no longer than 60 minutes in length, and no member shall participate in more than one such session per day.
 - d. Conditioning sessions organized and run by members of the school's coaching staff are subject to the 60-minute limitation. Students, for example, who work out on their own at the school facility in weight lifting, general calisthenics, running, or agility-type exercises shall not be considered to be involved in an organized conditioning program. (3.2.7.3 AR&I NSAA)
- 3. Summertime Open Gym:** It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the summer under the following conditions:
- a. The gym is open for all individuals and all activities.
 - b. Schools may not designate sport specific times.
 - c. Coaching or instruction is not provided.
 - d. School employees who are present restrict their duties to supervision of the facility.
 - e. Permitting the participation by non-high school students (graduates, adults or individuals not a member of the school) shall be determined by local school board policy.
- 4. Summertime School Recreation Programs:** Schools may sponsor summer recreation programs provided all individuals who wish to participate are permitted to attend and the competition is intra-school. Individual player equipment, except football helmets and pads, may be provided.
- 5. Summertime Regulations for Athletes and Coaches:** From the Tuesday following Memorial Day or final day of school (whichever is later) until July 31, there shall be no restrictions on the contact between students and high school coaches, provided no support is received from the school district.
- a. The organized practice rule shall be in effect during the school year until Memorial Day, except in the case of organized teams (e.g., Legion baseball, ASA softball, etc.). If a high school coach or other adult associated with the school program is also the coach of an organized non-school team, practice and competition involving the coach and athletes of that non-school team may begin at the conclusion of the state tournament of that activity or during Week 46 of the standardized calendar, whichever date is later. 3.2.7.6 AR&I NSAA)
- 6. Summer Leagues:** High school coaches are permitted to coach students from their school in summer league competition and games, provided there is no direct support from the school.
- a. There must be evidence that the organization or individual conducting the league has rented or leased the school facility to prove the school is not involved with sponsorship or funding.
 - b. All league fees and costs are to be paid by the athlete and/or his/her parents. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in such leagues.
 - c. Team fundraisers may be used to finance summer league and camp activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp activities. Any athlete receiving money for summer league/camps must participate in the fundraising activity.
 - d. The use of school names and uniforms (practice, game, warm-up or scrimmage vests) shall be considered school support and are prohibited.
- 7. Summertime Use of School Facilities:** Member schools may permit the use of their facilities in accordance with the school board rental policy. Examples of acceptable use of school facilities for activities are:
- a. **Summer Leagues.** There must be evidence that the organization or individual conducting the league has rented or leased the facility to prove the school is not involved in its sponsorship or funding.
 - b. **Commercial Sport Camps/Clinics.** A school may rent its facility for use by individuals, including its own school coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
 - c. All-Star competition that involves graduated seniors.
 - d. Competitive meets and contests sponsored by non-school groups.
 - e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.
- 8. Summertime Use of School Equipment:** Member schools may permit the use of school equipment, other than individual player equipment and uniforms, as long as the school is in no way responsible or involved. Acceptable equipment shall be: shot put; discus; vaulting poles; landing pits; hurdles; balls; tennis racquets; golf clubs; nets; vaulting, high jump, and volleyball standards; swimming kick boards; weight machines; football helmets and pads for students attending commercial camps; and batting helmets and catcher's equipment for students attending commercial camps.
- 9. Summertime College/Professional/Commercial Team Sport Camps/Clinics:** High school coaches are permitted to accompany students from their school to college, professional, or commercial sports specialized team camps/clinics during the summer.
- a. The purpose of a specialized sports camp/clinic/school is to give team members an opportunity to improve their skills in a particular activity.
 - b. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps, schools, and non-school competition.

- c. Team fundraisers may be used to finance team commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for camp activities. Any athlete receiving money for summer team camps/clinics must participate in the fundraising activity.
- d. The school shall not provide uniforms (practice, game, warm-up or scrimmage vests) but may provide transportation for individuals participating in such camps/clinics, or schools with prior approval from the district's Board of Education.

10. Summertime Individual Commercial Camps/Clinics: During the summer, students may attend any individual skill/technique camps or clinics.

- a. The purpose of an individual camp/clinic/school is to give a student an opportunity to improve his/her skills in a particular activity.
- b. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps.
- c. Team fundraisers may be used to finance individual commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer individual camp/clinic activities. Any athlete receiving money for camps/clinics must participate in the fundraising activity.
- d. The school shall not provide uniforms (practice, game, warm-up or scrimmage vests).

Section 3: SCHOOL-YEAR, OUT-OF-SEASON PRACTICE REGULATIONS

“School-year, out-of-season” is defined as that period of time during the school year in which no organized practice can be conducted. The “school-year, out-of-season” period begins on the first day of fall practice and runs until the first allowable date of practice in that sport, and the period after a team or individual has been eliminated from further competition during the championship series of district and state tournaments/meets through Memorial Day or the end of the school year, whichever is later. For non-varsity competition, “school year, out-of-season” begins the day following the last date of interscholastic competition or the last date of the varsity season, whichever is later.” (3.2.1 NSAA)

1. “School-Year, Out-of-Season” Participation: Except during the season of the sport involved, a student may be a member of a non-high school team and compete unattached in non-high school competition. Students are prohibited from wearing high school uniforms during non-high school sponsored competition. (3.2.2 NSAA)

2. Organized Practice: No organized practice in any sport shall be held during the “school-year, out-of-season” period. An organized practice shall be defined as follows:

- a. **Football and Soccer.** An organized practice in 11-man football and soccer shall mean more than seven students under direct supervision of a sponsor. An organized practice in 8-man football shall mean more than five students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. The only pieces of general equipment shall be football's, shoes, helmets, kicking tees, and hand held dummies and there shall be no contact with mechanical training devices or blocking sleds or with another player.
- b. **Basketball, Baseball, Softball, Volleyball, Tennis and Wrestling.** An organized practice shall mean more than four students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. In baseball and softball, beginning four weeks prior to the official start of softball and baseball practice, sponsors may work with up to eight (8) players using only balls, gloves and protective catcher's equipment. No other equipment; including bats may be used by players or coaches. An organized practice shall mean more than eight (8) students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. During the four weeks prior to the official start of practice, sponsors will have the option of working with four (4) student athletes or eight (8) student athletes using the prescribed allowable equipment.
- c. **Track & Field, Swimming & Diving, Golf and Cross Country.** An organized practice shall mean more than three students under direct supervision of a sponsor. If more than one such group is practicing at the same time, it shall be called an organized practice. (3.2.3 NSAA)

3. Conditioning Program: A member school may organize and supervise a “school year, out-of-season” conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:

- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
- b. Sport specific drills are not allowed, and sport specific equipment may not be used.
- c. The conditioning session shall be no longer than 60 minutes in length, and no student shall participate in more than one such session per day.
- d. Conditioning programs shall be voluntary. No coach or school representative may directly or by implication direct a student to attend conditioning sessions as a prerequisite for membership or restrict the level of team participation within the high school program. (3.2.4 NSAA)

4. Open Gym: It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the “school year, out-of-season” period under the following conditions:

- a. The gym is open for all individuals and all activities.
- b. Schools may not designate sport specific times.
- c. Coaching or instruction is not provided.
- d. School employees who are present shall restrict their duties to supervision of the facility.
- e. Open gym shall be voluntary. No coach or school representative may directly or by implication direct a student to attend open gym as a condition for membership or restrict the level of team participation within the high school program. (3.2.5 NSAA)

A member school shall not provide support, hold an organized practice or enter students in any non-high school competition in NSAA sponsored sports outside of the defined NSAA season. Faculty vs. student, alumni vs. student, or parent vs. student contests are not permissible during the season of the sport involved. If such contests are held out-of-season, the organized practice rule must be followed. (3.2 A&I NSAA)

Section 4: ELIGIBILITY (NSAA Eligibility)

1. IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.
2. 2.2.1 Students must be a bonafide student of their member school and have not graduated from any high school.
3. 2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
4. 2.3 Students are ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
5. 2.4.1 Students must be enrolled in some high school on or before the eleventh school day of the current semester.
6. 2.5.1 Students must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
7. 2.5.2 Students must have been enrolled and received twenty hours in school the immediate preceding semester.
8. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
9. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:
 10. 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 11. 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 12. 2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 13. 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
 14. 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 15. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such a transfer to the school in which he/she intends to enroll for the 2021-2022 school year prior to May 1, 2021; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2021. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2021, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
16. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
17. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exceptions in Swimming & Diving.)
18. 3.6 A student shall not participate on an all-star team while a high school undergraduate.
19. 3.7 A student must maintain his/her amateur status.

ARTICLE 6:

DRESSING ROOMS, EQUIPMENT, STUDENT FEES, AND TRANSPORTATION

Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students except student managers unless by a coach's or sponsor's request.

Section 2: EQUIPMENT

1. Cozad Community Schools try to furnish all participants with as much of the equipment needed as is possible. Cozad Community School coaches are confident that the school has proper equipment and in the case of contact sports, the athletes are well protected.

2. All equipment will be checked out to individuals at the beginning of the season by the coach or sponsor in charge. The participant will be responsible for the equipment and should be prepared to pay for the cost of replacement, if it is not checked in at the end of the season in reasonable condition.
3. It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit the activity, he/she will be expected to pay for the cost of replacement.
4. All collections for lost equipment will be handled in the Activities Director's office.
5. No student will be allowed to go out for another activity until they have turned in all equipment checked out to them from any previous school activity.
6. A student will be allowed to wear equipment checked out to him/her only at practices, on game days, and at contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to them. Any request to wear school clothing during the school day must first be approved by the Activities Director.

Section 3: STUDENT FEES

Refer to addendum to the Student Handbook Student Fees Policy, Policy 5130.2.

Section 4: GUIDELINES FOR THE USE OF THE WEIGHT TRAINING EQUIPMENT

- A. The equipment will be kept in an assigned area and will never be used unless there is an assigned supervisor present.
- B. The equipment will be used for the following purposes and in the following priorities:
 1. Physical education instruction – Physical fitness program or weight training class.
 2. By the sport in season – Program to be designed by the head coach and sponsored by the head coach or his/her assistants.
 3. Athletes who are out for two sports but are in their off-season.
 4. Summer conditioning instruction – for all athletes 9-12 for the coming year.
 5. Adult education instruction – Physical fitness program.
 6. Adult members of the Cozad School District.

Section 5: TEAM TRAVEL

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. We feel it is really important that all members of a team return from a contest by the same transportation provided for taking them to the contest. This will promote team camaraderie and unity among the players. **Exception:** A student may continue on a trip with his/her parents or their adult designee after a contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.
- B. Dress: Dress of team members should be clean, neat and in good taste.
- C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, athletic team members will eat the pre-game meal at home.
- D. When traveling by bus, students should remember the following:
 1. Always be on time for departure
 2. There will be no loud or boisterous behavior.
 3. All riders will remain seated for the entire distance.
 4. There will be complete silence when the bus stops for railroad crossings.
 5. There will be no yelling out windows or waving of arms out the window.
 6. No obscene gestures will be allowed.
 7. Students will always exit the bus by using the front door.
 8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.
- E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, has been post-concussion tested, and is cleared to return to light aerobic exercise per the return to play protocol.

ARTICLE 7:

CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND INITIATIONS/HAZING

Section 1: CODE OF CONDUCT

All activity sponsors and school administrators expect participants to be something special, so therefore, all participants are expected to meet demands that the normal student does not. Also, because activities can be very demanding upon an individual, both mentally and physically, this code of conduct should be followed:

- A. **Appearance:**
 1. Participants should be neat, clean, and well-groomed.
 2. All participants should take pride in their dress and appearance.
- B. **No Tobacco:**

1. There is no place in Cozad activities on the High School or Middle School level for a participant who uses tobacco.
 2. Anyone who does will not only be hurting themselves, but also the team.
- C. **No Drinking or Use of Drugs:**
1. Use of alcohol by a person under the age of 21 is illegal. So is using drugs. There is no way to justify any participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team.
- D. **Citizenship and Student Behavior:**
1. Students involved in activities are expected to be on their best behavior both in and outside of school.

Section 2: DISCIPLINE

- A. **Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is:**
1. Found to be in the possession of or use tobacco, tobacco substitute (cigars, cigarettes, e-cigs, chew, snuff, etc.) while on school property or under the direct supervision of the school.
 2. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use tobacco, tobacco substitutes (cigars, cigarettes, e-cigs, chew, snuff, etc.)
 3. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use alcoholic beverages and/or illegal drugs.
 4. Tests positive for banned substances listed within the Cozad Community Schools drug testing policy.
 5. Convicted by law or adjudicated of any criminal charge involving the use or possession of any illegal drug or of any alcoholic beverage.
 6. Found to be in the possession of or use alcoholic beverages and/or illegal drugs while on school property or under the direct supervision of the school.
 7. Convicted by law of any criminal charge or determined by law to be a delinquent child under any other circumstance which is indicative of behavior not representative of a good citizen.
 8. Engaging in any behaviors that misrepresent the standards of Cozad Schools, involving law enforcement or not
 9. Guilty of repeated or serious violations of Student Handbook Policies.
- B. **Shall be disciplined under the following criteria: Category I Discipline covers (1) above:**
1. First Offense: The student will be in In-School Suspension for two days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school activities for five consecutive days and may not participate in contests during the suspension. The student will practice during the suspension,
 2. Second Offense: The student will be in In-School Suspension for four days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
 3. Third Offense: The student shall serve a combination of four days of In-School Suspension and two days in Out-of-School Suspension. Suspension from all school activities for the remainder of the school year. The tobacco and its containers will be confiscated from the student and destroyed.
- C. **Category II Discipline covers (2) above:**
1. First Offense: Suspension from all school activities for five consecutive school days and may not participate in contests during the suspension. The student will practice during the suspension.
 2. Second Offense: The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
 3. Third Offense: Suspension from all school activities for the remainder of the school year.
- D. **Category III Discipline covers (3,4,5) above:**
1. First Offense: The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)
 2. Second Offense: The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). (If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
 3. Third Offense: The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.
- E. **Category IV Discipline covers (6) above:**
1. **First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
 - a. Consequence: the student will incur a 10-day Out-Of-School Suspension. Any and all days missed will be counted toward the school's attendance policy. The student will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 40 school days, commencing the first day of the Out-Of School Suspension. Students will be reinstated for activities at 8:15 a.m. on the 41st school day.

- b. Intervention Option: The student and family participate in a drug and alcohol assessment at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy. The student and parents agree to follow the counselor's recommendations satisfactorily. The intervention option will include a five-day Out-Of-School Suspension, and will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 20 school days, commencing the first day of the suspension or treatment program. Students will be reinstated for activities at 8:15 a.m. on the 21st school day.
 - c. School requirement: The school requires written confirmation that an assessment has been made and the counselor's recommendations are being followed to a satisfactory level.
 - d. Agencies: The following agencies could be utilized: Center for Psychological Services – Kearney Richard Young Hospital – Kearney Lutheran Family Services – North Platte South Central Behavioral Services – Kearney
 - e. School work: Students will be expected to complete school work which the teachers feel is appropriate during suspension and expulsion periods.
2. **Second Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
- a. Consequence: Expulsion.
 - b. Intervention option: The Board of Education will give the student or parents an option to expulsion which would be a mandatory alcohol/drug rehabilitation program acceptable by the school administrators. This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The intervention option will include a 10-day Out-Of-School Suspension, and will require 40 days of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.
 - c. School requirement: The school requires written confirmation that rehabilitation is in progress, and a program will be initiated for the student.
3. **Third offense: Expulsion**
- a. Intervention option: None when the student enters the 9th grade, and each violation occurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th grade school history.
- F. **Category V Discipline covers (7,8,9) above:**
- 1. **First Offense:** The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, or the behavior is reported; when the student admits to guilt; or when an investigation by the Principal, Activities Director, and Coach determines the student's guilt. The penalty of missing two week's worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School for grades 7 and 8. (Explanation – if an athlete out for a fall sport gets convicted of Minor In Possession after the season has ended, he/she will miss the first two week's worth of competition in the next sport he/she goes out for or the first two weeks of competition that next fall if he/she is a one-sport athlete.)
 - 2. **Second Offense:** The student may not attend any school activity for five weeks. The student will miss five week's worth of contests before being eligible to participate (may overlap into the next sport). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
 - 3. **Third Offense:** suspended from all school activities for the remainder of high school career. Students may regain eligibility by successful completion of chemical abuse treatment but will remain on activities probation for the remainder of their high school career.
- G. **Related discipline issues:**
- 1. Any tobacco, alcohol, or drug-related violation for a second time will move from first offense to second offense regardless of category. (Example – The first offense for alcohol was an "at-school" violation and the second offense for alcohol was an "off-school" grounds violation.)
 - 2. Any participant who is disciplined under the above criteria may (should) continue to practice with their activity if he/she expects to participate in that activity after their disciplinary action is completed.
 - 3. The above disciplinary action will cover all Cozad High School and Cozad Middle School sports and the Cozad High School speech team participants. Discipline for violation of this criteria area for participants in music, plays, clubs, etc. will be decided by the Sponsor, Activities Director and Building Principal.
 - 4. Students who wish to appeal a decision may request a hearing with their Sponsor/Coach and the Activities Director. If their decision is not satisfactory the student may request a hearing with the Building Principal. If his decision is not satisfactory, he/she may request a hearing with the Superintendent. If his decision is not satisfactory, he/she may request a hearing with the Board of Education whose decision on the matter will be final. Students may employ legal counsel to represent them at the hearing if they so desire.

Section 3: INITIATIONS and HAZING

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

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

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

Section 4: SECRET ORGANIZATIONS

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Article 8:

CCS ACTIVITIES CONCUSSION AND INJURY INFORMATION

Section 1: CONCUSSION INFORMATION and LINKS

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

The School District will:

- A. Require all coaches, sponsors and trainers to complete the following on-line course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Concussion in Sports
- B. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion; and
 - c. The actions a student should take in response to sustaining a concussion, including notification of his or her coaches.

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training).

Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainers, and other healthcare providers.

Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs.

We are using resources provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}

<http://www.nebsportsconcussion.org/resources/forms.html>

LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES

CDC Heads Up - Fact Sheet for Athletes

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Parents

http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Coaches

http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Home Instructions for Parents & Concussed Athlete

<http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf>

Return To Learn

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf>

Return to Play

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

Return To Play - Written Clearance Form

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20-%20clearance%20form.pdf>

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

Student Transportation when diagnosed with a Concussion: Section E on page 13.

Section 2: INJURIES

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see concussion information above.

Article 9: **NCAA I, NCAA II, NAIA**

Section 1: NCAA DIVISION I

Division I Initial-Eligibility Toolkit Website: <http://www.ncaa.org/student-athletes/resources/division-i-initial-eligibility-toolkit>

1. Academic Eligibility: To participate in Division I athletics or receive an athletics scholarship during the first year of college, a student-athlete must:

- a. Complete the 16 core-course requirement in eight semesters:
- b. 4 years of English
- c. 3 years of math (Algebra 1 or higher)
- d. 2 years of natural or physical science (including one year of lab science if offered by the high school)
- e. 1 extra year of English, math or natural or physical science
- f. 2 years of social science
- g. 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- h. Earn a minimum required grade-point average in core courses
- i. Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).
- j. Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:
 - i. Earn at least a 2.3 GPA in core courses
 - ii. Meet an increased sliding-scale standard
 - iii. Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.
 - iv. If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.

Section 2: NCAA DIVISION II and NAIA

Division II Initial-Eligibility Toolkit Website:

<http://www.ncaa.org/student-athletes/resources/division-ii-initial-eligibility-toolkit>

1. Academic Eligibility: If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must

- a. Graduate from high school;
- b. Complete these 16 core courses:
- c. 3 years of English
- d. 2 years of math (Algebra 1 or higher)
- e. 2 years of natural or physical science (including one year of lab science if offered by your high school)
- f. 3 additional years of English, math, or natural or physical science

- g. 2 years of social science
- h. 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- i. Earn a 2.000 grade-point average or better in your core courses; and
- j. Earn a combined SAT score of 820 or an ACT sum score of 68.

ARTICLE 10:
CCS ACTIVITIES DRUG TESTING POLICY

Section 1: OVERVIEW

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Cozad Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- (3) to encourage students who use drugs to participate in drug treatment programs
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Cozad Community Schools Schools.

The program is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

B. SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

C. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official - The individual hired by the school or district to oversee the drug testing program of the school or district.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

Student Participant - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS - Gas Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration B Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

D. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Appendix B). No student may participate and/or receive a parking permit until this form is properly executed and on file with the School.

b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extracurricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Following enrollment, students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test under article 7b.

c. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

E. CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Appendix C).

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Chain of Custody forms will be provided by The Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** or similar confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Barbiturates
Benzodiazepines (Valium)	Cocaine	Marijuana
MDMA (Ecstasy)	Methadone	Opiates (Codeine)
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

d. Medical Review Officer (MRO) Services

The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Cozad Community Schools Students** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.

e. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Cozad Community Schools Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur *after* notification of the parent:

(1) The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determines the student's guilt. The penalty of missing two weeks worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)

c. Second Positive Result

The student may not attend any school activity for five weeks. The student misses five weeks of contests before being eligible to participate (may overlap into the next sport). (If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.)

d. Third Positive Result

The student will be suspended from all school activities for the remainder of their high school career. Students may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

e. Self-Report

A student who self-reports, prior to providing a urine sample will comply with the requirements set in section 7b of this policy, except there will be only one week of forfeiture of all activities. The week forfeiture begins on the day of self-report. Self-reports may be used as a *first offense only*, subsequent positives following a self-report will continue to actions stated in 7c and 7d. A student may only self-report one time while a student in the Cozad Community Schools.

f. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

H. NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Cozad Community Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Cozad Community Schools School Board of Education, to the extent permitted by such subpoena or legal process.

I. ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Cozad Community Schools Students:

Alcohol	Amphetamines	Barbiturates
Benzodiazepines (Valium)	Cocaine	Marijuana
MDMA (Ecstasy)	Methadone	Opiates (Codeine)
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

Section 2: INFORMED CONSENT AGREEMENT

Student Name (Print) _____

Grade _____

Parent/Guardian/Custodian Name (print) _____

Home Phone _____

Work Phone _____

AS A STUDENT:

I understand and agree that participation in athletics and parking on school grounds is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any athletic program, and/ or receive a parking permit, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice, participate or park. I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature _____ Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in athletic, and/or parking privileges in the Cozad Community Schools Students. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities. I understand that my son/daughter/ward, when participating in athletics, and/or receiving a parking permit, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice, participate, or park. I have read the consent on the reverse of this form and agree to its terms. I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities and/or parking for the remainder of the year, I may remove them from the random program with a signed consent to Designated Official. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year. I understand this is binding while my son/daughter/ward is a student within the Cozad Community Schools.

Parent/Guardian/Custodian Signature _____ Date _____

Section 3: CONSENT TO PERFORM URINALYSIS

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cozad Community Schools Students** as approved by the Cozad Community Schools Students Board of Education. We understand that the collection process will be overseen by a qualified vendor. We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Cozad Community Schools Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Cozad Community Schools Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Cozad Community Schools Board of Education, SPORT SAFE Testing Service, Inc. and its employees from any legal responsibility or liability for the release of such information and records.

Article 11:

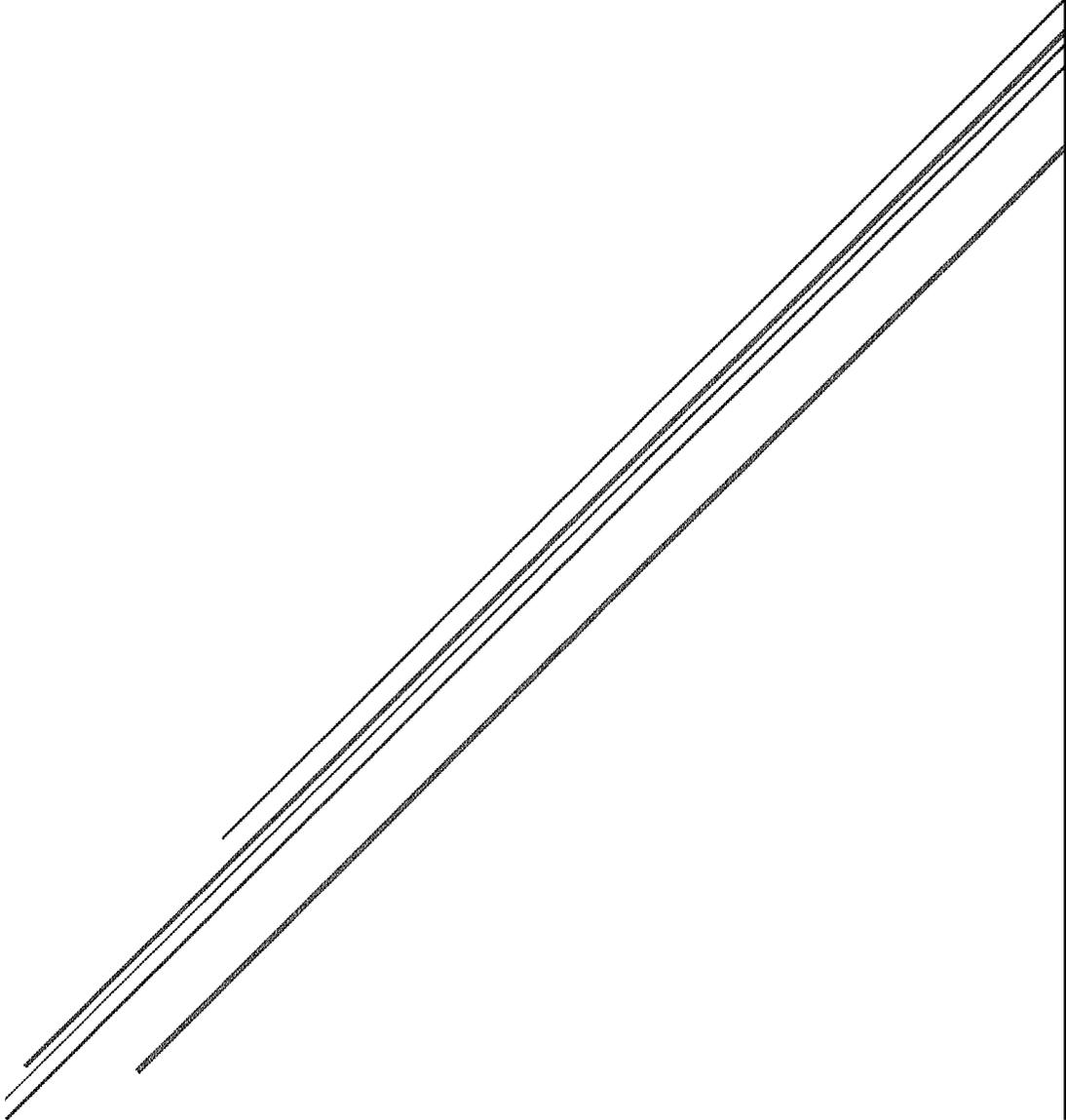
CCS ACTIVITIES GUIDELINE DISCLAIMER

Section 1: GUIDELINES ARE SUBJECT TO CHANGE

Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the school district social media platforms. If conflicts exist among the Activities Handbook and the Student Handbook and/or Board Policy, Student Handbook and/or Board Policy will take precedence.

COZAD COMMUNITY SCHOOLS CLASSIFIED EMPLOYEE HANDBOOK

2021-2022



Article 1: Daily Operations

Section 1: Time Cards

Each classified employee paid on an hourly rate must clock in and out using the District's timekeeping system. A login ID will be provided by the District Office, and every classified employee is expected to record their worked time using this system.

All leave requests will be made through the District's timekeeping system and approved by the Building Administrator.

If an employee takes a one-day job related trip, all the time spent traveling is counted as hours worked. If the travel requires an overnight stay, the time spent traveling is counted as hours worked only until you arrive at the hotel. The time spent traveling between home and work is not compensable.

Time card weekly totals are calculated from Sunday to Saturday. The pay period consists of one month worked to be paid on the 20th day of the following month.

Section 2: Lunch Breaks

Classified employees who work an entire day will have at least a 30-minute lunch break per day. Lunch breaks will be compensated if employees are not relieved of their duties or are not free to leave their posts. Lunch breaks are to be scheduled so as to not interfere with building or departmental operations.

Section 3: Inclement Weather Conditions

Unless directed otherwise, custodians/maintenance staff are to report to work when school is canceled because of inclement weather. Classified employees who do not report for work due to inclement weather when school is in session will not be paid for the time missed, or will be charged an applicable leave day.

No classified employee will be permitted to use leave benefits for a day when school has been canceled due to inclement weather.

Section 4: Mileage & Expenses

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites and other required trips (i.e. bank or post office). These miles must be logged and submitted monthly. The allowable rate shall be governed by IRS regulations. The District is not liable for physical damage to employee vehicles. **Staff are to use school provided vehicles for transportation needs unless receiving permission to use own vehicle. No reimbursement for expenses will be provided if permission is not obtained first.**

Reimbursement for the purchase of materials, or for meals or other expenses related to travel must be submitted to and approved by the Building Administrator. If the expense relates to an activity, it must be submitted to and approved by the Activities Director. The request for reimbursement should include a receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. **If no receipts or appropriate documentation are provided, there will be no reimbursement.** Meal per diems are limited to \$25 per day (\$6 for breakfast, \$7 for lunch, and \$12 for supper). Per diems will not be paid if hotel provides breakfast or meals come with meeting/conference.

Article 2: Employment Information

Section 1: Worker's Compensation Insurance

All employees of the school district are covered by liability and indemnity insurance for any injury occurring during the course of employment and are entitled to benefits provided by the Worker's Compensation Law.

A report of every accident occurring on the job must be completed in the building where the employee is based, and filed with the Superintendent's office within 24 hours of the accident and the injured employee must submit to a drug test. Worker's Compensation Insurance claims should only be made on reported accidents.

Section 2: Tax-Sheltered Annuities

If an employee chooses to participate in an annuity program, the school district will remit a stipulated amount via a payroll deduction to a tax shelter annuity (Section 403b of the Internal Revenue Code) of the employee's choice.

Requests for participation should be made through an approved insurance company (check with District Office for available companies); the employee must complete appropriate forms and submit to the Business Manager.

Section 3: Termination of Employment

If at all possible, employees are expected to give two weeks' notice of intention to terminate employment. Written notice of resignation should be addressed to the appropriate Administrator.

Section 4: Family and Medical Leave Act (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

Section 5: Leave Benefits

Leave benefit balance of 3 days will be awarded August 1st or employee start date with the rest of the days accrued during the school year must be used or carried over, if applicable, by July 31st. (All leaves and benefits shall be prorated based upon work schedule and date of hire.)

Holiday Pay

Classified employees will only receive compensation for hours regularly scheduled to work on the day the holiday is observed. For example, if scheduled to work Monday-Thursday, and the holiday is observed on Friday, no compensation will be granted. When the holiday does fall on an employee's regularly scheduled workday, compensation will be granted for employee's regularly scheduled hours, not to exceed 8. If employee is on FMLA leave the day the holiday is observed, no holiday pay will be granted.

Military Leave

Military leave shall be granted as required by statute.

Jury Duty

All employees selected to serve on jury duty will be paid as they would have earned in a regular working day. All employees must submit payment received from the courts to the District for reimbursement of wages, excluding any money allowed to them by the courts for expenses and mileage.

All school district employees shall report back to their school as soon as it is practically possible. Example: if jury members are dismissed in the middle of the day they should report back to their school on that day within a short time after they have been dismissed.

Professional

All employees who wish to leave to attend meetings, which pertain to their school position, must receive prior approval from their Building Administrator.

Bereavement

Available to be used for members of the immediate family, which include: parent, spouse, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or grandparent of the employee.

Vacation

Any extended vacation period while school is in session will require advance approval by the Superintendent, and all parties will cooperate in arranging vacation time so as to cause the least inconvenience to the normal operation of the District. Upon the commencement of any subsequent contract term, the Board shall give the employee the number of days necessary to restore the employee's total to the maximum number of days based on the employee's experience. For example, if a first-year employee uses 8 of his/her 10 days of vacation, the board will provide the employee with 8 days the following year to bring his/her total back to 10 days. The Board shall compensate the employee for unused vacation days upon the conclusion of the employee's employment at the employee's then-current per diem rate.

Other Leave

Unpaid leave may be used to excuse an absence upon the discretion and authorization of the Building Administrator. Each Building Administrator shall have complete discretion to grant or deny any requested unpaid leave. Furthermore, the Building Administrator may require the employee to use any leave benefit days they have available prior to approving an unpaid leave request.

Section 6: Employment Classification Change

Classified employees that accept a certified position will receive their classified accumulated sick leave plus their first year certified sick leave days, not to exceed 45. They will also retain years of service. Any other leave balances are forfeited.

Section 7: Physical Exams

Any classified employee who is required by law to have an annual physical examination, will do so at the expense of the district.

Section 8: Employment Term

The typical and assumed employment term for classified staff is scheduled based on the school calendar. Staff hired during the school year will have leave benefits prorated.

Article 3: Employment Terms

Section 1: Employee Benefits Blanket Statement

All classified positions are at-will employment.

All leave benefits are determined by employee's regular scheduled workday, but not to exceed 8 hours per day.

If employment is severed for any reason and the employee is later rehired, no previously accrued sick leave shall be given upon rehire, and years of service for purpose of granting leave is reset to zero. Prior years of service with the District will be granted for retirement purposes.

Retirement Benefit

If scheduled to work more than 20 hours/week, Nebraska Public Employees Retirement System (NPERS) requires employee payroll deduction for member contribution of 9.78%, with the district contributing 101% (9.8778%), and the State of Nebraska contributing 2%. If previously employed in a position eligible for NPERS, contributions are required to continue, even if scheduled for less than 20 hours/week. Any time spent working for the District outside of regularly scheduled hours or responsibilities will be subject to NPERS payroll deduction.

Insurance Policy when both spouses work for the district

When both spouses work for the district and both employees are eligible for insurance benefits based on their position, each employee will have their own policy. If the employees wish to add dependents, they will need to communicate with the Business Manager to determine if one family policy would be more economical to both the employee and the district.

Section 2: Custodian, District Office Staff, and 12-Month Building Secretary

Employed on a 12 month basis, 40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon work schedule if employee is scheduled fewer than 12 months per year or 40 hours per week.)

Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

Schedule: 0-9 years of service: 10 days available, 10-19 years of service: 15 days available, and 20+ years of service: 20 days available. Will be accrued at the rate of: 1 day per month worked (10 days) / 1.5 days per month worked (15 days) / 2 days per month worked (20 days). *Due to the job requirements of custodial staff during the summer months, their attendance is crucial.

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

Sick

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

Personal

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

Bereavement

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

Holiday

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

Section 3: 10/11-Month Building Secretary

Employed on a 10/11 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 10/11 months per year.)

Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 0-3 years of service: 10 days available, 4 years of service: 11 days available, 5 years of service: 12 days available, etc., cumulative to 45.

Personal

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

Bereavement

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

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

Section 4: 9/10-Month Full-Time Paraprofessional

Employed on a 9/10 month basis, 30-40 hours per week, unless otherwise specified in employment agreement. (All

leaves and benefits shall be prorated based upon daily work schedule or if employee is scheduled fewer than 9/10 months per year.)

Pay rate per Superintendent's approval.

Insurance

Employee only health, dental and vision insurance provided by District. Additional dependent coverage available at the employee's cost.

Long-term disability insurance paid by District under same terms as those offered to certified staff under Negotiated Agreement.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 5 of which may be used for Bereavement, noncumulative.

Personal

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

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work before and after holiday.

Section 5: Part-Time Bus Driver, Part-Time Paraprofessional, Part-Time/Seasonal AfterZone Personnel

Employed on an hourly basis as needed, not to exceed 29 hours per week. (All leaves and benefits shall be prorated based upon average weekly scheduled

hours). Pay rate per Superintendent's

approval. No insurance provided by

the District.

Vacation

No benefit available.

Sick

Schedule: 10 days available per year, 2 of which may be used for Bereavement, noncumulative.

Personal

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

Holiday

Eligible paid holidays include Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day will be eligible for payment only if scheduled to work the day before and day after Memorial Day.

Section 6: Ticket Takers, Announcers, Clock Operators, Stat Keepers, Line Judges, and all other Occasional or Sporadic Positions

Employed on an occasional and sporadic basis.

Pay rate for the position per Superintendent's approval. No insurance or leave benefits granted for this position.

Classified staff are not eligible for this employment if it would cause their weekly hours to exceed 40.

Section 7: Classified Substitutes

Employed on an hourly basis as needed, not to exceed 29 hours per week.

Pay rate based on the position in which the substitute is temporarily filling per Superintendent's approval.

No insurance or leave benefits granted for this position.

Section 8: Drug Free Workplace Requirements, see Policy 4002

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free work place. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the work place within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

3057
Title IX Policy

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

1. Title IX Coordinator

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

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

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

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

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

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

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

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

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

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

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

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

2.6.6.2. suffer substantial emotional distress.

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

3. **Discrimination Not Involving Sexual Harassment.**

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

4. **Response to Sexual Harassment**

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

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

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

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

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

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

5.1. **General Requirements.**

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence-including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

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

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

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

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

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

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

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

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

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

- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. Notice of Allegations.

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at

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

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

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.

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

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

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

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

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

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

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

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

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

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

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

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district

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

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

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

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the

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

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.7.2.3. Findings of fact supporting the determination;
 - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

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

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

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

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

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

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

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

5.8.3. As to all appeals, the district will:

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

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

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

- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3-5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

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

- 5.9.1. Provides to the parties a written notice disclosing:
 - 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
 - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10.1. Specific Circumstances.

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

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

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

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

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

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

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

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.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Cozad Community District Classified Employee Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

COZAD COMMUNITY SCHOOLS DISTRICT HANDBOOK

2021-2022

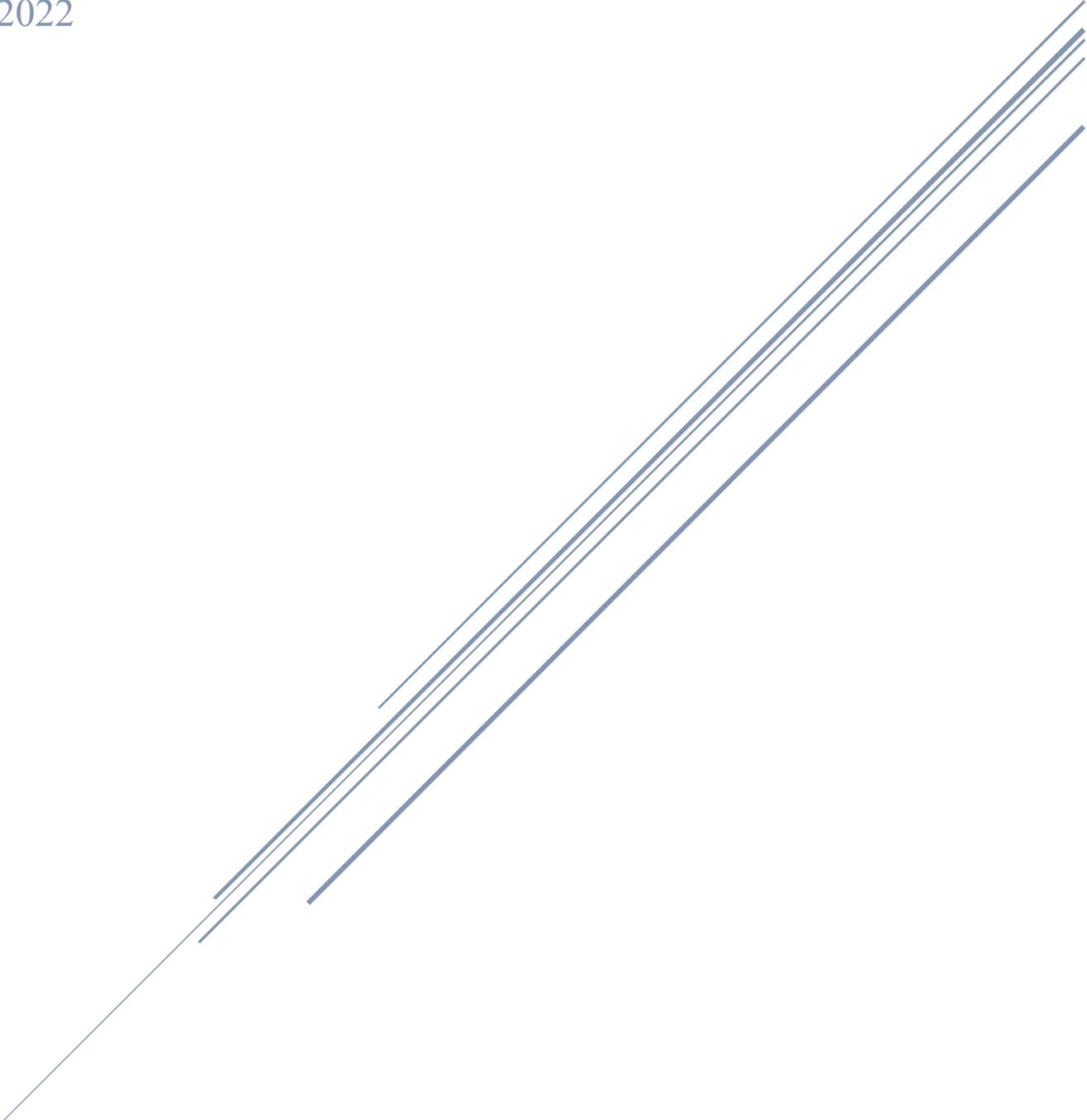


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Foreword

Section 1: Intent of Handbook

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

References in this handbook to “teachers” are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

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

This handbook does not create a “contract” of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

Section 2: Cozad Community Schools Update

Accreditation

All schools in the Cozad School District have been accredited through the Nebraska Framework Process in the spring of 2021. The Cozad school system is currently involved in a school improvement process.

Curriculum

The Cozad Community Schools has adopted a comprehensive curriculum review process. The focus of this process is to identify what students should know or be able to do at various stages of their educational career. Interested persons should contact the Superintendent at the District Office.

Section 3: School Vision, Mission & Values

Vision

Cozad Creates Success!

Mission

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

Values

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

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

accountability Teamwork - Teamwork at all levels districtwide, recognize and celebrate,

have fun and enjoy Innovation - Positive attitude, open to new ideas,

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

Section 4: Members of the Board of Education and Administration

Board of Education

Michele Starman, President

Joel Carlson, Vice President

Ann Burkholder, Secretary

Judy Eggleston, Member

Kiley Goff, Member

John Peden, Member

Administration

Angela Simpson, Superintendent

Corey Fisher, High School Principal

Jeremy Yilk, Assistant High School Principal, Activities

Director Brian Regelin, Middle School Principal

Dale Henderson, Elementary School Principal

James Ford, Cozad Early Education Center Principal, Special Education Director

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

A master school activities calendar will be kept in the activity director's office listing the dates of all school events. All scheduling shall be presented to and approved by the principal and activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office. See activities handbook guidelines and/or Board Policy: 6028. School activities, practices, rehearsals, etc. shall not be scheduled for Wednesday evenings or Sundays.

Section 2: Daily Schedules

See Building Level Handbook

Section 3: Shortened Schedules

See Building Level Handbook

Section 4: Severe Weather and School Cancellations

Decision to Close Schools

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. A decision to close school is made when forecasts by the weather service and school officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. The district's messaging system, Apptegy, will also be activated. Staff should have the most update contact information in Power School. Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast and Apptegy. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Parents/guardians should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision.

Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Crisis Manual / Emergency Conditions

The Crisis Manual must be posted near the door of each classroom.

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

Section 5: Emergency Procedures

Emergency Authority, Policy 3040

The Superintendent shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action by the board.

Safety and Fire Drills, Policy 3040

The Superintendent shall require the principals to instruct and train the pupils by means of fire drills, school bus safety, and safety in general in and about the various buildings and grounds of the district. Fire drills will be held twice in September and once a month during the school year.

Administrative Procedure

These procedures are to be put in place at the direction of the building administrator or his/her designee. District wide procedures will be directed by the Superintendent or in his absence the high school principal or his/her designee. **A fire drill procedure and evacuation map shall be placed in each classroom.**

Tornado Procedures

The building administrators shall give procedures for reaction to a tornado to staff at the beginning of the school year. Procedures for tornadoes shall be practiced at the start of the school year. A mock tornado drill will be held district wide in March as part of Severe Weather Awareness Week. A tornado procedure and evacuation map should be placed in each classroom.

Tornado Watch

Police dispatcher may notify the school that we are in a tornado watch or through television and radio broadcasts. Once determined, the Superintendent or principal will monitor broadcasts.

Tornado Warning

A warning procedure will go into effect if; 1) A tornado is spotted. 2) A tornado warning is given by the national weather service via weather channel or television. 3) Sirens sounding or notification by police dispatcher. The District Office will alert the buildings but the building principals may put tornado procedures into effect at their own discretion.

All Clear Procedures

The police department will not give the all clear. The building principal or his designee will make the decision. This decision may be based upon radio reports that the warning is no longer in effect or notification from the Superintendent's office when indications from television or radio broadcasts are such that tornado activity in the area is unlikely.

Bomb Threat Procedures

Refer to the safety/crisis manual.

CODE RED

Refer to the safety/crisis manual.

Crisis Scenarios

Refer to the safety/crisis manual.

Armed individual comes into the classroom.

Refer to the safety/crisis manual.

Crisis Team Involvement

Immediately following any incident of major proportion a decision will be made whether to call a crisis team meeting to formulate plans and review the appropriateness of the procedures. See crisis plan handbook.

The Superintendent will make comments to media concerning any of the identified situations.

Spotting Troubled Students

Students who exhibit threatening or moody behavior should be reported to the counselor or the principal. Any threats made by a student toward the school or a staff member or another student should be reported in the student incident report.

Section 6: Routine Building Security Procedures

Securing Exterior Doors

Each principal will establish a written security plan for maintaining individual building site security. **All exterior doors remain locked except for the main entrances of all building sites.** Those written security measures will be disseminated to appropriate personnel for implementation.

All advisors, coaches and school/community groups utilizing building space after hours and on weekends are responsible for re-securing doors, limiting participant access to the use areas of the building only, and assuring that the buildings are clear and locked prior to leaving the building site.

No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

Parents, Vendors, and other Visitors to Building Sites

Visitors are required to report directly to the building administrative office to check in.

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period

- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Student visitors from other schools, family members, or other student guests must report immediately to the office, check in, and receive a pass from the office staff, identifying the individual as a visitor. Upon completing the school visit, the individual must report to the office and return the visitor pass prior to leaving the building.

Substitute teachers, student teachers, and guest speakers must check in to the administrative offices and be identified to staff. Parents must also check in at the office prior to visiting with a teacher or visiting a classroom. Visitor passes will be issued by the office while visiting the school site.

Each building site will install necessary signs to assure visitors ready access to locations within each of the buildings.

Section 7: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Any regularly scheduled school days missed because of inclement weather, etc. will be reviewed for possible make-up by the board at the next regularly scheduled board meeting.

Section 8: Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for

consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Article 2 – Employment, Compensation, & Benefits

Section 1: Contract Days

Teachers are contracted for 185 days (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 2: Contract Release, Policy 4056

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Section 3: Employment

A teacher is employed by Cozad Community Schools when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 as per Policy 4056.

Section 4: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher’s position and to diligently and faithfully perform the assigned duties to the best of the teacher’s professional ability. Staff may also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such “extra duty” assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement.

The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher’s overall performance to the District.

Section 5: Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 6: Grievances & Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy 4013 and 2006.

Section 7: Compensation

Regular Salary and Extra-Duty Compensation

Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement

Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the District Office with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before October 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments

Staff members are paid on the 20th of each month unless the 20th falls on a weekend or bank holiday. The district provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 8: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at per diem basis for such teacher's extended time.

Section 9: Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections during in-service days of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is found in Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan. Notices of Health Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with HIPAA.

Section 10: Payroll & Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 11: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. **Staff are to use school provided vehicles for transportation needs unless receiving permission to use own vehicle. No reimbursement for expenses will be provided if permission not obtained.**

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. **If no receipts or appropriate documentation are provided there will be no reimbursement.** Breakfast \$6; Lunch \$7; Supper \$12. Amounts not applicable if hotel provides breakfasts or meals come with meeting/conference. Receipts are to be submitted for expenses.

Section 12: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 13: Moving on the Salary Schedule, Policy 4029 & as per Negotiated Agreement

Any teacher going to school and moving across on the salary schedule will be allowed to move according to their educational graduate hours as allowed in the nine-hour increment schedule. However, only one step vertically will be allowed regardless of the number of years of experience accumulated. In addition, to receive consideration for movement on the salary schedule for the current school year, all official transcripts of the hours earned must be on file in the Superintendent's Office by October 1. No adjustments will be made to an individual's salary until the transcript is actually received. Transcripts received after October 1 will not be considered for movement until the next school year. Retroactive pay will not be made in a lump sum. It will be divided equally over the remaining pay periods.

Section 14: Insurance

For the convenience of certified personnel employed in the Cozad Community Schools, an Educator's Health Alliance Insurance group policy is maintained. (See Negotiated Agreement) Questions regarding any fringe benefits should be directed to the business manager or the Office of the Superintendent.

Section 15: Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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

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

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Section 16: Personnel Reduction, Policy 4037

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. Definition of Reduction in Force. A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number of percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. Restriction of Right to Administrative Position. Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. Criteria for Reduction in Force. The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
 - a. Programs to be offered;
 - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

- c. State and federal laws or regulations that may mandate certain employment practices;
- d. Involvement in the programs and activities sponsored by the school district;
- e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
- f. The organizational and educational effect caused by multiple part-time certificated employees; g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. Consideration of Uninterrupted Service. If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.

b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.

c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.

d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. Rights of Recall.

a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.

b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.

c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.

d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. Current Teaching Certificate.

a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.

b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. Address Records.

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Section 17: Professional Growth, Policy 4032

Every six years permanent certificated employees shall give evidence of Professional Growth as approved by the Cozad Board of Education in order to remain eligible for continued employment. College credit, professional publications, workshops, or other educational activity as approved by the board of education may be accepted as evidence of "Professional Growth". Professional Growth Period-a six year period of time, beginning on September 1, 1982, or first year of employment after that date and ending August 31, six years later. The beginning of the seventh year starts the second six-year period. Professional Growth Points-all permanently certificated staff must earn a total of 24 Professional Growth Points during each Professional Growth Period. Each activity of Professional Growth has its own criteria for acceptance and evaluation. Six hours of college credit meet this requirement. It is the permanently certificated staff's responsibility to show that the activity did actually contribute to their professional development and to their increased effectiveness in the capacity in which they are employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, presentations, etc. Procedure for applying for Growth Credit-Application for credit for Professional Growth shall be made on forms prescribed by the Professional Growth Committee. A separate application will be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. After the educational growth activity has been completed, an application which includes evidence of completion of the work shall be given to the Professional Growth Committee. Applications will only be considered for the current school year. For professional growth point purposes, the "school year" runs from September 1st-August 31st. Any activities completed during the summer or month of August must be turned in by September 15th.

Applications received after September 15th for the previous school year will not be approved. After the committee has acted on the application, the applicant shall be notified of the decision of the committee. A copy will then be forwarded to the superintendent's office, where it will be kept on file for future reference. No applications will be considered for less than one growth point. Forms for application will be available in all offices of the school's administrators. A Professional Growth Committee will be appointed by the superintendent. Classifications of activities-listed below are the activities for which growth points may be required. The maximum number of points for each activity is also shown. Points earned during one growth period may not be carried over into the succeeding growth period. An applicant for the Professional Growth Points may appeal the decision of the Professional Growth Committee to the superintendent of schools.

Applications will only be considered for the current school year & documentation of the activity must be provided. Please see the application form for more details.

Activity	Max Points Per Year	Max Points Per Period	Notes
College Class	24	24	1 semester hour= 4 points
Conference, Convention or Workshop	8	20	1 point per half day
Coaching Clinic	1	6	1 point per day
Professional Presentation	2	12	2 points per presentation
District Committee	6	12	3 points per year per committee <i>Includes: CICC, Cozad Cares, Kick-off, Maker Fair, MTSS, Reading Mastery, School Improvement, Steering, Stem</i>
In-School District Focus Activity	1	6	4 one-hour sessions=1 point <i>Includes: Blended Learning, Google Certification, technology trainings, Marzano training, medical trainings (CPR, Asthma, Stop the Bleed, etc.)</i>
School Visitations	2	4	Other than CCS- 1 point per day
Serving as a Cooperating Educator or New Teacher Mentor	8	16	8 week supervision= 4 points 16 week supervision=8 points Mentoring= 4 points per year

Section 18: Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Section 19: Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Section 20: Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase meals from the school cafeteria for \$2.35 breakfast and \$3.85 lunch per day. The price includes one carton of milk. Extra cartons cost 40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Article 3 – Absences from Work

Section 1: Paid Leave

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

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

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact building principal or secretary before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made by the building secretary as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, **must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty.** This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2: Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:30 a.m. Refer to Negotiated Agreement.

Section 3: Bereavement Leave

Refer to Negotiated Agreement.

Section 4: Personal Leave

Reasons for personal leave are not required. Professional discretion shall be used when making requests for personal leave. No more than five (5) staff members may be granted personal leave on any one day, and from the entire staff no more than three (3) for the elementary, middle or high school levels on a particular day. Request shall be made in writing seven (7) days in advance of the leave date requested and shall be given to the principal or superintendent who reserves the right to grant or reject depending on the circumstance surrounding the request. (Example: availability of substitutes for that day). In cases of an emergency or after the timeline established for request, a reason shall be required for the use of that day. Refer to Negotiated Agreement.

Section 5: Professional Leave

Professional leave shall be used only to attend professional meetings and self-improvement activities which are directly related to the person's contracted education field. This shall not include interviewing for another position. All requests shall be submitted in writing to their principal at least forty (40) hours prior to the date of leave. No expense for transportation will be provided for person taking professional leave. Refer to Negotiated Agreement.

Section 6: Absences / Unpaid Leave Requests

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave. Refer to Negotiated Agreement.

Section 7: Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $1/185$ of total salary.

Section 8: Legal & Civil Duty Leave, Policy

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 9: Family and Medical Leave, see Policy 4011

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

The "leave year" for purposes of the FMLA shall be the school district's fiscal year. Substitution of accrued paid leave for otherwise unpaid FMLA leave may be required in the discretion of the Superintendent or the board of education. Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the board of education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent's or the school board's discretion, be required. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the board of education based upon the nature of the illness or other circumstances surrounding the leave. An "equivalent position" for FMLA restoration purposes shall, in the case of a certificated employee, be any administrative, teaching, or instruction-related position for which the employee is qualified by reason of endorsement, college preparation or experience; in the case of coaching or other similar extracurricular duty assignments, and in the case of other employees or positions with an equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent of the Board of Education.

Section 10: Military Leave, see Policy 4011.1

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Article 4 – Duties & Responsibilities

Section 1: General Duties

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Section 2: Hour of Work & Meetings

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

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools may have differing starting and ending times for the student day. Certificated employees assigned to a building are required to spend a minimum of seven hours and 45 minutes on site, including lunch & 30 minute break. Duty-free lunch time can be spent offsite. The principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required seven hours and 45 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 3: Teachers, Time of Arrival and Departure of, Policy 4114

Teachers shall report for duty at 7:45 a.m. on all contractual days. All teachers shall remain on duty until 4:00 p.m. All requests must contain reasons for the deviations of this policy. The Principal has the right to approve or disapprove this request. **Occasionally, the Principal will call meetings that extend beyond these hours and the teacher will be at these meetings.** During the school day, teachers are to be in their assigned classroom before each period begins to assure that students are not unsupervised within the classroom.

Section 4: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period are asked to notify the Principal's office.

Teachers are to notify and get administrative approval if leaving the building during regular duty hours. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 5: Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. The plans must be in the plan book (electronic or hardcopy). Lesson plan book, class record book, and seating chart should be kept available in the teacher's desk. Teachers should turn lesson plans for the coming week in to the principal's office by 8:00 a.m. of the first day of the school week. The principal should be notified if due to unusual circumstances the lesson plans are not completed.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 6: Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class using the power grade system. A complete accounting of all recorded grades for each student is to be kept. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). However, be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Section 7: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

Use of Cell Phones

Teachers and paraprofessionals shall not use personal cell phones for any non-school purpose during teacher duty time.

Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. The teacher aides' main responsibility is working with students in carrying out instructional activities under the direction of the teacher. Paraprofessionals may also help to supervise students, copy tests and other written material, organize class materials, and prepare and design bulletin boards. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, or student aides. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee unless approval is granted by building administrator.

Recording of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Teacher Mail Box

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

Teachers Meetings

Teachers' meetings will be called by the building or program administrator. **ALL** teachers are expected to be present for their particular meeting, unless they are absent from school for good cause or have made prior arrangements.

Section 8: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students.

Proper Supervision

Report to all duty assignments on time. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited at Cozad Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).

Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

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

Contact the Office for Assistance

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

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

Student Searches

All searches will be done by school administration.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept

confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 9: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline:

- On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
- It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
- If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
- If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
- Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator will inform the teacher of the consequences.
- Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
- Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
- Read and understand the student handbook and the student conduct rules of the District.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 10: School Nurse and Dispensing Medication

Cozad Community Schools employs a full time school nurse to cover all students in all buildings. She is responsible for appraising the health status of students, enforcing the rules of immunization, physicals and communicable disease of the

State of Nebraska, and providing emergency service for injury or illness occurring in the school setting. Please notify the nurse if you have questions or concerns regarding your students.

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 11: Reporting Child Abuse, see Policy 4054

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or

the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Section 12: Activity Accounts

No student or sponsor may make any purchase without a signed purchase order from the superintendent or his/her designee. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.

Procedures: School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, secretaries, and in some cases, counselors. No students should ever have access to the vault or safe.

Efforts should be made to reduce the amount of money that is ever on hand at the school. The secretary in charge of activity funds should deposit money as often as necessary. During games and major fundraisers, money will not be left in the safe until the conclusion of the fundraiser.

All sponsors should turn money into the designated building secretary or principal. Do not keep money in the classroom. **All money turned in will be marked with clear indication of which organization or activity group should be credited.** Do not place the money on an unattended secretary's desk. Money may be withdrawn from a student account only by a class sponsor and principal. During fundraisers, checks are to be made out to the organization, not to the student. If the customer fails to fill in the organization's name, sponsors should fill the organization's name in when the checks are turned in. Sponsors should see that students indicate on the order form if items were purchased by check or by cash. A list of persons who have made purchases should be kept somewhere other than the vault.

Section 13: Agents, Policy 2226

The Principals shall not permit any of the time of teachers or pupils to be occupied while at school by solicitors or agents. Principals shall meet with salespersons in the line of duty, as long as it does not interfere with their academic work.

Section 14: Athletic Contests and Activity Events

If you are unable to make your scheduled time, it is your responsibility to find a replacement and let the activities director know the change.

Section 15: Attendance at School Activities

All teachers are encouraged to attend school activities. Sponsors of productions should feel free to call upon other teachers to aid them as necessary. To be most successful, school presentations often require the cooperation of the entire faculty.

Section 16: Blood Borne Pathogens

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

Section 17: Books

Keep a good record of books issued to students. All books are to be numbered. These numbers can be kept in your gradebook. Try to impress on your students the care of books. This should also apply to school property. Students who have lost or damaged books or school materials should be reported to the principal for assessment of fines.

Section 18: Budget

Teachers must be aware of their budget limitations. Current budget information is available in the office. Needs of the school year must be taken into consideration during preparation of the budget. **Teachers may not exceed their budget without permission of the Superintendent.**

Section 19: Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Section 20: Controversial Issues, see Policy 6013

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Section 21: Copyright Policy, Policy 3020

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Section 22: Corporal Punishment, see Policy 4018

Each teacher is responsible for the conduct of the student. Any discipline problems which the teacher feels inadequate to handle shall be reported to the principal.

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Section 23: Custodians

All orders and requests from teachers to custodians shall be made through the Principal, except in the event of unsatisfactory room temperature or emergency.

Section 24: Disciplinary Guidelines

See Student Handbook

Section 25: Drug Free Workplace Requirements, see Policy 4002

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free work place. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the work place within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Section 26: Grading

Grading pupils' work is one of the most important parts of your teaching job. Be fair and conscientious in your grading. It isn't quantity of work done, but the quality.

All must cooperate to see that grades perform their intended functions and that students find their real inspiration and motivation not in seeking grades but in the acquisition and use of knowledge and growth in intellectual stature and wisdom.

Also, each teacher should hold to rigid requirements in neatness, penmanship, spelling, punctuation, capitalization, sentence structure, and use of words.

Section 27: Internet – Acceptable Use, see Policy 4012 & 4012.1

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

Policy 4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following

procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

V. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

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3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
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2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

VIII. *Off-Duty Personal Use*

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Section 28: Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Section 29: Letters and Publications

A copy of all letters and publications pertaining to school business to be sent to papers, parents, or students must be sent to the building principal.

Section 30: Inventory

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

Section 31: Purchase Orders

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are to be completed on WebLink accessible on the school web page. Orders should not be placed until the district office has issued a purchase order. Once an order has been received, the staff member must notify the building secretary or district office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

Purchase orders shall be used unless special permission is given by Administration to do so. Otherwise, items purchased may be turned down when bills are presented for payment. Receipts and employee signatures will be required on all purchases.

Section 32: Sponsors

Sponsors have important duties in the matter of class organization, class citizenship, finance, and parties. Teachers, sponsors, and coaches are reminded that they should familiarize themselves with the Student Fee Policy (5045) and work to ensure confidentiality of fee waiver students. It is the duty of the sponsor to conduct class meetings, organize for class functions, stress good conduct and citizenship (counsel if necessary) and oversee fundraising projects.

Sponsors are reminded that activities are school functions and all rules of behavior associated with school are in effect. Sponsors will be responsible for the behavior of the students at school activities. Teachers, sponsors, and coaches are reminded that at no time should students be left in the building without supervision.

It is the teacher's responsibility to remain with the group until all students have left the building. Failure to do so will be considered negligence on the part of the teacher.

Section 33: Teachers, Substitute

The Superintendent may empower the principals to employ and assign substitute teachers as the needs arise.

Arrangements should be made so that a substitute teacher, either in a planned or unplanned absence, may function in a manner that would allow the learning process to continue with the least possible disruption. Those arrangements should include:

- Assignments that will fully utilize the students time.
- A class roll and seating chart for students.

- A daily schedule which will indicate lunch schedule, special arrangements, etc

Section 34: Transportation

Activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. All members of a team will return from a contest by the same transportation provided taking them to the contest. Exception: A student may be released after a contest by following the procedure outlined in the student handbook. All departments in the Cozad system will follow the same rules as the activity transportation.

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Section 35: Fair Dismissal Procedures

The Cozad Board of Education may dismiss or not re-employ teachers under the guidelines of a fair dismissal policy. The policy shall be that all teachers shall be notified in writing of any undesirable traits or practices which may endanger his/her maintaining his/her position. The teacher shall be given sufficient time to improve except in extremely serious circumstances. If the teacher is not satisfied with the Board's decision, he may appeal to the Board for a hearing.

Section 36: Workmen's Compensation

Workmen's Compensation Insurance is made available to all personnel employed by the Cozad Community Schools District. Employee accidents/incidents should be reported as soon as possible. Claims for Workmen's Compensation should be made to the Superintendent's office. An employee that has an accident or injury will be asked to submit to a mandatory drug test, per Administrative Guidelines for Policy 4213.

Section 37: Money Handling Procedures

These guidelines must be followed to ensure proper safekeeping of all money handled by school-district employees.

Any discrepancies will be reported immediately to the Office of the Superintendent.

The Cozad Community Schools' Board of Education will be furnished with the following reports at each regular scheduled board meeting:

- District Treasurer
 - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), and the Activities Account
- District Bookkeeper
 - General Fund, Bond Fund, Building Fund, Qualified Capital Purpose Fund (if used), Employee Benefit Fund, Depreciation Fund, Student Fee Fund, and Hot Lunch Fund
- Activities Secretary

- Activities Account with all organizations

Activities Account statements are to be given to each sponsor monthly or when requested. Sponsors are responsible for verifying statements.

Money Handling

All cash (money) received by district personnel must be receipted and deposited according to State of Nebraska laws and auditing requirements:

- Monies need to be turned into the *office* on a daily basis.
- All checks should be stamped with school stamp
- All cash (checks) must be receipted on pre-printed, pre-numbered Cozad Community Schools' receipts.
- Money must be deposited intact, which means we must deposit it in the same form it was received.

Section 38: Locker Room Supervision – Policy 4062

Staff members must review and comply with the board's policy regarding locker room supervision.

Section 39: News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Section 40: Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

- Accept checks for the exact amount only. (Checks cannot be written for a higher amount so that change can be given back to the customer.)
- Do not accept post-dated checks.
- It is illegal to have a checking or savings account on behalf of the Cozad Community Schools without prior approval by the school board at an official board meeting.
- No stamped signatures will be allowed.
- Good money handling practices are essential within the school district.
- All money taken in should be counted as soon as possible, receipted, endorsed, and deposited in the appropriate district account. (General Fund, Building Fund, Bond Fund, Depreciation Fund, Employee Benefit Fund, Qualified Capital Purpose Fund, Student Fee Fund, Activities Fund, and Hot Lunch Fund.)
- No large sums of money should be allowed to accumulate.
- Night game gate receipts must be secured in the school's vault or safe if a nightly deposit is not feasible.
- Hot lunch funds will be deposited daily

- Large sums of money should not be left in the vault over the weekend with the exception of petty change funds. (This means deposits must be made daily or taken to the bank's night depository to be counted the next day.)
- School vaults will be locked at all times. Only authorized personnel will be allowed to enter the vault or safe. Access will be limited to administrators, administrative assistants, and in some cases, counselors. No students should ever have access to the vault or safe.
- All sponsors will turn money into the office for placement in the vault. Do not keep money in the classroom.
- Funds will be turned into the designated building secretary with clear indication of which organization or activity group should be credited. Checks made out to Cozad Community Schools should have the organization written in the "memo" section of each check.
- Do not place the money on an unattended secretary's desk.

Money counting verification process:

- Activities Account
 - Sponsor or Activities Director
 - Activities Secretary
 - Bank
- Hot Lunch Daily Sales
 - Food Service Line Operator
 - Hot Lunch Secretary
 - Bank
- Hot Lunch Account Deposits
 - Hot Lunch Secretary
 - District Office Administrative Assistant
 - Bank
- General Fund / Building Fund / Qualified Capital Purpose Fund / Bond Fund
 - Business Manager
 - District Treasurer
 - Bank
- Employee Benefit Fund / Depreciation Fund
 - School Board Authorization
 - Business Manager
 - Bank
- Student Fee Fund
 - Sponsor
 - Business Manager
 - Bank

Check Signatures Required

- Activities Account – 3
 - Superintendent
 - Activities Director
 - Activities Secretary
 - High School Secretary
 - Administrator
 - Business Manager
- Hot Lunch Account – 2
 - Business Manager
 - District Office Administrative Assistant

- Superintendent
- General Fund Account – 2
 - Board of Education President
 - Board of Education Secretary
 - Superintendent – in emergency
- Bond Fund / Depreciation Fund / Employee Benefit Fund / Qualified Capital Purpose Fund – 2
 - Business Manager
 - Superintendent

Fundraising

All Fundraising must be approved by your administrator prior to the event.

Sponsors should see that students indicate on the order forms if items were purchased by check or by cash. During fund raisers, sponsors should emphasize that checks be made out to the organization, not to the student.

If the customer fails to fill in who the check is written to, see that the organizations name is written in as soon as possible. A list of persons who have made purchases should be kept somewhere other than where the money is kept.

District Receipt Documentation

Submit form for all credit card charges and reimbursement requests. No reimbursement will be made unless the form is completed and documentation provided.

Section 41: Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Section 42: Classroom Sanitation

1. **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Article 5 – Personal & Professional Conduct

Section 1: Professional Ethics Standards

The Cozad Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.

- Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- Shall seek no reprisal against any individual who has reported a violation of this rule.
-

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

- Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

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

In fulfillment of the obligation to professional employment practices, the educator:

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

Section 2: Certificates

It is each teacher's personal responsibility to procure and register a valid Nebraska Teaching Certificate. A teaching contract is not valid until such a certificate is registered at the office. Teachers may not be issued a payroll check until their teaching certificate is on file at the District Office.

Section 3: Evaluations, Policy 4030

Teacher Evaluation should provide the teacher a picture of self, including both strengths and weaknesses. Hopefully it will help the teacher teach with a greater effectiveness. The Cozad Community Schools shall provide an effective staff evaluation system which will insure the best possible learning climate for each student enrolled. It shall also support the personal development of the staff within the system. They shall be responsible for recommendations to the Superintendent for the rehiring of each member of the staff.

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

Section 4: Role Model

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

Section 5: Relationships

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

Section 6: Professional Attire

The staff of Cozad Community Schools has an excellent local and regional reputation for professionalism, both in performance of their duties and in the image they project.

The district's objective, in establishing the professional appearance guidelines, is to enable employees to project a professional image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for these expectations.

Because all casual clothing is not suitable for the classroom or office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals a person's cleavage, back, chest, stomach or underwear is not appropriate for a professional work environment.

Even in a business casual work environment, clothing should not be wrinkled. Footwear should be polished (when appropriate) and free from excessive soiling.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to students or other employees is unacceptable. Clothing that has the district or school name or logo is encouraged.

Certain days may be declared dress down days or theme days. On these days, jeans (not faded, torn or frayed) and a more casual approach to dressing (although never potentially offensive to others) is allowed.

Below is a general overview of acceptable business casual attire. Items that are not appropriate for school or office are listed, too. Neither list is all-inclusive and both are open to change. The lists explain what is generally acceptable, and not acceptable, as business casual attire.

No dress code can address all contingencies so administrators must exert a certain amount of judgment in the standards enforced at your building. If you experience uncertainty about acceptable, professional business casual attire for work, feel free to discuss with an administrator.

Due to the nature of duties performed, separate guidelines have been established for maintenance/operations, custodial and nutrition services staff (certain other production-oriented jobs may also be included).

(See Custodial guidelines below)

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, Capri's and nice looking dress synthetic pants are acceptable.

Inappropriate slacks or pants include denim jeans (not including industrial arts teachers), sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

Physical education staff may choose to wear clothing appropriate to their assignments, i.e. sweatpants, exercise pants, wind pants and shirts, so long as they do not display potentially offensive logos or other symbols. Such apparel also needs to be in good repair and free from excessive fading, tearing, and fraying. Tank tops, mesh (see through) and muscle shirts are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee, are acceptable. Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for school. Mini-skirts and spaghetti-strap dresses are also inappropriate for the office or school. Skorts are acceptable so long as they are of a length and style that does not look like shorts.

Shirts, Tops, Blouses, and Jackets

Casual shirts, golf shirts, dress shirts, sweaters, knit and linen/silk tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the school/office, if they violate none of the listed guidelines.

Inappropriate attire includes tank tops; sweatshirts; midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders or spaghetti straps; and t-shirts.

Shoes and Footwear

Loafers, boots, flats, clogs, dress heels, and leather deck shoes are acceptable. Wearing no stockings is acceptable if the look is appropriate to the outfit (females only). In many cases wearing no socks may be acceptable for female staff member however under no circumstances would this be considered appropriate for male staff members. Athletic shoes, thongs (beach type), flip-flops and slippers are not acceptable at the school/office. Closed toe and closed heel shoes are required in the custodial and operations area (except office staff).

Jewelry, Makeup, Perfume, and Cologne

Staff use of jewelry, makeup, perfume and cologne should be in good taste and should not portray or reflect any image or message that could be considered offensive.

Body Piercing and Tattoos

Any visible/noticeable or otherwise distracting form of body piercing, other than ears, is inappropriate attire. Any type of body adornment that draws attention or is disruptive to the educational process is considered unacceptable.

Tattoos must be covered.

Hats and Head Covering

Hats are not appropriate in the classroom or office. Head covers that are required for religious purposes or to honor cultural tradition are allowed. (Modest, temporary head coverings utilized during medical treatments are acceptable)

Attire for Meetings

The expectations for professional attire will be the same for meetings both inside and outside the district (i.e. professional development days, conferences, district sponsored committees, parent meetings), unless otherwise stipulated by the administrator/supervisor in charge of the meeting. Meetings that do not involve students or parents and are outside of the normal contract/work schedule may be considered more casual, with the final decision resting with the administrator/supervisor in charge.

Custodial Staff

Due to the nature of the work performed, attire guidelines for custodial staff are different from other classroom and office positions.

Custodial staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process.

Pants/slacks should also be clean, well maintained (absent of holes, rips fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pant/slack for custodial work. Seasonally (June - August), custodial staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs or jean shorts). Athletic style (nylon, mesh) gym shorts are not acceptable.

Shoes should provide safety to the feet (including heels and toes). Boots (work, cowboy, trucker, hiking) and shoes (loafer, walking, hiking, athletic) are acceptable. Like all articles of attire, they should be clean and in good condition (free of holes, stain, excessive wearing) that would compromise safety or a professional image. Toes and heels must be covered in selection of footwear, to provide maximum safety and protection.

Conclusion

If clothing fails to meet these district standards, as determined by the employee's supervisor, the employee will be asked to return home and change. In such cases, the staff member will also be directed to refrain from wearing the

inappropriate item(s) to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

Section 7: Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

- The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- The teacher is not to provide private tutoring in a school building.
- The teacher is not to provide private tutoring during duty time.
- The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 8: Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

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

Section 9: Social Media Guidelines, see Policy 5151 and Policy 4120.1

Cozad Community Schools has adapted the following guidelines to provide direction for instructional employees, students and the school district community when participating in online social media activities.

Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion, it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by CCS District teachers and students is a reflection on the entire district and is subject to the District's Acceptable Use Policy.

By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before participating in any social media application.

Personal Responsibility

Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Even if you delete that information, it still may be stored on the website's server for a longer period of time.

It is your responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a CCS employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at C.C.S.

When posting anything online, be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the CCS. **DONOT** name the School District if you do not clearly state that it is your personal opinion.

It is inappropriate to use e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

Engaging in social-networking friendships with students or students' parents/guardians on MySpace, Facebook, or other social networking site is discouraged. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Professional Responsibility

C.C.S. employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.

Remember that social media in the classroom are an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.

Teachers who use their personal online presence to interact with students in social networking sites must find a way to interact without giving students access to their personal information and posts. Many social network sites allow you to create "groups" or "pages" where you can interact with students without giving them access to your personal account. Please contact appropriate personnel if you have questions on how to set up this type of interaction.

When contributing online do not post confidential student information. Do not post pictures of any students on your personal sites.

Use a Disclaimer

Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are individual opinions and do not necessarily reflect my school district’s positions, strategies, or opinions.”

This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If

asked by media to comment on a school related issue, refer them to Superintendent’s office

Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a District employee.

Whether it is clearly communicated or not, you will be identified as an employee of the school district in what you do and say online.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships.

Do not denigrate or insult others including students, staff, administrators, parents, or other districts.

Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

Build Community/Positively Represent School

Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community.

Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you and others post, even if on a personal page, be certain it is accurate and supports your organization.

It is a good idea to monitor your profile page to ensure that all material posted by others doesn’t violate these guidelines. Once posted you can’t take it back.

School Logos

Obtain permission before using any school or district logo or image. School logos may only be used in a professional capacity.

Posting Photos or Movies without Permission

Do not post or tag photos or movies of others without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

Video

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online including video.

Anything you post online should represent you in a professional manner as others will see you as connected to the school district. Anything you show in your classroom should be previewed by you in its entirety, prior to any student seeing it.

Staff-Student Relations

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate.

Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; personally texting or calling students, or allowing students to make personal calls to them unrelated to homework, class work, or other school-related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, Twitter or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, abuse of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials.

Section 10: Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Section 11: Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

Section 12: Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Section 13: Professional Boundaries Between Staff and Students – Policy 4043

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Section 14: Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

Article 6 – Academic Matters

Section 1: Purpose and Goals of Academic Achievement

The Cozad Board of Education has adopted the State Standards as determined by the Nebraska Department of Education. Staff is required to be acquainted with the content standards in general and specifically for their own content area.

The state standards known as L.E.A.R.N.S. may be accessed via the NDE website.

Staff is also expected to have a working knowledge of the criteria used in designing appropriate assessments known as STARS which can be accessed via the NDE website.

The Cozad Board of Education is committed to providing a quality education for all Cozad students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2: Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3: Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an

accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades

Each teacher shall record grades by the first day of the week in the Power School grade book. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales

Teachers are to use the grading scales that are set forth in each building's Student Handbook. Teachers are expected to use said grading scales according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
- Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All requests for reduced credit are to be submitted for consideration to the Principal.

Transfer Grades

A student transferring into Cozad Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grades reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible.

Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 5: Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year. Each teacher is responsible for individual conferences with parents of students in academic difficulty or having behavioral problems. These individual conferences should be held early enough to inform parents of student's problems.

Teacher attendance at Parent-Teacher Conferences will be a priority. Efforts shall be made to eliminate any activity conflict. Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the building principal. See school calendar for dates and times of Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher Conference.

Section 6: Graduation Requirements

Faculty members with senior students who may be in jeopardy of failing a class must notify the principal, counselor, and parent in writing of this possibility as early as possible.

Also see High School Student Handbook.

Article 7 – Workplace Environment & Use of School Equipment

Section 1: Drug-Free Workplace

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

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

Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon teachers who violate the aforementioned standards of conduct. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace, Policy 3016

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

Section 3: Weapon-Free Workplace

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

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

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, metal knuckles, or throwing star;

Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-

blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- Any other object that is designed for or intended for use as a destructive or injurious device.

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

Section 4: Use of District Computer Network and Internet, Policy 4012, 4012.1

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

- Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission.
- Teachers will not copy, change, read, or use another person's files.
- Teachers will engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.

- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity.
- Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
- The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
- The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
- The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:

- who has successfully completed district training by the on proper disabling circumstances and procedures,
- with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of a building administrator.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5: Use of School Equipment, Policy 3014

All school district property and facilities and services are for use by the public for educational purposes. The use of the district's property by employees for personal use is not to be considered a benefit of employment and will not be

tolerated except by administrative approval on each occasion basis. Absolutely no use of school property by employees will be tolerated for use where monetary gain to the employee is involved.

Section 6: Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is not to be lent to individuals except by permission of the superintendent. School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 7: Care of School Property

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

Section 8: Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency.

Section 9: Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 10: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 7:45 a.m. and 4:00 p.m. on all day's school is in session. If you are required to be at work earlier than 7:45 a.m., the hours are extended to that earlier time as well.

Section 11: Solicitations and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds. There shall be no collection

of money, food or clothing except as authorized by the Superintendent. Any proposed sale or selling of any merchandise for the purpose of raising money will not be permitted without the permission of the building principal.

Section 12: Building Security

Teachers and sponsors of organizations are responsible for the security of the school buildings whenever you use them. The following rules of security will be followed at all times when groups you are sponsoring are using the building.

- At no time will students be admitted into the building unless a faculty member or parent is present.
- If your group is going to use a part of the building, notify them in advance as to the location of the meeting.
- Be on time to your meeting, to avoid student congestion.
- Allow only those students in the building that are in your group.
- Confine the activities of your group to one location, and insure that all are doing what they are supposed to be doing.
 - For example: If you are to have play practice, there will be no basketball playing, etc.
- Allow no wandering about the building, in the halls, or loitering in the rest rooms.
- When your meeting is over, disperse the group immediately. Check the building (including rest rooms) to insure that all students have left the building.
- Shut off ALL inside lights.
- Make sure that ALL outside doors are locked.
- Report any disciplinary problems or unusual incidents to the Principal the next school day.
-

Section 13: Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

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

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

Section 14: Video Surveillance

Video cameras may be used in locations as deemed appropriate by the Superintendent. The purpose of which is to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment.

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

Section 15: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 16: Copyright and Fair Use Policy

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

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

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

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

Section 17: Lost and Found

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

Section 18: Safety, Policy 3040

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, expensive legal action, and even death. Thus, it shall be the policy of the Cozad Community Schools to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The Board of Education and this system's administrative staff believe that safety education and accident prevention are important to everyone concerned with our schools; not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times. In keeping with that objective and in compliance with applicable laws and regulations, we will provide for a loss control program designated to supply a systematic approach to preventing on-the-job injuries and illnesses. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

Safety Committee Function

The Safety Committee will be responsible for the following:

- The review, investigation and discussion of all work place accidents involving employee injury or property damage.
- Maintaining a system for promptly detecting and correcting unsafe practices and conditions. This will include conducting quarterly job site inspections of the work site to address physical hazards and unsafe work practices. Any imminent danger situations should be corrected immediately. Recommendations should be submitted to management to address situations that do not present an immediate hazard.
- Providing suggestions to modify work stations and/or job responsibilities to minimize personal injuries, property damage and loss of productive time.
- Discuss new ideas for safety policies and procedures and submit corresponding recommendations to management.
- Review the status of previously submitted recommendations and either determine them to be:
 - Completed.
 - Not complete, but in process.
 - Rejected or found impractical.
- Discuss and develop new recommendations.
- Assist and develop new recommendations.
- Prepare minutes of all committee meetings. These minutes should record all decisions made and actions taken.
- Post the minutes on the employee bulletin board as a means of keeping both management and employees aware of the committee's progress.
- Prepare an annual report outlining the safety committee's objectives, recommendations progress to date. A copy of this report should be forwarded to the Superintendent.

If you have a desire to serve on the committee, you should contact the president of the teachers association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways:

- Contact the teachers' association representative of the safety committee.
- Contact the President of the teachers association.
- Contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

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

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

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

Use of Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Use of School Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles. Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Workers Compensation

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

Section 19: Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Article 8 – State & Federal Programs

Section 1: NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: _____
Title: _____
Address: _____
Telephone: _____
E-mail: _____

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

- Title VI
 - Coordinator: High School Principal
- Title IX
 - Coordinator: High School Principal / Assistant High School Principal, Activities Director
- Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)
 - Coordinator: High School Principal
- Section 504 of the Civil Rights Act
 - Coordinator: Special Education Director
- Homeless Student Laws
 - Coordinator: District Nurse
- Safe and Drug Free Schools and Communities
 - Coordinator: Activities Director

Section 3: Anti-discrimination & Harassment Policy, 3057 - attached

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Corey Fisher at 308-784-2744, corey.fisher@cozadschools.net or in person at school. Employees who believe that they have been the

subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jeremy Yilk at 308-784-2744, jeremy.yilk@cozadschools.net, 1710 Meridian Ave, Cozad NE 69130, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 308-784-2745, angela.simpson@cozadschools.net or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Section 4: Complaint and Grievance Procedures, Policy 2006

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

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

Complaint and Appeal Process.

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

Grievance and Complaint Procedure Steps

- Step 1: To the Principal
 - The grievance shall be presented orally within ten school days after the grievance occurred, by the teacher aggrieved with or without a representative of the Cozad Education Association to the building principal or the teacher's immediate supervisor. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 2: To the Principal in Writing
 - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the principal. The educator must state whether he is following the complaint or grievance procedures as outlined in this agreement.
- Step 3: To the PR & R
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee within five (5) school days after the decision at Step 2. Within five school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for all parties directly involved in the grievance to meet with the PR & R Committee for the purpose of reviewing the grievance; a written opinion regarding the merits of the case and the association's position on further support shall be given to all parties directly involved in the grievance. If the PR & R Committee decides that the grievant should not pursue the matter further, they are hereby absolved from any further legal or financial obligations.
- Step 4: To the Superintendent
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Superintendent, who will within five (5) school days thereafter present a decision in writing to the grievant.
- Step 5: To the PR & R, then hearing by Superintendent
 - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the Association's Professional Rights and Responsibilities Committee. Within five (5) school days after receiving the written grievance, the PR & R Committee shall provide an opportunity for the parties directly involved to meet with the PR & R for the purpose of reviewing the grievance; and the committee shall give to the parties directly involved; a written opinion regarding the merits of the case and the association's position on further support.
 - Within three (3) school days after receiving the PR & R Committee opinion, the parties directly involved may file a written appeal with the PR & R Committee for a hearing by the Superintendent. Within two

(2) school days of its receipt, the committee, through its chairperson, shall submit such appeal to the Superintendent. Within ten (10) school days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the parties directly involved and with representatives of the PR & R Committee for the purpose of resolving the grievance. A full record (tape recording recommended) of such hearing shall be kept by the PR & R Committee and made available to the parties involved upon written request. The Superintendent shall within three (3) school days of the hearing render his decision and reasons therefore, in writing, to the parties directly involved, with a copy of the PR & R Committee.

- Step 6: PR & R Presents to Board of Education

- If the party directly involved is not satisfied with the disposition of his grievance at Step 5, or if no decision has been rendered within three (3) days after he has first met with the Superintendent, he may file the grievance again with the Association's PR & R Committee. When he files this time it should be within three (3) school days after a decision by the Superintendent.
- Within three (3) school days after receiving such further appeal, the PR & R Committee through its chairperson, shall refer the grievance in writing, to the board of education. Within 25 school days after receiving the written appeal, the board of education, or a committee where from, shall meet with the parties directly involved and with the representatives of the PR & R Committee for the purpose of resolving the grievance. The board's decision on settling the grievance matter will be final.

School administrators or the board of education, through the Superintendent can initiate and process a grievance, through the grievance machinery by excluding unnecessary lower steps in the formal grievance procedure, thereby making the system work both ways. If each step is not followed in the sequence hereby outlined, without mutual agreement between the parties directly involved, no further action may be taken by either party.

This procedure shall become effective upon approval by a majority of the board of education and a majority of the executive committee of the CEA. This grievance procedure may be amended by the mutual consent of the School Board of District #11 and the Executive Committee of the CEA. This procedure may be renewed each school year by the School Board of District #11 and the Executive Committee of the CEA.

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Cozad Community Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 5: Grievance Procedure for Persons with a Disability

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

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth:
 - the name of the Complainant,
 - the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant,
 - a brief description of the alleged violation, and
 - the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 6: Confidentiality of Student Records (FERPA)

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy.

Section 7: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 8: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 9: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

- Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's parent;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the students or the student's parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
- Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 10: Parental Involvement

General - Parental/Community Involvement in Schools

The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents

- Play an integral role in assisting their child's learning:

- Are encouraged to be actively involved in their child’s education at school;
- Are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child

The District intends to meet this expectation through the following activities:

- Involving parents in the joint development of plans and the processes of school review and school improvement.
- Providing coordination, technical assistance, and other support necessary in implementing effective parent involvement activities to improve student academic achievement and school performance.
- Building the schools’ and parents’ capacity for strong parental involvement.
- Coordinating and integrating parental involvement with other programs.
- Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. To develop and encourage parent involvement the following activities will be supported:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under the Title I program and to explain the requirements of the Title I program.
- Offer a flexible number of meetings, such as meetings in the morning or evening.
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- Provide parents of participating children
 - Timely information about programs under Title I,
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Section 11: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The School Nurse serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 12: Breakfast and Lunch Programs

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

Section 13: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student

and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Health Information Privacy Practices

This Notice of Health Information Privacy Practices explains how the Cozad Community Schools will use and/or disclose your Protected Health Information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

The Federal Health Insurance Portability and Accountability Act (HIPAA) provides as one of its provisions that group health care plans sponsored by employers and all health care providers, including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms “protected health information” (PHI).

Protected Health Information (PHI) is information communicated by a covered entity orally, on paper, or by electronic means that individually identifies and relates to an individual employee’s, dependent’s, or retiree’s past, present, or future medical condition, provision of medical care, enrollment, premium, physical or mental health status, or treatment and personal demographic information.

Covered entities must safeguard the PHI of individuals and may not release such information to any individual or agency, including the individual’s spouse or other family members, without the written authority of the individual. The provisions of this act become effective on April 14, 2003.

The Cozad Community Schools provides our employees with health insurance through the Educators Health Alliance (EHA), underwritten by Blue Cross Blue Shield of Nebraska. Because EHA is a fully insured program, EHA will not seek or maintain any PHI. The only information EHA will receive from Blue Cross Blue Shield of Nebraska will be summative information needed to manage the Plan, to determine appropriate levels of coverage and set premium rates.

Employers are not directly covered by the provisions of the act. However, employers are indirectly covered because it may become necessary, from time to time, for the Cozad Community Schools to obtain health information related to the employment policies of the Cozad Community Schools and to comply with state and federal law.

For the Cozad Community Schools to obtain employment related, health information about you from a third party, you must provide written authorization for the Cozad Community Schools to do so. The appropriate authorization forms are available from the Cozad Community Schools.

Cozad Community Schools needs health information under the following circumstances:

- Enrollment of employees in the BCBS health plan, vision care, dental, and other insurance plans.
- Accounting for sick leave under the Cozad Community Schools’ sick leave policy.
- Filing worker’s compensation claims for employees injured on the job.
- Seeking medical certification for eligibility for short-term or long-term disability insurance.
- Seeking certification for fitness to return to work after a medical leave of absence or a disability leave.
- Medical information necessary for the Cozad Community Schools to comply with the Americans with Disability Act.
- Certification for eligibility of leave as provided for in the Pregnancy Discrimination Act.
- Medical information necessitated by compliance with OSHA.

- On other occasions to allow the employer to be assured that the employee is medically capable of performing all of the necessary duties required by the Cozad Community Schools, including suspected drug or alcohol abuse.
- For costing out negotiation proposals affecting coverage and single or marital status.
- To comply with state and federal law.
- Other employment related matters

In order for the employee to be assured of the benefits to which he or she is entitled under the provision of state or federal law and the policies and negotiated agreement of the Cozad Community Schools, it will be necessary for the employee to comply with the request for information related to these business purposes; and failure to comply with that request, in a timely fashion as set forth in any written request, will result in forfeiture of the benefits at issue.

The Cozad Community Schools will not use any health information to discriminate against an employee or his or her spouse or dependents and will confine the use of such information to the specific use for which it is intended. Further, the Cozad Community Schools will not provide or share this information with any other individual or party, except for legitimate employment related matters and then only on a need-to-know basis or unless you provide written authorization to release of information to a third party.

All employment related health information will be maintained.

Misuse of Protected Health Information

The inappropriate access to or use of PHI is prohibited by federal law and is punishable by fines and in some instances incarceration. Any misuse of PHI by any employee of the Cozad Community Schools in violation of federal law or the Cozad Community Schools employment policies jeopardizes the financial interests of the Association and may result in job sanctions, including termination of employment.

Sick Leave Forms

In order to protect your personal health information, when reporting sick leave or medical/dental appointments, the employee should provide only the information requested on the form (i.e. doctors appointment) and should refrain from providing any specific medical symptoms unless specifically requested by the Cozad Community Schools.

Employment Forms

The Cozad Community Schools will request personal information regarding insurance coverage's, etc. upon initial employment and on those occasions when employment related health information changes, i.e. changing from single to married status.

Notification of Injury under Workman's Compensation

A staff member injured on the job shall notify the Cozad Community Schools verbally of any injury as soon as practicable but within the legal requirements of the insurance carrier. That policy and federal law authorizes the Cozad Community Schools to disclose that information to the insurance carrier as part of any claim procedure without further authorization from you. The verbal notification is for your convenience, but the Cozad Community Schools may require you to complete a written document relating the nature of the accident and injuries.

Specific Requests for PHI

Specific requests by you or by the Cozad Community Schools for your PHI, related to items set forth earlier in this policy, will be in writing and related to the purposes outlined in this policy. An employee will be provided with a copy of any form requesting PHI. The Cozad Community Schools will maintain a copy as part of the employer's employment record.

All information acquired under the provisions of this policy will be maintained by the Cozad Community Schools as part of the employee's employment record, and a reasonable effort will be made to protect its confidentiality and security.

Questions about this policy may be directed to the Cozad Community Schools.

Your Rights Provided by HIPAA

You have the following rights regarding medical information the Cozad Community Schools may obtain from you or about you:

- **Right to Inspect and Copy**
 - You have a right to inspect and copy medical information the Cozad Community Schools maintains in the course of your employment related activities, except any information compiled in anticipation of or for use in any civil, criminal administrative action or proceeding.
- **Right to Amend**
 - If you think that medical information about you is incorrect or incomplete, you may ask to amend the information. The request to amend the information must be in writing. The request must identify the specific information you wish to amend and include information setting forth the reasons you believe the information is inaccurate. The request for amendment, along with the reasons provided, will be filed with your related employment documents.
- **Restrictions or Confidential Communications**
 - You have a right to request restrictions and confidential communications concerning protected health information. Such restrictions or directives must be filed in writing and may not be retroactive in nature. Such restrictions may not be in conflict with necessary business practices or provisions of law.
- **Right to Accounting of Disclosure**
 - The Cozad Community Schools has the right to disclose your PHI information acquired in the course of your employment with its management staff, legal counsel, insurance companies, etc., on a business need basis or in order to comply with law. The Cozad Community Schools will not disclose any PHI which is part of your employment record under any other circumstances, including disclosure to other family members, unless the Cozad Community Schools receives a written request on a form signed by you identifying what information you wish disclosed and to whom. A copy of any request for disclosure will be maintained in your employment file and is subject to your inspection. The Cozad Community Schools is not required to maintain such records longer than six (6) years or to maintain any information about disclosures or disclosure requests prior to April 14, 2003.
- **Right to Revocation of Disclosure**
 - If you authorize disclosure of any information, either to the Cozad Community Schools and/or to another party, you may revoke that authorization in writing at any time. Revocation of disclosure must be filed with the Cozad Community Schools and will be maintained as part of your employment file. However, if the PHI is essential to secure employment benefits, revocation may result in denial of benefits.
- **Complaint Alleging Violation**
 - If you feel that your PHI has been used inappropriately or in violation of this policy, you may file a written complaint with the Cozad Community Schools or with the US Department of Health and Human Services.
- **Change of Notice of Health Information Privacy Practices**

- The Cozad Community Schools has the right to amend this Notice at any time in the future consistent with law. Until such amendment is made, the Cozad Community Schools will abide by the terms of this Notice.
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Section 13: TITLE IX POLICY - 3057

Title IX Policy

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

1. Title IX Coordinator

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

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

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

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the

formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

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

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

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

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

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

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

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

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other

party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

4. Response to Sexual Harassment

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual

harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

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

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

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

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

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

5.1. **General Requirements.**

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

- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
- 5.1.4.2.2. The scope of the district’s education program or activity;
- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the

limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. Notice of Allegations.

- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. Dismissal of Formal Complaint.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR

99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

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

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.7.2.3. Findings of fact supporting the determination;
 - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure

to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

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

- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
- 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

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

5.9.1. Provides to the parties a written notice disclosing:

- 5.9.1.1. The allegations;

- 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

- 5.10.1. The district will maintain for a period of seven years records of:
 - 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

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

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

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

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

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

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

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

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

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

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

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

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

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

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

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

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

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

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

Section 15: Complaint Procedure - 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.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Cozad Community District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

9. **DISCUSS, CONSIDER AND TAKE ACTION REGARDING SERVICE ANIMAL REQUEST**
10. **DISCUSS, CONSIDER AND TAKE ACTION ON BOARD POLICY 5003: ADMISSION OF PART-TIME STUDENTS**

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 1st of the year of enrollment. For second semester high school courses, the application must be filed by December 1st. 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: _____

Revised on: _____

Reviewed on: _____

11. AGENDA SETTING AND FUTURE MEETINGS

- August 23, 2021- Special Board of Education Meeting, 12pm
- September 8, 2021- Board of Education Budget Hearing, 6pm
- September 8, 2021- Board of Education Tax Request Hearing, 6:30pm
- September 13, 2021- Board of Education Regular Meeting, 7pm

12. 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.