## **Cozad Community Schools**

## **Board of Education Regular Meeting**

Monday, July 15, 2019 12:00 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 12:00 P.M.

#### 1. Call to Order, Roll Call

### 2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

#### 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. DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION RELATED TO APPROVAL OF RESIGNATION AGREEMENT AND RELEASE OF CLAIMS

## 1. Review, discuss, and receive legal advice regarding Resignation Agreement and Release of Claims

#### The Board President may state the following:

The next item on the agenda is to receive legal advice regarding the Resignation Agreement. If the board would like to review the agreement with one of the school districts attorneys, the board will receive that advice in closed session if the board elects to do so. We will limit our discussion to receiving legal advice related to the proposed agreement.

## 2. Approve Resignation Agreement and Release of Claims and Accept the Resignation of Joel Applegate effective immediately.

#### 4. POLICY 5045- Student Fees

Updated KSB Policy, will replace current policy 5130.2

#### 5. STUDENT FEES POLICY PUBLIC HEARING

Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2018-2019 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 2019-2020 school year include the meal price increases that were approved during the May board meeting, the \$12 device take-home fee, and the addition of the Cozad Early Education Center Tuition to the Sharing Information with other programs form.

#### 6. PARENTAL INVOLVEMENT POLICY PUBLIC HEARING

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

#### 7. PRINCIPAL/ADMINISTRATIVE REPORTS

## 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 2019-2020 is estimated at \$60.

## 2. ACT/MAP Scores Report

Teresa Osborn will present the district's ACT/MAP scores to the board.

- 3. William Beckenhauer Report
- 4. Brian Regelin Report
- 5. Dale Henderson Report

#### 8. SUPERINTENDENT REPORT

#### 9. CONSENT AGENDA

## 1. Approval of the Minutes of Previous Meeting(s)

#### 2. Classified Hires

Annette Cardenas, AfterZone Paraprofessional Tammy Byrum, AfterZone Paraprofessional David Crick, Elementary Custodian Christina Perez, AfterZone Paraprofessional Jordanne Rathe, Elementary TLC Paraprofessional Dena Siemering, AfterZone Paraprofessional Kim Smock, Elementary English Language Learner Paraprofessional

- 3. Standing Reports
  - 1. Bond Fund Taxes Report
  - 2. Building Fund Taxes Report
  - 3. General Fund Taxes Report
  - 4. Nutrition Services SNP Claim for Reimbursement Summary
- 10. CLASSIFIED PACKAGES FOR 2019-2020 SCHOOL YEAR
- 11. FINANCIAL REPORTS AND CLAIMS
  - 1. District Treasurer's Report
  - 2. District Financial Report
  - 3. Check Journal General Fund

Bills: \$142,116.53 Payroll: \$753,548.43 **TOTAL: \$895,664.96** 

4. Check Journal Lunch Fund

Bills: \$12,237.60 **TOTAL: \$12,237.60** 

- 5. Activities Financial Report
- 6. Activities Check Journal
- 12. DESIGNATION OF INTERIM SUPERINTENDENT RON WYMORE AS THE DISTRICT'S REPRESENTATIVE FOR FEDERAL AND STATE PROGRAMS
- 13. FIRST NATIONAL CAPITAL MARKETS CONSULTING AGREEMENT
- 14. STUDENT HANDBOOKS FOR THE 2019-2020 SCHOOL YEAR

CEEC Handbook Elementary Handbook MS/HS Handbook Activities Handbook

## 15. COZAD COMMUNITY SCHOOLS 2019-2020 MOBILE DEVICE TAKE-HOME AGREEMENT

- 16. POLICIES 2002, 2006, 2014, 2017, 3003.1, 3004.1, 3014, 3016, 3039, 3046, 3050, 3053, 3054, 4048, 4052, 5002, 5016, 5017, 5022, 5035, 5063, 6036
  - 1. Policy 2002- Organization of the Board

Update from KSB is required.

## 2. Policy 2006- Complaint Procedure

Update from KSB is required.

#### 3. Policy 2014- Relationship with Legal Counsel

Update from KSB is not required but is highly recommended.

## 4. Policy 2017- Indemnification and Liability Insurance

New KSB policy - This policy is not required but is highly recommended.

## 5. Policy 3003.1- Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

Update from KSB is required.

## 6. Policy 3004.1- Fiscal Management for Purchasing and Procurement Using Federal Funds

Update from KSB is required.

#### 7. Policy 3014- Use of School Property

KSB has made an update to the Facility Use Application. This update is required.

### 8. Policy 3016- Use of Tobacco Products

Update from KSB is not required but is highly recommended.

### 9. Policy 3039- Threat Assessment and Response

Update from KSB is required.

### 10. Policy 3046- Animals at School

Update from KSB is required.

### 11. Policy 3050- Technology in the Classroom

Update from KSB is required.

## 12. Policy 3053- Nondiscrimination

KSB has renumbered this policy as they feel it is more appropriate in the 3000 series (the old policy number was 4001).

## 13. Policy 3054- Law Enforcement Unit

New KSB policy. This policy is not required, but recommended.

## 14. Policy 4048- Assessment Administration and Security

Update from KSB is required.

#### 15. Policy 4052- Job References to Prospective Employers

Update from KSB is required.

## 16. Policy 5002- Admission of Students

Update from KSB is not required but is highly recommended.

## 17. Policy 5016- Student Records

Update from KSB is required.

## 18. Policy 5017- Routine Directory Information

New KSB policy, replaces current policy 5126.

## 19. Policy 5022- Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

Update from KSB is required.

### 20. Policy 5035- Student Discipline

Update from KSB is required.

### 21. Policy 5063- Audio and Video Recording

New KSB policy, no current policy.

### 22. Policy 6036- Reading Instruction and Intervention Services

New KSB policy. This update is required.

#### 17. REPEAL POLICY 5126

Upon adoption of policy 5017, current policy 5126 needs repealed.

### 18. AGENDA SETTING AND FUTURE MEETINGS

District Office CLOSED, July 17th - NAEP Conference Administrator Days, July 31-Aug2, 2019, Kearney Board of Education Regular Meeting- August 12, 2019 at 7pm Board of Education Special Meeting- August 26, 2019 at 12pm NASB Area Membership Meetings:

- August 27, 2019 in North Platte
- August 28, 2019 in Kearney

#### 19. 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.

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

## 5045 Student Fees

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

### A. Definitions.

- **1.** "Students" means students, their parents, guardians or other legal representatives.
- 2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

## B. Listing of Fees Charged by this District.

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

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

## 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

## 4. Materials Required for Course Projects.

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

## Industrial Technology Classes

H.S. Woods #1: \$60H.S. Woods #2: \$50Metals Shop: \$15

#### Art Classes

H.S. Honors Art: \$20

## Family and Consumer Science Classes

 $\circ$  7<sup>th</sup> F.C.S. Sewing Project: \$10  $\circ$  8<sup>th</sup> F.C.S. Sewing Project: \$10

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

## 5. Technological Devices

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

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

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

#### 6. Extracurricular Activities.

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

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

• Student Activity Card: \$35

Covers admission to all extracurricular events

• Student Participation Fee: \$35

- Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- Future Business Leaders of America: \$165
- National Honor Society: \$30
- <u>Cheerleading, Jazz Team</u>: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$1500
- Football: \$ 300
  - Students must provide their own football shoes, undergarments, and mouthguards
- <u>Golf</u>: \$500
  - Students must provide their own golf shoes, undergarments, and clubs
- <u>Softball</u>: \$300
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
  - o Students must provide their own shoes and undergarments
- <u>Invention Convention/Science Fairs</u>: \$40
- FCCLA: \$165Physicals: \$50
  - Students are required to have a physical taken for participation in athletics.
- <u>High School Pep Club:</u> \$35
- <u>C-Club:</u> \$3
- <u>STAND:</u> \$10
- <u>SKILLS USA:</u> \$25
- Haymaker Multicultural Leadership Organization: \$15
- Field Trips: \$40
  - o If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

## **7.** Post-Secondary Education Costs.

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

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

## 8. Transportation Costs.

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

## 9. Copies of Student Files or Records.

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

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

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

The maximum dollar amount charged by the district for these services shall be \$3000 annually.

## 11. Participation in Summer School or Night School.

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

## 12. Charges for Food Consumed by Students.

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

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

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

- Breakfast Program Grades PK-5
  - o Regular Price \$ 1.55
  - Reduced Price \$ 0.30
- Breakfast Program Grades 6-12
  - Regular Price \$ 1.80
  - Reduced Price \$ 0.30
- Lunch Program Grades PK-5
  - o Regular Price \$ 2.90
    - Reduced Price \$ 0.40
- Lunch Program Grades 6-12
  - o Regular Price \$ 3.10
    - Reduced Price \$ 0.40
  - 13. Charges for Musical Extracurricular Activities.

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

- Band: \$90
  - Students must provide their own instruments and marching band shoes.
  - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
    - Concert Polo Shirt: \$25
       (waived if student participates in Fall Choir Fundraiser)
    - Robe Cleaning Fee: \$16
    - A Cappella Gown/Vest Cleaning Fee: \$16
      - If purchased: \$50-\$70
    - Middle School T-shirt: \$10

## 14. Contributions High School Class Extracurricular Activities.

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

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

## C. Waiver Policy.

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

## D. Distribution of Policy.

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

## E. Voluntary Contributions to Defray Costs.

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

## F. Fund-Raising Activities

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

## G. Student Fee Fund.

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

Adopted on: $\_$	 
Revised on:	
Reviewed on:	

## **Sharing Information with Other Programs - Optional**

Dear Parent/Guardian:		
To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.		
For the following programs, we must have yo Sending in this form will not change whether meals.		
Yes! I <b>DO</b> want school officials to share informati Meal Application with:	on from my Free and Reduced Price School	
☐ Activities Director-Participation Fee	☐ Middle School Clubs/Organizations	
☐ Instrumental/Vocal Music	☐ Scholarships/Financial Aid/Test Fees	
☐ Cheerleading/Jazz/Flag Corps	☐ Sight for Students	
☐ High School Class Dues	☐ Invention Convention/Science Fairs	
☐ High School Clubs/Organizations	☐ School Sponsored Field Trips	
☐ After School Program	Cozad Early Education Center Tuition	
that your information is shared for the child(rer only with the programs you checked.	ı) listed below. Your information will be shared	
Child's Name:	School:	
Signature of Parent/Guardian:	Date:	
Printed Name:		
Address:		
For more information, you may call <b>Elementary 308-78 308-784-2744.</b>	4-3462; Middle School 308-784-2746; High School	
Return this form to any one of the Cozad Community School	offices.	
Approved: Denied:		
Signature of Determining Official:	Date:	

## Policy 5130.2: Student Fees Policy

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution.

The district also provides activities, programs, and services that extend beyond the minimum level of constitutionality required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. For the purposes of this policy, "students" shall mean students, their parents, guardians or other legal representative.

The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district.

In accordance with the Public Elementary and Secondary Student Fee Authorization Act the board of education sets forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or board regulations which may be adopted from time to time.

The Cozad Board of Education realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

- 1. Guidelines For Clothing Required For Specified Courses And Activities
  - a. Students have the responsibility to furnish and wear non-specialized attire: meeting general district grooming and attire guidelines; and/or reasonably related to the programs, courses, and activities in which the students participate where required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.
  - b. Examples:
    - i. Physical Education: All students: T-shirt, tennis shoes; sports socks and gym shorts.
    - ii. Industrial Arts: In workshop areas: Long trousers or denim jeans, steel-toed boots, long-sleeved shirts.
  - c. The district will provide or make available to students such safety equipment and attire as may be required by law. Building administrators will assure: (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 2. Personal or Consumable Items

- a. Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.
- b. Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:
  - Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors (Fiskars preferred), Elmer's glue, flash drives

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

- 3. Admission Fees and Transportation Charges
  - a. Admission fees and transportation charges, for spectators attending extracurricular activities, may be charged.
- 4. Extracurricular Activities Specialized Equipment or Attire
  - a. Extracurricular activities means student activities or organizations which are:
    - i. supervised or administered by the district,
    - ii. do not count toward graduation or advancement between grades, and
    - iii. in which participation is not otherwise required by the district.
  - b. The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire (see below):
    - i. Equipment or attire fitted for the student, and which the student generally
      wears exclusively, will be required to be provided by the participating student.
      (Example: cheerleading, and music activity uniforms and outfits, and t-shirts for
      teams or band members)
    - ii. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.
    - iii. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as: golf clubs, softball gloves, and the like are required to be provided by the student participant.
    - iv. Items for the personal medical use or enhancement of the student are the responsibility of the student participant. (Example: braces, and the like)

- c. Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities, or for paying a reasonable usage cost for such equipment or attire. Examples are:
  - i. blank audio or video tapes, reeds for musical instruments, make-up kits for drama, protective mouthpiece for sports
- d. Use of a musical instrument without charge is available under the district's fee waiver policy (Section 12); however, the district is not required to provide for the use a particular type of musical instrument for any student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities

#### 5. Extracurricular Activities – Fees For Participation

a. The district may charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. The district is not required to provide waivers to qualifiers for free and reduced-price lunches for extracurricular activity gate admission fees and spectator transportation charges.

#### 6. Postsecondary Education Costs

a. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution. Students are responsible for postsecondary education costs such as tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

#### 7. Transportation Costs

a. Students are responsible for fees established for transportation services provided by the
district, as and to the extent permitted by federal and state laws and regulations.
 Transportation fees for option students not qualifying for free lunches and nonresident
students as allowed by state statute.

#### 8. Copies of Student Files or Records

a. A parent, guardian or students who request copies of files or records shall be responsible for the reasonable cost of copies reproduced in accordance with an established fee schedule. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Federal or state laws or regulations will be followed. No fee shall be charged to search for or retrieve any student's files or records.

#### 9. Participation in Before and After School or Preschool Services

a. Students are responsible for fees required for participation in before-and-after school or preschool services offered by the district, except to the extent such services are required to be provided without cost.

#### 10. Participation in Summer School or Night School

a. Students are responsible for fees required for participation in summer school or night school, and correspondence courses.

#### 11. Breakfast and Lunch Programs

- a. Students shall be responsible for items which students purchase from the district's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.
- b. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the district or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, and the like.
- c. Students may be required to bring money or food for field trip lunches and similar activities.

#### 12. Course Projects

a. Cozad Community Schools may not require students to purchase course projects or project materials where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elects to purchase the project through the completion of the course project purchase form. (see administrative guidelines – Course Project Purchase Form)

#### 13. School Store

a. The district's policy allows its schools the right to operate a school store in which students may purchase food, beverages, and personal or consumable items.

#### 14. Waiver Policy

- a. The district's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reducedprice lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:
  - i. participation in extracurricular activities,
  - ii. admission fees and transportation charges for student spectators attending extracurricular activities,
  - iii. materials for course projects, and
  - iv. use of a musical instrument in optional music courses that are not extracurricular activities.
- b. Participation in a free or reduced-price lunch program is not required to qualify or participate in the use of fee waivers.
- c. Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

#### 15. Distribution Of Policy

a. The superintendent or the superintendent's designee shall publish the district's student fee policy in the student handbook or the equivalent. (Example: publication may be

made in an addendum or a supplement to the student handbook) The student handbook or the equivalent shall be provided to students of the district at no cost.

#### 16. Student Fee Fund

- a. The school board hereby establishes the Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue. Money collected from students, and subject to the Student Fee Fund, shall be expended from the Student Fee Fund, for the purposes for which it was collected from students.
- b. Funds subject to the Student Fee Fund consist of money collected from students for:
  - i. participation in extracurricular activities,
  - ii. postsecondary education costs, and
  - iii. Summer school or night school.
- c. Public concerns or complaints regarding required fees, attire or equipment shall be addressed to the superintendent.

#### Certification

On the 16<sup>th</sup> day of July, 2018, the Cozad Community School's Board of Education held a public hearing at a meeting of the school board on the proposed Student Fee Policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provide in, the Student Fee Policy for the 2017-2018 school year.

The foregoing Student Fee Policy was adopted on July 16, 2018, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

#### Legal Reference:

Neb. Constitution, Article VII, section 1

Neb. Rev. Stat. 79-241, 79-605, 79-611 Transportation

79-2,104 Student files or records

79-715 Eye-protective devices

79-737 Liability of students for damages to school books

79-1, 104 Before-and-after-school or pre-kindergarten services

79-1106 to 79-1108.03 Accelerated or differential curriculum

Policy Adopted: 07/15/02

Revised: 07/14/03 and 07/18/16 and 07/16/18

Reviewed: 02/15/2010 and 07/16/18

## Administrative Guidelines for Policy 5130.2

Prior to the beginning of the school year, the school district publishes through its student handbooks or addendums a listing of personal and consumable supplies that Cozad Community Schools recommends but does not require students to furnish for his/her use.

The following list details the possible fees charged to students, and the kinds of specialized and non-specialized equipment and attire students are expected to provide for participation in various programs and activities.

Students who wish to have particular fees waived must submit a fee waiver application to the office of superintendent of schools. According to statute, not all of the following fees are subject to waiver.

#### Fees Charged Within the District

Students have the responsibility to furnish personal consumable equipment or attire for participation in <a href="extracurricular activities">extracurricular activities</a>, or for paying a reasonable usage cost for such equipment or attire. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy. The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students.

## Class/Projects

The maximum fee listed in this category refers to the maximum charge for a standard project to complete the requirements of the course and will be owned by the school. A student will declare prior to beginning a project if he/she will purchase the standard project upon completion and/or decide to use other materials at his/her own expense or do a different project at his/her own expense as long as it meets the criteria for the course set by the instructor. These projects are not subject to waivers.

(Project/Class/Program/Extracurricular)	(Maximum Fee)
(1 Toject, Class, 1 Togram, Extracarricalar,	(IVIUXIIIIUIII I CC)

- 1. Summer School: Students must pay the summer school tuition set annually by the district.
- 2. Industrial Technology Classes

H.S. Woods #1	\$60.00
H.S. Woods #2	\$50.00
Metals Shop	\$15.00

3. Art Classes

H.S. Honors Art \$20.00

4. Family and Consumer Science Classes

7 <sup>th</sup> F.C.S. Sewing Project	\$10.00
8 <sup>th</sup> F.C.S. Sewing Project	\$10.00

High School F.C.S.

\$30.00

5. Physical Education

Students to provide own t-shirt, tennis shoes, gym shorts and other personal apparel.

6. Student activity card

\$35.00 (Not subject to waiver)

(Covers admission to all extracurricular events.)

7. Student participation fee

\$35.00

(Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.)

8. Future Business Leaders of America

165.00

9. National Honor Society

\$30.00

10. Family, Consumer, and Community Leaders of America (F.C.C.L.A.)

\$165.00

11. Cheerleading, Flag Corps, Jazz Team: Students must purchase uniforms and shoes selected by the sponsor and/or student group. \$760.00

12. Physicals: Students are required to have a physical taken for participation in athletics.

\$50.00

13. Football: Students must provide their own football shoes, undergarments, and mouth guards.

\$300.00

14. Golf: Students must provide their own golf shoes, undergarments, and clubs.

\$500.00

15. Softball: Students must provide their own shoes, gloves and undergarments.

\$300.00

 Track, Volleyball, Wrestling, Basketball: Students must provide their own shoes and undergarments \$300.00

17. Choir

Concert Polo shirt

\$25.00

(waived if student participates in Fall Choir Fundraiser)

Robe cleaning fee \$16.00

A cappella Gown/vest cleaning fee \$16.00

If purchased	\$50-\$70

Middle School T-shirt \$10.00

(waived if student participates in Fall Choir Fundraiser)

18. Dual Credit Courses: Students must pay the tuition fees set by the post-secondary
---

19. High School Pep Club	\$35.00
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20. C – Club \$3.00

21. STAND \$10.00

22. SKILLS USA \$25.00

#### 23. Haymaker Multicultural Leadership Organization\$15.00

# 24. Field Trips: If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged. (\$40.00)

#### 25. High School Class Dues

9 <sup>th</sup> Grade	\$10.00

10<sup>th</sup> Grade \$15.00

11<sup>th</sup> Grade \$20.00

12<sup>th</sup> Grade \$10.00

26. Invention Convention, Science Fairs \$40.00

27. M.S./H.S. Band: Students must provide their own instruments and marching band shoes.

(\$90.00)

Consumable supplies (oils, reeds) \$20.00 (subject to waiver)

28. Immunizations \$5.00-\$45.00

As required by state regulation

29. Lunch Program – Grades PreK-5

Regular Price	\$2.80
-0	

Reduced Price \$0.40

30. Lunch Program – Grades 6-12

Regular Price \$3.00

Reduced Price \$0.40

#### 31. Breakfast - Grades PreK-5

Regular \$1.45 Reduced \$0.30

32. Breakfast – Grades 6-12

Regular \$1.70

Reduced \$0.30

The foregoing Student Fee Administrative Guidelines was adopted on July 16, 2018, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Revised: 07/14/03; 07/16/06; 07/18/16; 07/16/18

Reviewed: 07/18/11; 07/16/12

## **Sharing Information with Other Programs - Optional**

Dear Parent/Guardian:		
To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.		
For the following programs, we must have your possending in this form will not change whether you meals.		
Yes! I <b>DO</b> want school officials to share information fr Meal Application with:	om my Free and Reduced Price School	
☐ Activities Director-Participation Fee	☐ Middle School Clubs/Organizations	
☐ Instrumental/Vocal Music	☐ Scholarships/Financial Aid/Test Fees	
☐ Cheerleading/Jazz/Flag Corps	☐ Sight for Students	
☐ High School Class Dues	☐ Invention Convention/Science Fairs	
☐ High School Clubs/Organizations	☐ School Sponsored Field Trips	
☐ After School Program		
If you checked "yes" to any or all of the boxes about that your information is shared for the child(ren) listonly with the programs you checked.  Child's Name:	ted below. Your information will be shared	
Child's Name:		
Child's Name:	Cabaali	
Child's Name:		
Signature of Parent/Guardian:	Date:	
Printed Name:		
Address:		
For more information, you may call <b>Elementary 308-784-34</b> 0 308-784-2744.		
Return this form to any one of the Cozad Community School office	es.	
Approved: Denied:		
Signature of Determining Official:	Date:	

## 5045 Student Fees

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

### A. Definitions.

- **1.** "Students" means students, their parents, guardians or other legal representatives.
- 2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

## B. Listing of Fees Charged by this District.

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

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

## 2. Safety Equipment and Attire.

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

#### 3. Personal or Consumable Items.

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

## 4. Materials Required for Course Projects.

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

## Industrial Technology Classes

H.S. Woods #1: \$60H.S. Woods #2: \$50Metals Shop: \$15

#### Art Classes

H.S. Honors Art: \$20

## Family and Consumer Science Classes

 $\circ$  7<sup>th</sup> F.C.S. Sewing Project: \$10  $\circ$  8<sup>th</sup> F.C.S. Sewing Project: \$10

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

## 5. Technological Devices

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

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

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

#### 6. Extracurricular Activities.

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

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

• Student Activity Card: \$35

Covers admission to all extracurricular events

• Student Participation Fee: \$35

- Required of all students who participate in athletics and/or other extracurricular activities. Includes admission to extracurricular events.
- Future Business Leaders of America: \$165
- National Honor Society: \$30
- <u>Cheerleading, Jazz Team</u>: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$1500
- Football: \$ 300
  - Students must provide their own football shoes, undergarments, and mouthguards
- <u>Golf</u>: \$500
  - Students must provide their own golf shoes, undergarments, and clubs
- <u>Softball</u>: \$300
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling, Basketball: \$300
  - o Students must provide their own shoes and undergarments
- <u>Invention Convention/Science Fairs</u>: \$40
- FCCLA: \$165Physicals: \$50
  - Students are required to have a physical taken for participation in athletics.
- <u>High School Pep Club:</u> \$35
- <u>C-Club:</u> \$3
- <u>STAND:</u> \$10
- <u>SKILLS USA:</u> \$25
- Haymaker Multicultural Leadership Organization: \$15
- Field Trips: \$40
  - o If curricular in nature, no fees charged. If extra-curricular in nature, fees may be charged.

## **7.** Post-Secondary Education Costs.

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

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

## 8. Transportation Costs.

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

## 9. Copies of Student Files or Records.

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

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

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

The maximum dollar amount charged by the district for these services shall be \$3000 annually.

## 11. Participation in Summer School or Night School.

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

## 12. Charges for Food Consumed by Students.

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

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

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

- Breakfast Program Grades PK-5
  - o Regular Price \$ 1.55
  - Reduced Price \$ 0.30
- Breakfast Program Grades 6-12
  - Regular Price \$ 1.80
  - Reduced Price \$ 0.30
- Lunch Program Grades PK-5
  - o Regular Price \$ 2.90
    - Reduced Price \$ 0.40
- Lunch Program Grades 6-12
  - o Regular Price \$ 3.10
    - Reduced Price \$ 0.40
  - 13. Charges for Musical Extracurricular Activities.

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

- Band: \$90
  - Students must provide their own instruments and marching band shoes.
  - Consumable supplies (oils, reeds): \$20 (Subject to waiver)
- Flag Corps: \$760
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group
- Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be as follows:
    - Concert Polo Shirt: \$25
       (waived if student participates in Fall Choir Fundraiser)
    - Robe Cleaning Fee: \$16
    - A Cappella Gown/Vest Cleaning Fee: \$16
      - If purchased: \$50-\$70
    - Middle School T-shirt: \$10

## 14. Contributions High School Class Extracurricular Activities.

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

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

## C. Waiver Policy.

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

## D. Distribution of Policy.

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

## **E.** Voluntary Contributions to Defray Costs.

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

## F. Fund-Raising Activities

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

## G. Student Fee Fund.

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

Adopted on: $\_$	 
Revised on:	
Reviewed on:	

## **Sharing Information with Other Programs - Optional**

Dear Parent/Guardian:										
To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.										
For the following programs, we must have yo Sending in this form will not change whether meals.										
Yes! I <b>DO</b> want school officials to share informati Meal Application with:	on from my Free and Reduced Price School									
☐ Activities Director-Participation Fee	☐ Middle School Clubs/Organizations									
☐ Instrumental/Vocal Music	☐ Scholarships/Financial Aid/Test Fees									
☐ Cheerleading/Jazz/Flag Corps	☐ Sight for Students									
☐ High School Class Dues	☐ Invention Convention/Science Fairs									
☐ High School Clubs/Organizations	☐ School Sponsored Field Trips									
☐ After School Program	☐ Cozad Early Education Center Tuition									
that your information is shared for the child(rer only with the programs you checked.	ı) listed below. Your information will be shared									
Child's Name:	School:									
Child's Name:	School:									
Child's Name:	School:									
Child's Name:	School:									
Signature of Parent/Guardian:	Date:									
Printed Name:										
Address:										
For more information, you may call <b>Elementary 308-78 308-784-2744.</b>	4-3462; Middle School 308-784-2746; High School									
Return this form to any one of the Cozad Community School	offices.									
Approved: Denied:										
Signature of Determining Official:	Date:									

## STUDENT FEE HEARING - FINANCIAL REPORT

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Beginning Balance 9/1	\$ 232.87	\$ 357.31	\$ 408.31	\$ 419.37	\$ 447.53	\$ 456.59	\$ 10,575.82	\$ 11,012.47	\$ 6,330.84	\$ 9,889.50	\$ 10,738.89	\$ 4,700.53	\$ 1,092.17
Deposits	\$ 7,450.00	\$ 7,058.25	\$ 8,403.00	\$ 6,927.00	\$ 5,874.80	\$ 7,456.00	\$ 13,408.65	\$ 12,748.00	\$ 22,871.95	\$ 16,558.20	\$ 14,262.00	\$ 18,112.00	\$ 18,101.37
Interest	\$ 122.46	\$ 49.66	\$ 10.34	\$ 26.70	\$ 8.29	\$ 6.92	\$ 24.51	\$ 18.10	\$ 32.26	\$ 49.49	\$ 44.53	\$ 37.69	\$ 29.69
Disbursements	\$ 648.00	\$ 630.00	\$ 630.00	\$ 660.00	\$ 789.20	\$ 605.00	\$ 9,071.57	\$ 14,624.24	\$ 8,839.02	\$ 7,034.06	\$ 8,113.88	\$ 10,543.69	\$ 8,033.76
Transfer to Activities	\$ 6,803.00	\$ 6,428.25	\$ 7,773.00	\$ 6,267.00	\$ 6,664.00	\$ 6,571.00	\$ 5,854.65	\$ 2,922.00	\$ 9,232.95	\$ 7,546.00	\$ 11,739.00	\$ 11,137.00	\$ -
Balance as of 6/30	\$ 354.30	\$ 406.97	\$ 418.65	\$ 446.37	\$ 455.82	\$ 743.51	\$ 9,082.76	\$ 6,232.33	\$ 11,163.08	\$ 11,917.13	\$ 5,192.54	\$ 1,169.53	\$ 11,189.47
Anticipated Transfer to Activities													\$ 11,695.00
Projected Balance as of 7/31													\$ (505.53)

DATE	CK# ENTRY	CASH IN/OUT	Interest	Skills USA	Activities	NHS	STAND	FBLA	Pep Club	Tri M	SR Class (2019)	JR Class (2020)	SO Class (2021)	FR Class (2022)	Band Inst Ins	MS Act: Suitar Rental	Device Ins	FCCLA	FFA	LINE TOTAL	BALANCE
9/1/2018	BEG Balance Forward	\$1,092.17	\$722.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$280.00	(\$25.61)	\$0.00	\$0.00	\$1,092.17	\$1,092.17
9/5/2018 9/5/2018	DEP FFA/Fr Dues/Activity/Device	e \$3,785.00 \$1,880.00			\$1,015.00									\$50.00			\$2,095.00		\$625.00	\$3,785.00 \$1,880.00	\$4,877.17
9/6/2018	DEP Device Fee DEP Sr Class Dues	\$1,860.00									\$50.00						\$1,880.00			\$1,000.00	\$6,757.17 \$6,807.17
9/11/2018	5354 Asset Genie	(\$2,295.85)															(\$2,295.85)			(\$2,295.85)	\$4,511.32
9/11/2018	5355 Jeremy Siemering	(\$250.00)											600.00				(\$250.00)			(\$250.00)	\$4,261.32
9/12/2018 9/13/2018	DEP So Class Dues DEP Skills USA Dues	\$60.00 \$64.00		\$64.00									\$60.00							\$60.00 \$64.00	\$4,321.32 \$4,385.32
9/13/2018	DEP Device Fee	\$802.00		ψ04.00													\$802.00			\$802.00	\$5,187.32
9/30/2018	DEP Interest	\$1.44	\$1.44																	\$1.44	\$5,188.76
9/30/2018	DEP Activity Fee	\$350.00	(60.00)		\$350.00															\$350.00	\$5,538.76
10/4/2018 10/10/2018	AP Returned item fee DEP Activity/Device Fee	(\$3.00) \$4.691.00	(\$3.00)		\$4,445.00												\$246.00			(\$3.00) \$4.691.00	\$5,535.76 \$10,226.76
10/10/2018	DEP Skills USA Dues	\$144.00		\$144.00	* 1,															\$144.00	\$10,370.76
10/15/2018	DEP Fr Class Dues	\$20.00												\$20.00						\$20.00	\$10,390.76
10/15/2018 10/15/2018	DEP FFA Dues DEP FCCLA Dues/Skills USA	\$263.00 \$908.00		\$108.00														\$800.00	\$263.00	\$263.00 \$908.00	\$10,653.76 \$11,561.76
10/31/2018	DEP Interest	\$2.76	\$2.76	\$100.00														\$600.00		\$2.76	\$11,564.52
10/31/2018	DEP Sr Class Dues	\$40.00									\$40.00									\$40.00	\$11,604.52
11/7/2018	DEP Fr Class Dues	\$10.00												\$10.00						\$10.00	\$11,614.52
11/8/2018 11/9/2018	DEP NHS Dues DEP Activity Fee	\$480.00 \$105.00			\$105.00	\$480.00														\$480.00 \$105.00	\$12,094.52 \$12,199.52
11/12/2018	5356 Jeremy Siemering	(\$285.00)			\$105.00												(\$285.00)			(\$285.00)	\$12,199.52
11/19/2018	DEP Jr Class Dues	\$25.00										\$25.00					(+=====,			\$25.00	\$11,939.52
11/19/2018	DEP MS Guitar Rental	\$10.00														\$10.00				\$10.00	\$11,949.52
11/27/2018 11/28/2018	DEP Pep Club DEP Skills USA Dues	\$75.00 \$48.00		\$48.00					\$75.00											\$75.00 \$48.00	\$12,024.52 \$12,072.52
11/30/2018	DEP Interest	\$3.35	\$3.35	φ46.00																\$3.35	\$12,072.32
12/3/2018	DEP Device Fee	\$45.00	,														\$45.00			\$45.00	\$12,120.87
12/13/2018	DEP Sr Class Dues	\$17.00									\$17.00									\$17.00	\$12,137.87
12/31/2018 1/3/2019	DEP Interest DEP Device Fee	\$3.50 \$60.00	\$3.50														\$60.00			\$3.50 \$60.00	\$12,141.37 \$12,201.37
1/4/2019	DEP Activity Fee	\$70.00			\$70.00												\$60.00			\$70.00	\$12,271.37
1/21/2019	DEP Device Fee/Library Fine	\$58.35	\$1.35		******												\$57.00			\$58.35	\$12,329.72
1/21/2019	5357 Library Fine	(\$1.35)	(\$1.35)																	(\$1.35)	\$12,328.37
1/23/2019 1/28/2019	DEP Sr Class Dues DEP Device Fee	\$60.00 \$22.00									\$60.00						\$22.00			\$60.00 \$22.00	\$12,388.37 \$12,410.37
1/29/2019	DEP Device Fee	\$10.00															\$10.00			\$10.00	\$12,420.37
1/31/2019	DEP Interest	\$3.55	\$3.55																	\$3.55	\$12,423.92
2/4/2019	5358 Jeremy Siemering	(\$240.00)															(\$240.00)			(\$240.00)	\$12,183.92
2/4/2019 2/8/2019	5359 Asset Genie DEP Device Fee	(\$1,477.00) \$10.00															(\$1,477.00) \$10.00			(\$1,477.00) \$10.00	\$10,706.92 \$10,716.92
2/21/2019	DEP Device Fee	\$24.00															\$24.00			\$24.00	\$10,740.92
2/26/2019	DEP Sr Class Dues	\$50.00									\$50.00									\$50.00	\$10,790.92
2/27/2019	DEP Activity Fee	\$140.00 \$2.91	60.04		\$140.00															\$140.00	\$10,930.92
2/28/2019 3/11/2019	DEP Interest DEP Device Fee	\$2.91	\$2.91														\$20.00			\$2.91 \$20.00	\$10,933.83 \$10,953.83
3/15/2019	5360 Asset Genie	(\$1,035.50)															(\$1,035.50)			(\$1,035.50)	\$9,918.33
3/20/2019	DEP Sr Class Dues	\$48.00									\$48.00									\$48.00	\$9,966.33
3/26/2019 3/30/2019	DEP Device Fee DEP Interest	\$24.00 \$3.11	\$3.11														\$24.00			\$24.00 \$3.11	\$9,990.33 \$9,993.44
4/4/2019	5361 NASSP - Dues	(\$385.00)	φ3.11			(\$385.00)														(\$385.00)	\$9,608.44
4/8/2019	DEP Sr Class Dues	\$84.00				(,,,,,					\$84.00									\$84.00	\$9,692.44
4/8/2019	5362 Device fee	(\$16.06)															(\$16.06)			(\$16.06)	\$9,676.38
4/18/2019 4/30/2019	DEP Jr/Sr/Device DEP Interest	\$933.00 \$2.84	\$2.84								\$75.00	\$823.00					\$35.00			\$933.00 \$2.84	\$10,609.38 \$10,612.22
5/3/2019	DEP Sr Class Dues	\$120.00	φ2.04								\$120.00									\$120.00	\$10,732.22
5/7/2019	DEP Activity/Senior Class	\$212.00			\$140.00						\$72.00									\$212.00	\$10,944.22
5/14/2019	5363 AG Parts (inv#1335000)	(\$2,045.00)															(\$2,045.00)			(\$2,045.00)	\$8,899.22
5/17/2019 5/21/2019	DEP Fr Class Dues DEP Fr/Jr/So/Activity	\$210.00 \$1,394.00			\$280.00							\$225.00	\$720.00	\$210.00 \$169.00						\$210.00 \$1,394.00	\$9,109.22 \$10,503.22
5/21/2019 5/23/2019	DEP Pr/Jr/So/Activity DEP Device fee	\$1,394.00 \$608.70			φ200.00							φ225.00	φ12U.UU	\$109.00			\$608.70			\$1,394.00	\$10,503.22 \$11,111.92
5/29/2019	DEP Device fee	\$1.32															\$1.32			\$1.32	\$11,113.24
5/29/2019	DEP Device fee	\$70.00															\$70.00			\$70.00	\$11,183.24
5/31/2019 6/30/2019	DEP Interest DEP Interest	\$3.10 \$3.13	\$3.10 \$3.13																	\$3.10 \$3.13	\$11,186.34 \$11,189.47
0/30/2019		ICE \$11,189.47	\$749.47	\$364.00	\$6,545.00	\$95.00	\$0.00	\$0.00	\$75.00	\$0.00	\$616.00	\$1,073.00	\$780.00	\$459.00	\$115.00	\$290.00	(\$1,660.00)	\$800.00	\$888.00	\$11,189.47	\$11,100. <del>1</del> 7

#### 5018

#### **Parent and Guardian Involvement In Education Practices**

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

- 1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
- 2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
- 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
- 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments

The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.

c. National Assessment of Educational Progress

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

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

- 7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

dopted on: 8/14/2017	
evised on:	
eviewed on:	

### **2019 CENSUS REPORT**

### Respectfully Submitted by Cecily Clark

Dated: July 8, 2019

AGE						BOYS					
AGE	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	DIFF
Less than 1	22	19	23	20	13	15	12	14	14	7	(7)
1	24	29	18	35	19	16	19	15	15	18	3
2	24	28	37	19	32	23	17	25	20	22	2
3	32	31	34	37	27	39	26	27	29	27	(2)
4	30	41	35	38	36	32	47	35	30	36	6
5	45	39	56	42	47	45	41	46	37	41	4
6	60	45	42	60	47	52	51	36	50	40	(10)
7	41	62	54	47	53	49	53	44	36	51	15
8	51	40	61	42	49	56	40	49	36	36	0
9	50	50	42	59	44	45	57	48	55	43	(12)
10	36	49	49	42	57	41	39	56	46	58	12
11	46	35	47	48	45	53	39	45	45	48	3
12	42	47	42	48	48	42	60	45	45	48	3
13	36	42	52	43	50	49	49	65	46	39	(7)
14	55	37	45	53	46	51	57	51	66	43	(23)
15	47	49	37	49	50	46	54	58	54	65	11
16	36	43	49	38	48	53	49	56	57	56	(1)
17	52	32	37	51	38	49	54	51	58	58	0
18	36	50	31	39	47	39	54	53	47	61	14
19	54	34	47	31	39	42	36	50	53	45	(8)
20	48	51	34	48	30	41	34	44	48	41	(7)
TOTAL AGE 0 - 4	132	148	147	149	127	125	121	116	108	110	2
TOTAL AGE 5-18	633	620	644	661	669	670	697	703	678	687	9
TOTAL AGE 7-15	404	411	429	431	442	432	448	461	429	431	2
TOTAL AGE 5-20	735	705	725	740	738	753	767	797	779	773	(6)

465	GIRLS													
AGE	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	DIFF			
Less than 1	19	16	21	17	15	17	16	15	12	9	(3)			
1	33	24	19	26	20	18	16	25	18	13	(5)			
2	30	38	27	20	31	27	32	26	28	24	(4)			
3	29	29	39	28	22	37	22	31	34	31	(3)			
4	39	32	39	48	44	37	35	30	37	33	(4)			
5	49	48	47	42	58	43	44	38	36	52	16			
6	51	53	58	45	47	61	41	40	46	39	(7)			
7	49	45	54	53	54	41	50	40	40	46	6			
8	37	45	46	45	55	41	46	53	40	44	4			
9	58	36	43	33	48	50	37	45	46	50	4			
10	48	59	40	45	38	50	46	42	44	52	8			
11	44	50	59	39	43	40	44	52	38	41	3			
12	41	43	51	58	38	46	42	54	49	42	(7)			
13	35	40	44	53	59	44	44	39	48	46	(2)			
14	51	39	45	49	58	64	45	48	48	48	0			
15	55	50	41	46	53	60	62	46	43	49	6			
16	40	46	48	44	44	55	62	66	49	43	(6)			
17	48	36	45	45	43	47	52	61	67	43	(24)			
18	43	44	36	46	47	44	49	57	63	64	1			
19	41	43	43	37	43	51	46	46	51	57	6			
20	38	41	43	43	30	56	32	49	49	44	(5)			
TOTAL AGE 0 - 4	150	139	145	139	132	136	121	127	129	110	(19)			
TOTAL AGE 5-18	649	634	657	643	685	686	664	681	657	659	2			
TOTAL AGE 7-15	418	407	423	421	446	436	416	419	396	418	22			
TOTAL AGE 5-20	728	718	743	723	758	793	742	776	757	760	3			

AGE 5-18 SUMMARY	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	DIFF
BOYS	633	620	644	661	669	670	697	703	678	687	9
GIRLS	649	634	657	643	685	686	664	681	657	659	2
TOTAL	1282	1254	1301	1304	1354	1356	1361	1384	1335	1346	11

# Cozad Cozad Community Schools

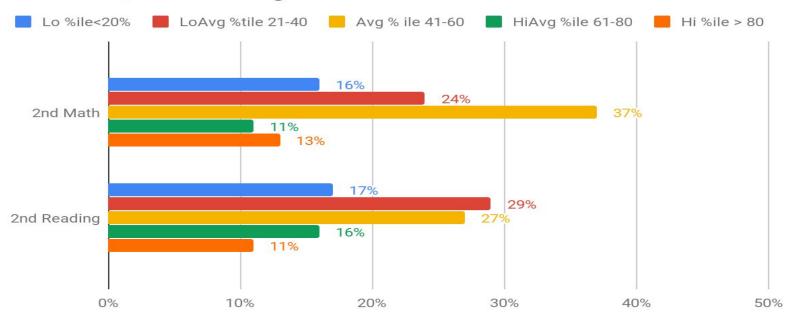
Data June 2019

### **NWEA MAP DATA:** Growth

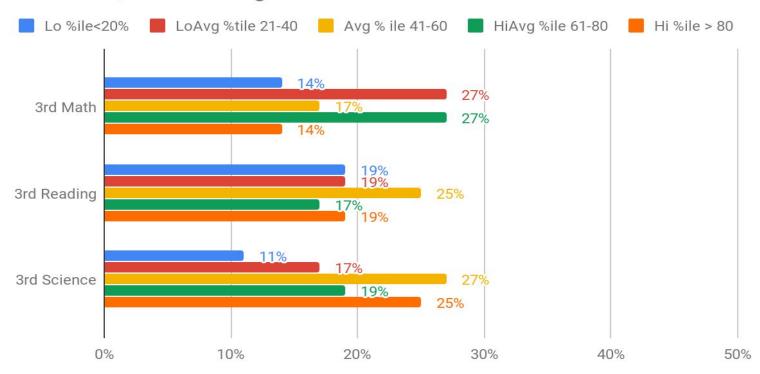
- Given in Fall and Spring
- 2nd-12th
- Goals for 2019-2020
  - Use the Learning Continuum
  - Ind Growth Plans (pilot a few grades of classrooms)
  - Mini inservices periodically as needed (Teresa and or ESU 10)
  - TIme during PLC to interpret data, have data sets determined to provide focused and efficient use time.

# **Elementary**

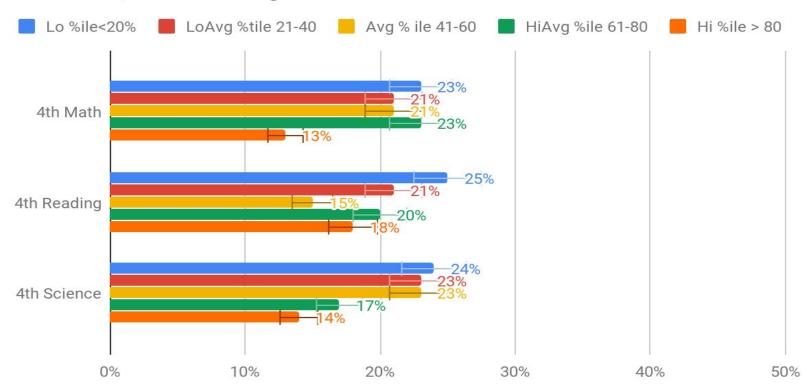
### 2nd Math, 2nd Reading



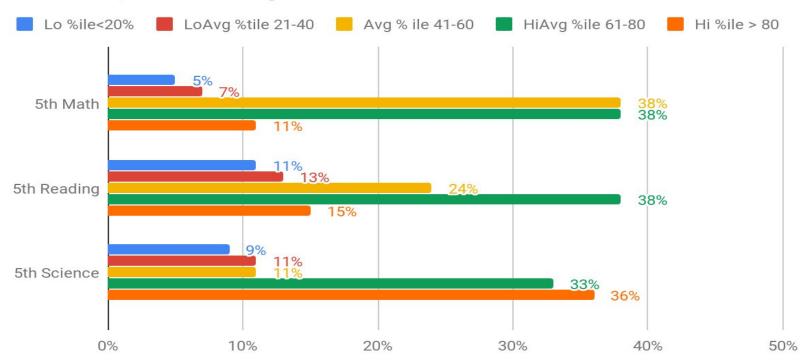
### 3rd Math, 3rd Reading and 3rd Science



### 4th Math, 4th Reading and 4th Science

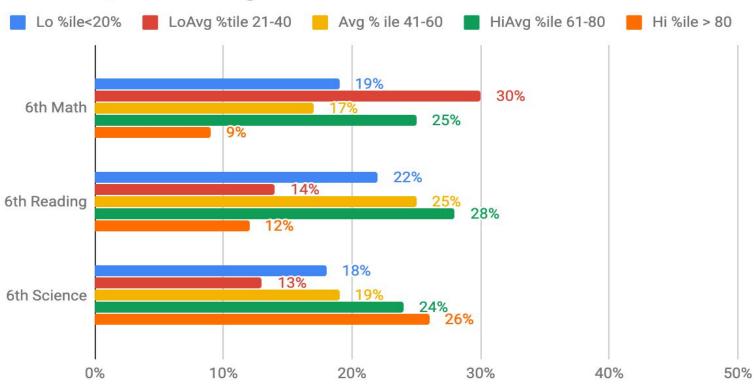


### 5th Math, 5th Reading and 5th Science

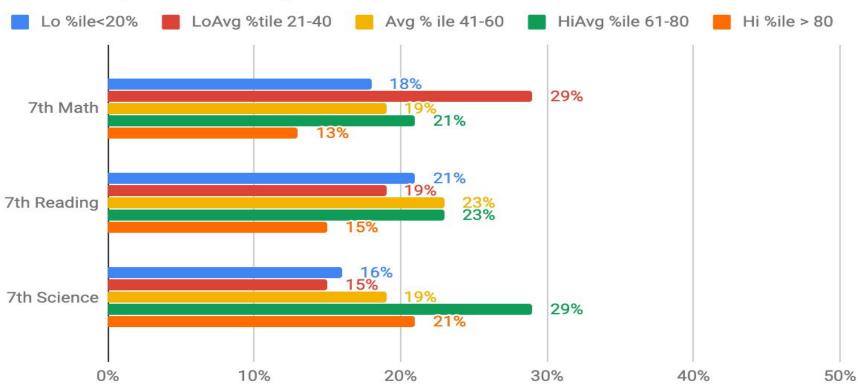


### Middle School

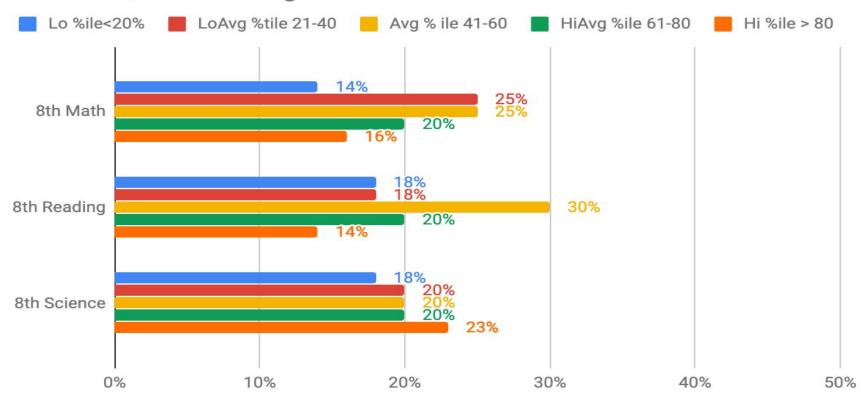
### 6th Math, 6th Reading and 6th Science



### 7th Math, 7th Reading and 7th Science

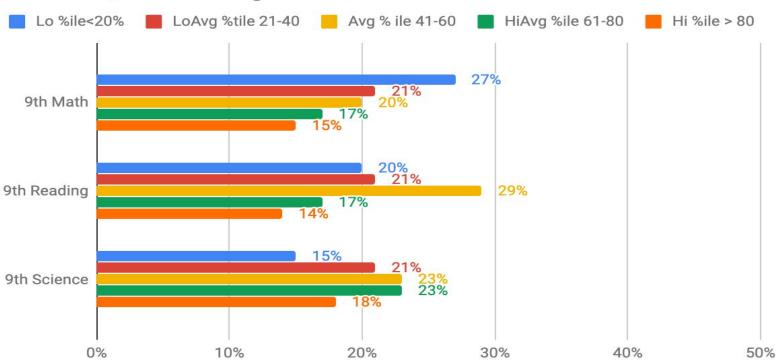


### 8th Math, 8th Reading and 8th Science

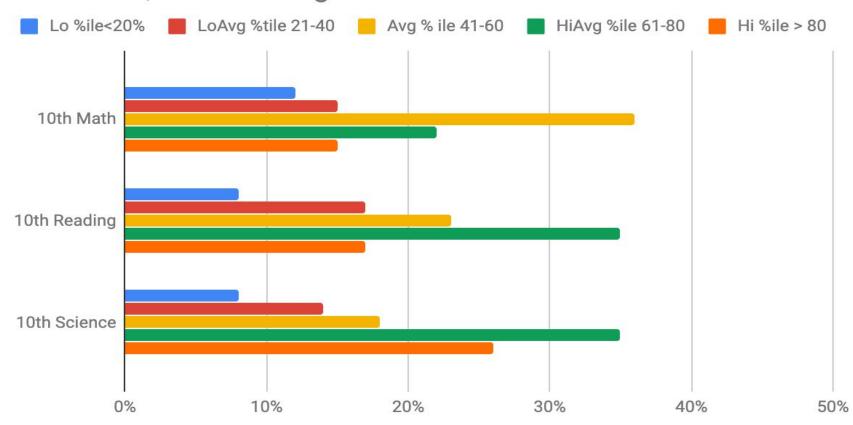


# **High School**

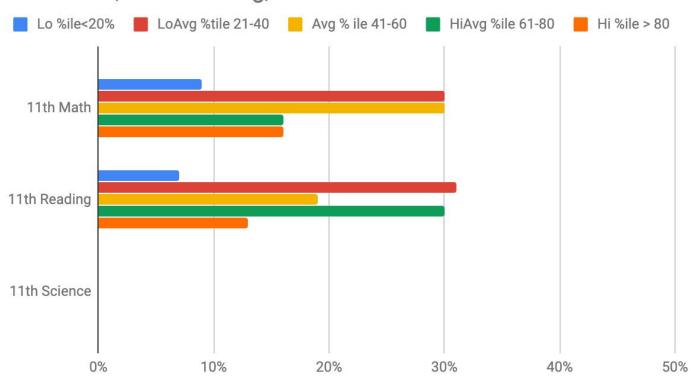
### 9th Math, 9th Reading and 9th Science



### 10th Math, 10th Reading and 10th Science



### 11th Math, 11th Reading, No Science



# NSCAS Summaries for 3-8 - 2018

### Elementary School

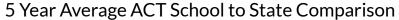
- 3rd
- 4th
- <u>5th</u>

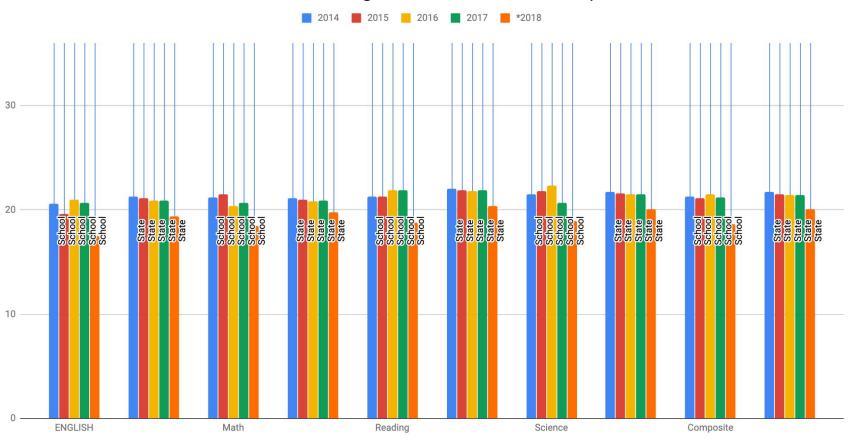
#### Middle School

- 6th
- 7th
- 8th

# **ACT - 5 Years of AVerage ACT School to State**

/ear	Number or stud	dents tested	ENGLISH		Math		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State	School	State
2014	51	17768	20.6	21.3	21.2	21.1	21.3	22	21.5	21.7	21.3	
2015	41	18347	19.6	21.1	21.5	21	21.3	21.9	21.8	21.6	21.1	
2016	42	18598	21	20.9	20.4	20.8	21.9	21.8	22.3	21.5	21.5	
2017	46	18993	20.7	20.9	20.7	20.9	21.9	21.9	20.7	21.5	21.2	
*2018	60	24516	17.5	19.4	18.5	19.8	18.8	20.4	18.9	20.1	18.6	





# Assessment Report for 2019/2020 Calendar

Cozad Commu	nity Schools								
NWEA RIT scor	es compared to	normed RIT							
2018-2019	SPRING DATA								
	ccs	MAP/NWEA Normed RIT	ccs	MAP/NWEA Normed RIT	ccs	MAP/NWEA Normed RIT	ccs	MAP/NWEA Normed RIT	ccs
Grade	Reading	Reading	Language	Language	Math	Math	Science	Science	# of Students
2	186.90	188.70	187.40	189.70	188.60	192.10	*	*	63
3	198.20	198.60	199.10	200.00	203.70	203.40	198.40	195.40	63
4	204.50	205.90	203.90	206.70	211.20	213.50	203.20	201.00	71
5	213.60	211.80	215.50	211.50	224.70	221.40	211.40	205.70	55
6	213.80	215.80	216.10	215.30	222.90	225.30	210.70	208.60	69
7	216.30	218.20	216.50	217.60	225.50	228.60	213.10	210.90	62
8	219.40	220.10	221.70	219.00	231.80	230.90	215.10	213.50	80
9	220.40	221.90	220.30	220.40	229.50	233.40	216.10	214.80	66
10	224.90	221.20	224.70	220.10	234.50	232.40	220.80	215.00	67
11	223.10	222.30	223.00	222.10	235.30	235.00	219.20	*	70
12	228.50	222.30	229.50	222.10	243.80	235.00	224.10	*	74
						50	*Norn	ned data not av	ailable

### **NDE Websites Resources**

- Statewide Assessment
- Nebraska Education Profile
- AQUESTT Nebraska
- NSCAS OVERVIEW

#### **Board of Education Special Meeting**

Friday, June 28, 2019 12:00 PM

Office of the Superintendent 1910 Meridian Ave Cozad, NE 69130

The meeting was called to order at 12:00 PM

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

#### 1. BOARD OF EDUCATION REGULAR MEETING 12:00 P.M.

#### 1.1. Call to Order, Roll Call

President Starman called the meeting to order at 12:00 pm.

#### 1.2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by being posted at the Cozad City Office, Cozad Police Department, Green Apple Cafe, District Office, and on the Cozad Community Schools website. Notice of this meeting was also given in advance to all members of the Board of Education.

#### 1.3. Excused/Unexcused Board Member Absence

All members of the board were present.

# 2. RECEIVE LEGAL ADVICE RELATED TO THE JOB PERFORMANCE OF THE SUPERINTENDENT

Motion to enter into closed session for the purpose of receiving legal advice related to the job performance of the Superintendent at 12:01pm. Passed with a motion by Judy Eggleston and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

President Starman declared the meeting open at 12:42 pm.

#### 3. ADJOURNMENT

Motion to adjourn the meeting at 12:42pm Passed with a motion by Kiley Goff and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

\* 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 12:42 PM.

Dr. Joel Applegate, Superintendent Cozad Community Schools District No. 11

#### **Board of Education Special Meeting**

Monday, July 8, 2019 6:00 PM Office of the Superintendent 1910 Meridian Ave Cozad, NE 69130

The meeting was called to order at 6:00 PM

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

#### 1. BOARD OF EDUCATION SPECIAL MEETING 6:00 P.M.

#### 1.1. Call to Order, Roll Call

President Starman called the meeting to order at 6:00 pm.

#### 1.2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by being posted at the Cozad City Office, Wilson Public Library, Cozad Police Department, District Office, and on the Cozad Community Schools website. Notice of this meeting was also given in advance to all members of the Board of Education.

#### 1.3. Excused/Unexcused Board Member Absence

All members of the board were present.

# 2. CONSIDER AND ACT UPON ISSUES RELATED TO RETENTION OF LEGAL COUNSEL TO ASSIST IN ADMINISTERING THE PERSONNEL HEARING REQUESTED BY JOEL APPLEGATE

I move that the Board of Education retain attorney Josh Schauer for the purpose of assisting the board in administering the hearing requested by Joel Applegate regarding the proposed cancellation of his employment; that the Board authorize Mr. Schauer to serve as hearing officer in connection with Dr. Applegate's hearing; and that the Board authorize Mr.

Schauer to dipose of all pre-hearing matters on the Board's behalf. Passed with a motion by Judy Eggleston and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

July 18th was discussed as a possible date for the hearing.

# 3. CONDUCT INTERVIEW OF INTERIM SUPERINTENDENT CANDIDATE FOR AN INDETERMINATE TERM BASED ON THE DEVELOPING NEEDS OF THE COZAD SCHOOL DISTRICT

Ron Wymore was the candidate present for the interview. He lives in Kearney and is married with three children and nine grandchildren. He is retired after spending 37 years working in education. Wymore started his career as a high school math teacher in Republican Valley, Grand Island and Mitchell. Wymore then was employed at Pleasanton for 27 years. He spent 12 years as the 7-12 principal, 10 years as the K-12 principal and superintendent, and finished with 5 years as the superintendent. After retiring to spend more time with his grandchildren, he went back to Pleasanton and taught for one semester to help when the district was short a high school math teacher.

Wymore stated that budgeting and finance are some strengths he would bring to the school district. He has 15 years of budgeting experience. He also is willing to do what it takes to get the job done right. He stated that there can never be too much communication and believes in an open-door policy. He will communicate with all stakeholders in a variety of ways. When asked to briefly outline the steps he would take when formulating a facilities plan, Wymore answered that after walking through the buildings, he sees an immediate need to remedy the over-crowding at the elementary. He stated that a committee would need formed and there would need to be community involvement and buy in.

Wymore stated that he would support administration and teachers to improve the climate for learning. He identified his relationship with children as one of his most rewarding accomplishments. He stated that in all his years in education, every decision he made was for the benefit of the students. When asked what areas he would focus on in the first 60 days on the job, Wymore stated that he would first need to talk with people to see how the district currently runs. He does not want to come in and change everything, unless change needs made. His first priority would be to sit down to speak with the principals, teachers, office staff and community members.

The board opened the interview up to the public to ask questions. One patron asked if he will continue to live in Kearney if he is offered the position. Wymore stated that he does plan on living in Kearney. The board discussed that because this is an interim position, it's acceptable that he will not live in the district. Another patron asked Wymore what his reasons were for wanting to hold an interim position. Wymore stated that he is retired and does not have many hobbies. He knows it's a difficult situation for the district and wants to help out. Wymore also stated that he has been through a strategic plan in the past.

The board discussed that a 60-day contract can be offered now. Once the hearing for Dr. Applegate has taken place, the contract may be extended for a longer term.

# 4. CONSIDER, DISCUSS AND TAKE ALL NECESSARY ACTION ON ENTERING INTO A CONTRACT FOR THE SERVICES OF AN INTERIM SUPERINTENDENT

Motion to enter into a 60-day contract for services for interim superintendent. Passed with a motion by Judy Eggleston and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

#### 5. EXECUTIVE SESSION

Motion to enter into executive session for the purpose of discussing contract negotiations for the employment of an interim superintendent candidate at 6:24 pm. Passed with a motion by John Peden 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

President Starman declared the meeting open at 7:00 pm.

Motion to approve the interim superintendent's 60-day contract for Ron Wymore. Passed with a motion by Ann Burkholder and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

#### 6. ADJOURNMENT

Motion to adjourn the meeting at 7:02 pm Passed with a motion by John Peden 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

- \* 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 7:02 PM.

Cozad Community Schools District No. 11

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

Monday, June 17, 2019 5:00 PM Office of the Superintendent 1910 Meridian Ave Cozad, NE 69130

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

#### 1. BOARD OF EDUCATION REGULAR MEETING 5:00 P.M.

#### 1.1. Call to Order, Roll Call

President Starman called the meeting to order at 5PM.

#### 1.2. Nebraska Open Meeting Law, Publication of Meeting

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

Notice of this meeting was given in advance by publication in the Tri-City Tribune and posted on the Cozad Community Schools website and at the District Office. Notice of this meeting was also given in advance to all members of the Board of Education.

#### 1.3. Excused/Unexcused Board Member Absence

All members of the board were present.

#### 1.4. Approval of Agenda

Motion to approve agenda, as presented 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

#### 2. PUBLIC COMMENTS

Four members of the public were present. No comments were made.

#### 3. PRINCIPAL/ADMINISTRATIVE REPORTS

#### 3.1. William Beckenhauer Report

- Master Schedule for 2019-20 nearing completion
- Still have staffing needs for next school year and working to resolve those items.
- Credit recovery runs from May 28 to June 24, 15 students currently enrolled.
- Gone through grades 10 -12 for next year, worked through credit status and identified students at academic risk, this is important information for the new counselor and myself.
- General cleaning and maintenance will be on-going throughout the summer by custodians.

#### 3.2. Brian Regelin Report

- Mr. Shaffer has completed the 2019-2020 scheduling process and we have all students enrolled in all of their classes for next year.
- Science teachers attended the ESU 10 Science Retreat in Doniphan on June 4th and 5th. Science standards and curriculum are changing and the Science Team will be working on curriculum alignment on June 17th and 18th.
- We have 9 students enrolled in summer school. We are teaching Math and Reading each day for 1.5 hours each.
- Thursday August 15th will be new student/parent orientation at 6:00 PM in the Middle School commons.
- Grounds & Maintenance: The custodial staff is very busy this summer. The grounds are looking very good and maintenance projects have all been scheduled. They are making very good progress on stripping and waxing floors and summer cleaning.
- I am still in the process of planning for intervention time, formative assessments and lesson plan format that will help track standard completion and proficiency for the start of the school year.

#### 3.3. Dale Henderson Report

- •Summer School: Kimberly Heimann addressed the board regarding summer school. Teachers select students as candidates for summer school, and then parents can decide if they would like their kids to attend. Mrs. Heimann taught the 4th and 5th grade section of math. She presented different projects that were done during class time. One goal of the summer school program is to get students excited about school.
- •Two weeks of math instruction has concluded (last day was June 14th). Student averages this session.
  - o Kindergarten- 6 students
  - o 1st Grade- 6 students
  - o 2nd-3rd Grade- 7 students
  - o 4th-5th Grades: 19 students.
- •Two weeks of reading instruction started today (June 17th).
- After Zone:

- Averaging 110 students/day, 172 different students have attended. AZ has 22 total staff working two, 5-hour shifts.
- •AZ is transporting students to golf, art, swim lessons, basketball/wrestling camps and the Wilson Library in addition their "regular" day on school campus.
- •Elementary summer projects:
- Had some roof leaking, roofing company is addressing the leaks.
- Custodians are completing waxing of floors and deep cleaning of rooms.
- Carpeting will be replaced in Mrs. Love and Mrs. Jenner's classrooms.

#### 4. SUPERINTENDENT REPORT

- End of May the district steering committee and building steering committees worked with ESU 10 on analyzing our spring MAP scores and perceptual data. The committees will be presenting to the rest of their staff on what strategie(s) they will be working on to address the academic areas. It will be more of a whole building discussion on the perceptual data received from the organization and parents.
- Leadership team is finalizing the schedule and training for the beginning of school inservice days. We are also working on the early out days in the fall and training that will occur during that time. Excited about the beginning of the school year. There is still a lot of work to do.
- District wide the process of cleaning rooms, shampooing carpets, waxing floors is in full swing. Concrete bids, as you will see, have been approved and we are getting quite a few sidewalk projects completed. We may have a few more to complete depending on cost. KRVN paid to put a press box up on the visitors side at the football field. This allows for more room in our press box. We are also putting up a couple of lights on the home press box facing towards the track so it will not be so dark at night. It will be good for safety reasons.
- Waiting to visit with Mr. Vincent, but I would like to get the asbestos removal done
  in the auditorium. There are other projects that Mr. Vincent would like to have
  complete in the auditorium and I would like to make sure those things happen first. I
  can wait on the asbestos until next year with the other asbestos removal if we need to
  do that.

#### 5. CONSENT AGENDA

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

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

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

Minutes from the May 13, 2019 Board of Education Regular Meeting.

#### 5.2. Congratulations, Condolences, Correspondences

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

Condolences to the family and friends of former CCS teacher, Randall Koch.

Correspondence: Thank you cards received from Stephanie Rush, Marcia Fritz and the AfterZone Staff, and Mike and Jean Critchfield for the steaks received as staff appreciation gifts.

Correspondence: Thank you cards received from Kristi Albrecht and Nan Sims for their retirement gifts.

#### **5.3.** Classified Resignations

LaDonna Brock, CEEC Paraprofessional
Crystal Buesing, Elementary Special Education Paraprofessional
Jean Critchfield, AfterZone
Alexa Chrisinger, English Language Learner Paraprofessional
Christina Perez, AfterZone
Melissa McCrickard, AfterZone
Kenny Walters, Custodian

#### **5.4.** Classified Hires

Megan Wetovick, CEEC Para-professional

#### **5.5. Salary Advancement Applications**

Laura Johnson, Baker University, Connecting Students to Outside Voices, 3 credit hours Laura Johnson, Baker University, Classroom Habitudes: Teaching Habits and Attitudes to 21st Century Learners, 3 credit hours

Laura Johnson, Baker University, Adobe Photoshop Projects for Beginners, 3 credit hours Tamela Smith, UNK, Behavioral Problem Solving and Assessment, 3 credit hours Tamela Smith, UNK, Marriage and Family Counseling, 3 credit hours Tamela Smith, UNK, Child and Adolescent Development and Intervention, 3 credit hours

#### **5.6. Standing Reports**

- **5.6.1. Bond Fund Taxes Report**
- **5.6.2. Building Fund Taxes Report**
- **5.6.3. General Fund Taxes Report**
- 5.6.4. Sub Reports

#### 5.6.5. Nutrition Services SNP Claim for Reimbursement Summary

#### **5.6.6.** Bus Route Averages

#### 6. FINANCIAL REPORTS AND CLAIMS

Motion to approve monthly expenditures presented in the check journals Passed with a motion by Ann Burkholder and a second by Joel Carlson.

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

Yea: 4, Nay: 2

Eggleston was concerned that the district financial report was not presented. It was noted that a special meeting will need to take place to approve the district financial report. Starman would like a timeline presented to get this issue resolved and the accounting software conversion finalized. Applegate stated that by August the conversion should be completely finished, including the activities module for next year's roll out. Eggleston inquired if staff should be working on Fridays to get caught up and Applegate stated that could be an option.

#### **6.1. District Treasurer's Report**

Motion to approve of the district financial report **Tabled** 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

#### **6.2. District Financial Report**

No report was presented to the board.

#### 6.3. Check Journal General Fund

Bills: \$121,414.32 Payroll: \$788,459.75 **TOTAL: \$909,874.07** 

#### 6.4. Check Journal Lunch Fund

Bills: \$29,812.97 **TOTAL: \$29,812.97** 

#### **6.5.** Activities Financial Report

#### 6.6. Activities Check Journal

#### 7. CERTIFIED RESIGNATIONS

Motion to approve the resignation for Rebecca Kraeger, Secondary Agriculture teacher, at the end of the 2018-2019 contract year. Passed with a motion by John Peden and a second by Judy Eggleston.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Rebecca Kraeger, Secondary Agriculture Teacher.

#### 8. CERTIFIED HIRES

Motion to approve the the certificated staff contract for Denise Clodfelter, Elementary Special Education, and Craig McCurry, High School Special Education, for the 2019-2020 school year. Passed with a motion by Ann Burkholder 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

Denise Clodfelter, Elementary Special Education. Craig McCurry, High School Special Education.

The board inquired if the new hires had any prior teaching experience, and Mr. Ford stated that both do.

## 9. ATTENDANCE WAIVERS FOR SPRING 2019 SEMESTER AS PRESENTED BY MR. BECKENHAUER

Motion to approve attendance waivers for eight students for the spring 2019 semester, as presented by Mr. Beckenhauer. 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

Mr. Beckenhauer provided rationale for the eight students that he requested attendance waivers for.

Nine students will be losing credit due to non-attendance.

# 10. ATTENDANCE WAIVER REQUEST PRESENTED BY HIGH SCHOOL STUDENT AND PARENT

Motion to approve the attendance waiver for the 2019 spring semester for the high school student as long as absences do not exceed a total five days for the 2019 fall semester or the

student will lose credits for both semesters Passed with a motion by John Peden and a second by Ann Burkholder.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

A high school student and parent presented rationale regarding the absences to the board.

# 11. COZAD COMMUNITY HEALTH SYSTEM- RANDOM DRUG TESTING PROPOSAL

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

The district has worked with another company in the past, but have not been pleased with how it's been administered. The board inquired as to the number of students tested each time. Fifteen students are tested at the high school, and five at the middle school each time. All students who participate in NSAA sanctioned events have to sign an agreement prior to starting the activity that agrees to the testing. Parents can request their students be tested even if they are not out for activities.

# 12. CONTRACT FOR OCCUPATIONAL THERAPY SERVICES FOR THE 2019-2020 SCHOOL YEAR WITH DANETTE ANDERSON, OTD, OTR/L

Motion to approve the contract for occupational therapy services for the 2019-2020 school year with Danette Anderson Occupational Therapy Services 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

# 13. CONTRACT FOR PHYSICAL THERAPY SERVICES WITH COZAD COMMUNITY HOSPITAL FOR THE 2019-2020 SCHOOL YEAR

Motion to approve the contract for physical therapy services with Cozad Community Hospital for the 2019-2020 school year Passed with a motion by Ann Burkholder and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

Services will be provided by Cozad Community Physical Therapy. Jessica Botts, PT, DPT, will be the regularly scheduled physical therapy provider to create consistency for the students.

#### 14. PROPOSED 2019-2020 BOARD MEETING CALENDAR CHANGE

Motion to revise the board meeting calendar for the 2019-2020 school year, as presented, moving the October 14th meeting to noon and the May meeting to May 18th at 7pm Passed with a motion by Ann Burkholder 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

After receiving the master calendar from the high school, there are two conflicts with the current board meeting calendar for 2019-2020. They are as follows:

- October 14, 2019 Regular Meeting at 7pm (Conflicts with 7pm NHS Induction and CCSA Awards)
- May 11, 2019 Regular Meeting at 7pm (Conflicts with 6:30pm Hayrack Athletic Banquet and the following week 7pm MS Musical on 5/18)

The board discussed the optional dates and times presented for the two set dates with conflicts. It was decided to move the Oct. 14th to noon and to move May's board meeting to May 18th at 7 PM.

#### 15. SCHOOL PHOTOGRAPHY REQUEST FOR PROPOSALS (RFP)

The district has been approached by other photographers wanting to provide services, so the district will be doing a request for proposal to keep it fair. The services may be split between vendors.

# 16. ANNUAL NOTICES OR POLICY REVIEWS REQUIRED OF NEBRASKA SCHOOL BOARDS

Attached is a list of notices or policy reviews that are required annually for Nebraska school boards. This information has been provided by KSB. Dr. Applegate wanted to provide this to the board for accountability purposes. Dr. Applegate will create a schedule so the district is making sure to review the policies as required by law.

# 17. POLICIES 5025, 5028, 5030, 5031, 5032, 5033, 5034, 5036, 5037, 5039, 5040, 5041, 5042, 5043, 5044, 5046, and 5054

Motion to approve policies 5025, 5028, 5030, 5031, 5032, 5033, 5034, 5036, 5037, 5039, 5040, 5041, 5042, 5043, 5044, 5046, and 5054, as presented Passed with a motion by Ann Burkholder and a second by John Peden.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

The policy committee reviewed these policies prior to the board meeting at a separate committee meeting held on June 5th. Eggleston would like to review Policy 5051 next meeting.

## 17.1. Policy 5025- Student Insurance

Replaces current policy 5114

## 17.2. Policy 5028- Initiations and Hazing

Replaces current policy 6284

## 17.3. Policy 5030- Dating Violence

Replaces current policy 5135.9

#### 17.4. Policy 5031- Student Appearance

No current policy

#### 17.5. Policy 5032- Closed Campus

No current policy

#### 17.6. Policy 5033- Student Driving and Parking

Replaces current policy 5139

#### 17.7. Policy 5034- Handbooks

No current policy

#### **17.8. Policy 5036- Lockers**

No current policy

## 17.9. Policy 5037- Student Internet and Computer Access

Replaces current policies 5151.1 and 6163.1

## 17.10. Policy 5039- Fundraising Activities

No current policy

## 17.11. Policy 5040- Work Permits

No current policy

## 17.12. Policy 5041- Student Government

No current policy

#### 17.13. Policy 5042- Bulletin Boards

No current policy

#### 17.14. Policy 5043- School-Sponsored Publications

Replacing current policy 5135.7

#### 17.15. Policy 5044- Safe Pupil Transportation Plan

Replaces current policy 5506

## 17.16. Policy 5046- Secret Organizations

Replacing current policy 6284

## 17.17. Policy 5054- Student Bullying

Replaces current policy 5135.9

#### 18. REPEAL POLICIES 5114, 5135.7, 5135.9, 5139, 5151.1, 5506, 6163.1, and 6284

Motion to repeal policies 5114, 5135.7, 5135.9, 5139, 5151.1, 5506, 6163.1, and 6284 Passed with a motion by John Peden and a second by Ann Burkholder.

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

Peden: Yea, Michele Starman: Yea

Yea: 6, Nay: 0

#### 19. FINANCE COMMITTEE MEETING REPORT

Eggleston created a draft of a finance committee task list that was discussed during the committee meeting held on June 3rd. She pulled the information from the Board President's manual. The finance committee had a list of questions for the business manager at the meeting. Some were answered during the committee meeting, while others were supposed to be given at tonight's meeting but were not.

#### 20. SUPERINTENDENT EVALUATION

Motion to go into closed session at 6:23PM for the purpose of discussing the superintendent's evaluation 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

President Starman called the meeting open at 7:07 PM.

Motion to go into executive session for the purpose of discussing the superintendent evaluation at 7:08 PM 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

President Starman called the meeting open at 7:25 PM.

#### 21. AGENDA SETTING AND FUTURE MEETINGS

- -Board of Education Regular Meeting- July 15, 2019 at 12pm
- -NAEP Workshop- July 17, 2019 in Kearney (for office staff). District Office will be CLOSED this day.
- -Board of Education Regular Meeting- August 12, 2019 at 7pm
- -Board of Education Special Meeting- August 26, 2019 at 12pm
- -NASB Area Membership Meetings- August 27, 2019 in North Platte and August 28, 2019 in Kearney

#### 22. ADJOURNMENT

Motion to adjourn the meeting at 7:28 PM 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

- \* 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.

#### **BOND FUND TAXES BY FISCAL YEAR**

2018-2019 Dawson County	<b>September</b> \$ 168,283.68 \$	October 12,278.69	November \$ 5,121.84	<b>December</b> \$ 2,348.41 \$	<b>January</b> 30,314.58 \$	<b>February</b> 23,781.93 \$	<b>March</b> 26,593.40 \$	<b>April</b> 28,894.40 \$	<b>May</b> 217,331.23 \$	June 32,770.29 \$	<b>July</b> 8,835.99	August \$	TOTAL 556,554.44
<b>2017-2018</b> Dawson County	<b>September</b> \$ 181,290.56 \$	October 18,195.27	<b>November</b> \$ 5,516.18	<b>December</b> \$ 1,526.49 \$	<b>January</b> 39,611.89 \$	<b>February</b> 25,766.84 \$	<b>March</b> 24,833.64 \$	<b>April</b> 26,465.36 \$	<b>May</b> 218,079.42 \$	June 29,260.71 \$	<b>July</b> 10,492.84 \$	<b>August</b> 8,818.59 <b>\$</b>	TOTAL 589,857.79
<b>2016-2017</b> Dawson County	<b>September</b> \$ 182,043.35 \$	October 16,021.09	<b>November</b> \$ 4,326.91	<b>December</b> \$ 1,088.34 \$	January 32,747.46 \$	February 21,737.18 \$	<b>March</b> 27,237.60 \$	<b>April</b> 26,398.83 \$	<b>May</b> 229,805.40 \$	<b>June</b> 37,489.46 \$	<b>July</b> 9,382.42 \$	<b>August</b> 14,155.28 <b>\$</b>	TOTAL 602,433.32
<b>2015-2016</b> Dawson County	<b>September</b> \$ 182,184.65 \$	October 30,400.55	<b>November</b> \$ 9,990.45	December \$ 1,921.04 \$	January 35,563.42 \$	February 29,631.14 \$	March	April	May	June	July	August	TOTAL 601,248.13
				, , , , , , , , , , , , , , , , , , , ,	33,303.42 \$	29,031.14 3	15,422.28 \$	24,287.34 \$	227,212.06 \$	23,595.50 \$	7,942.85 \$	13,096.85 \$	001,248.13
<b>2014-2015</b> Dawson County	<b>September</b> \$ 180,488.37 \$	October 25,942.34	November \$ 3,472.63	December	January 34,462.47 \$	February	15,422.28 \$  March 22,147.05 \$	24,287.34 \$  April 28,445.43 \$	May 209,472.68 \$	June 35,946.55 \$	7,942.85 \$  July 3,903.11 \$	August 34,421.46 \$	TOTAL 602,007.64

#### **BOND FUND TAXES BY CALENDAR YEAR**

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						\$ 319,540.63
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						\$ 19,216.50
Dawson County Carline \$	- :	\$ - \$	- \$	- \$	3,408.49 \$	- \$	-						\$ 3,408.49
Dawson County Pro-Rate \$	- :	\$ 325.41 \$	- \$	- \$	552.90 \$	- \$	490.36						\$ 1,368.67
Dawson County Pers Prop - Tax Loss \$	- :	\$ - \$	- \$	971.06 \$	- \$	- \$	-						\$ 971.06
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	\$ -	\$ - \$	-	\$ -	\$ -	\$ 368,521.82
2018	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes \$	•	-		21,782.38 \$	198,933.94 \$	25,555.68 \$	6,431.97 \$	_	-				
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 \$	- \$	- \$		, , , , , , , , , , , , , , , , , , ,		•	•	\$ 14,820.12
Dawson County Carline \$			- \$	- \$	4,084.33 \$	- \$	- Ś	•	\$ 1,092.20 \$		T	T	\$ 5,176.53
Dawson County Pro-Rate \$			- \$	- Ś	594.29 \$	- \$	355.84 \$		\$ - \$		T		\$ 1,578.94
Dawson County Pers Prop - Tax Loss \$			- \$	977.95 \$	- \$	- \$	- \$				•	•	\$ 1,955.90
Dawson County Pers Prop - Public Svc \$			897.28 \$	- \$	- \$	- \$	- Ś					•	\$ 897.28
Dawson County Pers Prop - Railroads \$			1,130.33 \$	- Ś	- \$	- Ś	- \$		\$ - \$				\$ 1,130.33
TOTALS \$		\$ 25,766.84 \$	, ,	26,465.36 \$		29,260.71 \$	10,492.84		\$ 168,283.68 \$		•	\$ 2,348.41	, , , , , , , , , , , , , , , , , , , ,
	,	, ,	- 1,222.2.7	,	,	,		, ,,,,,,,,,	,, ,	,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, -,	*,
		_										_	
2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes \$	,			21,091.21 \$	213,544.55 \$	30,298.90 \$	4,802.71 \$					\$ 1,526.49	
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 \$	.,	\$ - \$		•	•	\$ 25,243.13
Dawson County Carline \$			- \$	- \$	- \$	2,977.91 \$	- \$		\$ - \$	2,520.50	*	T	\$ 5,498.81
Dawson County Pro-Rate \$		т т	- \$	- \$	856.69 \$	- \$	367.06 \$		\$ - \$		T	•	\$ 1,616.48
Dawson County Pers Prop - Tax Loss \$			- \$	1,094.97 \$	- \$	- \$	- \$	•	, ,				\$ 2,189.94
Dawson County Pers Prop - Public Svc \$			, .	- \$	- \$	- \$	- \$		\$ - \$		•		\$ 1,040.79
Dawson County Pers Prop - Railroads \$				- \$	- \$	- \$	- \$		\$ - \$		•	•	\$ 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
2016	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes \$	35,162.95	\$ 18,262.80 \$	11,080.53 \$	19,945.59 \$	207,403.45 \$	19,253.75 \$	3,223.14 \$	9,593.24	\$ 181,269.52 \$	16,021.09	\$ 4,182.48	\$ 1,088.34	\$ 526,486.88
Dawson County State Tax Credit \$	- :	\$ 11,368.34 \$	- \$	- \$	11,368.34 \$	- \$	- \$	- :	\$ - \$	-	\$ -	\$ -	\$ 22,736.68
Dawson County Homestead \$	- :	\$ - \$	4,341.75 \$	4,341.75 \$	4,341.75 \$	4,341.75 \$	4,341.75 \$	3,503.61	\$ - \$	-	\$ -	\$ -	\$ 25,212.36
Dawson County Carline \$	- :	\$ - \$	- \$	- \$	3,433.74 \$	- \$	- \$		\$ 773.83 \$	-	\$ -	\$ -	\$ 4,207.57
Dawson County Pro-Rate \$	400.47	\$ - \$	- \$	- \$	664.78 \$	- \$	377.96 \$	- :	\$ - \$	-	\$ 144.43	\$ -	\$ 1,587.64
TOTALS \$	35,563.42	\$ 29,631.14 \$	15,422.28 \$	24,287.34 \$	227,212.06 \$	23,595.50 \$	7,942.85	\$ 13,096.85	\$ 182,043.35 \$	16,021.09	\$ 4,326.91	\$ 1,088.34	\$ 580,231.13
2015	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes \$	34,462.47	\$ 21,076.46 \$	13,201.00 \$	28,205.07 \$	199,619.82 \$	32,686.43 \$	3,662.75 \$	5,532.47	\$ 181,356.27 \$	30,178.58	\$ 9,990.45	\$ 1,921.04	\$ 561,892.81
Dawson County State Tax Credit \$	- :	\$ - \$	8,705.69 \$	- \$	8,705.69 \$	- \$	- \$	28,470.17	\$ - \$	-	\$ -	\$ -	\$ 45,881.55
Dawson County Homestead \$	- :	\$ - \$	240.36 \$	240.36 \$	240.36 \$	240.36 \$	240.36 \$		\$ - \$	-	\$ -	\$ -	\$ 1,201.80
Dawson County Carline \$	- :	т т	- \$	- \$	- \$	3,019.76 \$	- \$		\$ 828.38 \$		\$ -	\$ -	\$ 3,848.14
Dawson County Pro-Rate \$	- :	\$ 223.30 \$	- \$	- \$	906.81 \$	- \$	- \$	418.82	\$ - \$	221.97	\$ -	\$ -	\$ 1,770.90
TOTALS \$	34,462.47	\$ 21,299.76 \$	22,147.05 \$	28,445.43 \$	209,472.68 \$	35,946.55 \$	3,903.11	\$ 34,421.46	\$ 182,184.65 \$	30,400.55	\$ 9,990.45	\$ 1,921.04	\$ 614,595.20

#### **BUILDING FUND TAXES BY FISCAL YEAR**

2018-2019	S	eptember	October	No	ovember	-	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			\$	163,005.42
Custer County	\$	201.41 \$	215.72	\$	4.64	\$	98.86	\$	331.49	\$	95.45	\$	72.54 \$	1.98	\$	166.50	\$	273.73	\$	112.30			\$	1,574.62
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	\$	-	\$	164,580.04
2017-2018	S	eptember	October	No	ovember	- 1	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	S	eptember	October	No	ovember	1	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	S	eptember	October	No	ovember	-	December		January		February		March	April		May		June		July		August		TOTAL
<b>2015-2016</b> Dawson County	\$ \$	<b>eptember</b> 17,120.83 \$	October 5,150.96		ovember 967.58		December 153.62	\$	January 18,927.13	\$	February 14,809.21	\$	<b>March</b> 1,908.74 \$	<b>April</b> 4,503.77	\$	<b>May</b> 51,247.93		June 10,879.08	\$	July 1,090.66	\$	-	\$	TOTAL 128,195.49
		•		\$		\$	153.62	\$	•		-	-		•	-	•	\$				\$	-	\$	
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	\$		\$	1,435.98 53.00	\$ \$ \$	128,195.49
Dawson County  Custer County	\$ \$ \$	17,120.83 \$ 87.32 \$	5,150.96 23.12	\$ \$ <b>\$</b>	967.58 13.25	\$ \$ <b>\$</b>	153.62 102.67	\$	18,927.13 0.35	\$	14,809.21 523.35	\$	1,908.74 \$ 59.32 \$	4,503.77 126.97	\$	51,247.93 149.45	\$ \$ <b>\$</b>	10,879.08 290.53	\$	1,090.66	\$	1,435.98 53.00	\$	128,195.49 1,429.33
Dawson County  Custer County  TOTALS	\$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$	5,150.96 23.12 5,174.08	\$ \$ \$	967.58 13.25 980.83	\$ <b>\$</b>	153.62 102.67 <b>256.29</b>	\$ <b>\$</b>	18,927.13 0.35 18,927.48	\$	14,809.21 523.35 15,332.56	\$ <b>\$</b>	1,908.74 \$ 59.32 \$ 1,968.06 \$	4,503.77 126.97 4,630.74	\$	51,247.93 \$ 149.45 \$ 51,397.38 \$	\$ \$ <b>\$</b>	10,879.08 290.53 11,169.61	\$ <b>\$</b>	1,090.66 - 1,090.66	\$ <b>\$</b>	1,435.98 53.00 1,488.98	\$	128,195.49 1,429.33 129,624.82
Dawson County Custer County TOTALS 2014-2015	\$ \$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$ eptember	5,150.96 23.12 5,174.08 October	\$ \$ \$ No	967.58 13.25 980.83 ovember	\$ \$ \$	153.62 102.67 256.29 December	\$ <b>\$</b>	18,927.13 0.35 18,927.48 January	\$ <b>\$</b>	14,809.21 523.35 15,332.56 February	\$ <b>\$</b>	1,908.74 \$ 59.32 \$ 1,968.06 \$  March	4,503.77 126.97 4,630.74 April	\$	51,247.93 \$ 149.45 \$ 51,397.38 \$ May	\$ <b>\$</b> <b>\$</b>	10,879.08 290.53 11,169.61 June	\$ <b>\$</b>	1,090.66 1,090.66 July	\$ <b>\$</b> \$	1,435.98 53.00 1,488.98 August	\$	128,195.49 1,429.33 129,624.82 TOTAL
Custer County TOTALS 2014-2015 Dawson County	\$ \$ \$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$  eptember 14,401.96 \$	5,150.96 23.12 5,174.08 October 4,082.78	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	967.58 13.25 980.83 ovember 663.02	\$ \$ \$ \$	153.62 102.67 <b>256.29</b> December 310.62 60.95	\$ \$ \$	18,927.13 0.35 18,927.48 January 9,615.07	\$ <b>\$</b> \$	14,809.21 523.35 15,332.56 February 2,790.20	\$ \$ \$	1,908.74 \$ 59.32 \$ 1,968.06 \$  March 2,395.52 \$	4,503.77 126.97 4,630.74 April 2,591.70	\$ <b>\$</b>	51,247.93 S 149.45 S 51,397.38 S May 22,057.37 S	\$ \$ \$	10,879.08 290.53 11,169.61 June 6,551.33	\$ <b>\$</b> \$	1,090.66 1,090.66 July 412.83	\$ \$ \$	1,435.98 53.00 1,488.98 August 641.72	\$	128,195.49 1,429.33 129,624.82 TOTAL 66,514.12
Dawson County Custer County TOTALS  2014-2015 Dawson County Custer County	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$  eptember 14,401.96 \$ 16.00 \$	5,150.96 23.12 5,174.08 October 4,082.78 60.17	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	967.58 13.25 980.83 ovember 663.02 76.33	\$ \$ \$ \$ \$	153.62 102.67 <b>256.29</b> December 310.62 60.95	\$ \$ \$	18,927.13 0.35 18,927.48 January 9,615.07 110.27	\$ <b>\$</b> \$	14,809.21 523.35 15,332.56 February 2,790.20 95.26	\$ \$ \$	1,908.74 \$ 59.32 \$ 1,968.06 \$  March 2,395.52 \$ 16.74 \$	4,503.77 126.97 4,630.74 April 2,591.70	\$ <b>\$</b>	51,247.93 S 149.45 S 51,397.38 S May 22,057.37 S 66.58 S	\$ \$ \$ \$	10,879.08 290.53 11,169.61 June 6,551.33 45.96	\$ <b>\$</b> \$	1,090.66 1,090.66 July 412.83 58.65	\$ \$ \$	1,435.98 53.00 1,488.98 August 641.72 0.36	\$	128,195.49 1,429.33 129,624.82 TOTAL 66,514.12 607.27
Dawson County Custer County TOTALS  2014-2015 Dawson County Custer County TOTALS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$ eptember 14,401.96 \$ 16.00 \$ 14,417.96 \$	5,150.96 23.12 5,174.08 October 4,082.78 60.17 4,142.95	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	967.58 13.25 980.83 ovember 663.02 76.33 739.35	\$ \$ \$ \$	153.62 102.67 256.29 December 310.62 60.95 371.57	\$ \$ \$ \$	18,927.13 0.35 18,927.48 January 9,615.07 110.27 9,725.34	\$ \$ \$ \$	14,809.21 523.35 15,332.56 February 2,790.20 95.26 2,885.46	\$ \$ \$ \$	1,908.74 \$ 59.32 \$ 1,968.06 \$  March 2,395.52 \$ 16.74 \$ 2,412.26 \$	4,503.77 126.97 4,630.74 April 2,591.70	\$ \$ \$ \$	51,247.93 149.45 51,397.38 5  May 22,057.37 166.58 122,123.95 18	\$ \$ \$ \$	10,879.08 290.53 11,169.61 June 6,551.33 45.96 6,597.29	\$ \$ \$ \$	1,090.66 1,090.66 July 412.83 58.65 471.48	\$ \$ \$ \$	1,435.98 53.00 1,488.98 August 641.72 0.36 642.08	\$	128,195.49 1,429.33 129,624.82 TOTAL 66,514.12 607.27 67,121.39
Dawson County Custer County TOTALS  2014-2015 Dawson County Custer County TOTALS  2013-2014	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	17,120.83 \$ 87.32 \$ 17,208.15 \$ eptember 14,401.96 \$ 16.00 \$ 14,417.96 \$	5,150.96 23.12 5,174.08 October 4,082.78 60.17 4,142.95 October	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	967.58 13.25 980.83 ovember 663.02 76.33 739.35	\$ \$ \$ \$ \$	153.62 102.67 256.29 December 310.62 60.95 371.57	\$ \$ \$ \$	18,927.13 0.35 18,927.48 January 9,615.07 110.27 9,725.34 January	\$ \$ \$ \$	14,809.21 523.35 15,332.56 February 2,790.20 95.26 2,885.46 February	\$ \$ \$ \$	1,908.74 \$ 59.32 \$ 1,968.06 \$  March 2,395.52 \$ 16.74 \$ 2,412.26 \$  March	4,503.77 126.97 4,630.74 April 2,591.70 April	\$ \$ \$ \$ \$	51,247.93 \$ 149.45 \$ 51,397.38 \$ \$ May \$ 22,057.37 \$ 66.58 \$ 22,123.95 \$ \$ May	\$ <b>\$</b> \$ \$ <b>\$</b>	10,879.08 290.53 11,169.61 June 6,551.33 45.96 6,597.29 June	\$ \$ \$ \$ \$	1,090.66 1,090.66 July 412.83 58.65 471.48 July	\$ \$ \$ \$	1,435.98 53.00 1,488.98 August 641.72 0.36 642.08	\$ \$ \$	128,195.49 1,429.33 129,624.82 TOTAL 66,514.12 607.27 67,121.39 TOTAL

#### **BUILDING FUND TAXES BY CALENDAR YEAR**

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 \$			9,096.04							\$ 98,221.46
Dawson County State Tax Credit \$	-	\$ - :	\$ 4,462.79 \$	- \$	4,462.79	- 9	-						\$ 8,925.58
Dawson County Homestead \$	-	\$ - !	\$ 404.39 \$	404.39 \$	404.39	404.39	404.39						\$ 2,021.95
Dawson County Carline \$	-	\$ - :	\$ - \$	- \$	459.51	- 9	-						\$ 459.51
Dawson County Pro-Rate \$	-	\$ 96.77	\$ - \$	- \$	158.19	- 9	140.30						\$ 395.26
Dawson County Pers Prop - Tax Loss \$	-	\$ - :	\$ - \$	236.49 \$	- \$	- 9	-						\$ 236.49
Dawson County Pers Prop - Public Svc \$	-	\$ - :	\$ 124.75 \$	- \$	5	- 9	-						\$ 124.75
Dawson County Pers Prop - Railroads \$	-	\$ - :	\$ 166.45 \$	- \$	- \$	- 9	-						\$ 166.45
Custer County Taxes \$	330.63	\$ 95.45	\$ - \$	- \$	92.60 \$	273.73	111.06						\$ 903.47
Custer County State Tax Credit \$	-	\$ - !	\$ 72.50 \$	- \$	72.50	- 9	-						\$ 145.00
Custer County Pers Prop - Locally Assessed \$	-	\$ - !	\$ - \$	1.98 \$	- 5	- 9	-						\$ 1.98
Custer County Pers Prop - Public Svc \$	-	\$ - :	\$ 0.04 \$	- \$	- 5	- 9	-						\$ 0.04
Custer County Pro-Rate \$	0.86	\$ - !	\$ - \$	- \$	1.40	- 9	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,605.44
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	- 9	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	- 5	-	\$ -	\$ 147.24	\$ -	\$ -	\$ -	\$ 697.86
Dawson County Pro-Rate \$	-	\$ 43.58	\$ - \$	- \$	176.74	- 5	105.82	\$ -	\$ -	\$ 55.27	\$ -	\$ -	\$ 381.41
Dawson County Pers Prop - Tax Loss \$	-	\$ - !	\$ - \$	240.61 \$	- 5	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.61
Dawson County Pers Prop - Public Svc \$	-	\$ - !	\$ 134.57 \$	- \$	- 5	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.57
Dawson County Pers Prop - Railroads \$	-	\$ - !	\$ 152.38 \$	- \$	- 5	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74.29
Custer County Pers Prop - Locally Assessed \$	-	\$ - !	\$ - \$	0.99 \$	- 5	- 5	- :	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98
Custer County Pers Prop - Public Svc \$	-	\$ - !	\$ 0.04 \$	- \$	- 5	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.04
Custer County Pro-Rate \$	0.88	\$ - !	\$ - \$	- \$	1.60	- 5	- :	\$ 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
2017	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Taxes \$	23,251.74	\$ 10,198.31	\$ 1,542.98 \$	5,522.64 \$	47,181.77	11,464.50	713.63	\$ 1,148.83	\$ 44,598.08	\$ 6,399.62	\$ 1,501.29	\$ 628.18	\$ 154,151.57
Dawson County State Tax Credit \$	-	\$ - !	\$ 4,120.18 \$	- \$	4,120.18	- 5	- :	\$ 398.57	\$ -	\$ -	\$ -	\$ -	\$ 8,638.93
Dawson County Homestead \$	-	\$ - :	\$ 402.34 \$	402.34 \$	402.34	402.34	402.34	\$ 244.13	\$ -	\$ -	\$ -	\$ -	\$ 2,255.83
Dawson County Carline \$	-	\$ - !	\$ - \$	- \$	- 5	373.03		\$ -	\$ -	\$ 315.78	\$ -	\$ -	\$ 688.81
Dawson County Pro-Rate \$	54.06	\$ - !	\$ - \$	- \$	236.91	- 5	101.51	\$ -	\$ -	\$ 52.64	\$ -	\$ -	\$ 445.12
Dawson County Pers Prop - Tax Loss \$	-	\$ - :	\$ - \$	244.13 \$	5	- 9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 244.13
Dawson County Pers Prop - Public Svc \$	-	\$ - :	\$ 144.93 \$	- \$	- \$	- 5	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.93
Dawson County Pers Prop - Railroads \$	-	\$ -	\$ 145.06 \$	- \$	- 5	- 5	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.06
Custer County Taxes \$	155.58	\$ 589.60	\$ 94.22 \$	- \$	127.18	88.14	109.83	\$ 59.29	\$ 231.06	\$ 66.11	\$ 7.77	\$ 110.88	\$ 1,639.66
Custer County State Tax Credit \$	-	\$ - :	\$ - \$	124.66 \$	- \$	- 5	-	\$ -	\$ -	\$ -	\$ -		\$ 124.66
Custer County Pers Prop - Locally Assessed \$	-	\$ -	\$ - \$	0.99 \$	- 5	- 5	- :	\$ 0.99	\$ -	\$ -	\$ -	\$ -	\$ 1.98
Custer County Pers Prop - Public Svc \$	-	\$ - !	\$ - \$	0.05 \$	- \$	- 9	- :	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.05
Custer County Pro-Rate \$	0.46	\$ -	\$ - \$	- \$	2.11	- 5	0.90	\$ -	\$ -	\$ -	\$ 0.47	\$ -	\$ 3.94

TOTALS \$ 23,461.84 \$ 10,787.91 \$ 6,449.71 \$ 6,294.81 \$ 52,070.49 \$ 12,328.01 \$ 1,328.21 \$ 1,851.81 \$ 44,829.14 \$ 6,834.15 \$ 1,509.53 \$ 739.06 \$ 168,484.67

#### **GENERAL FUND TAXES BY FISCAL YEAR**

2018-2019	September	October	November	December	January	February	March	April	May	June	July	August	TOTAL
Dawson County	\$ 2,155,777.52 \$	437,736.84			\$ 1,163,431.00		449,425.75 \$		\$ 2,809,980.87 \$	525,112.44 \$	148,359.96		\$ 8,809,677.15
Custer County	\$ 10,207.98 \$	10,933.72					3,735.40 \$		\$ 8,656.40 \$	14,096.16 \$	5,781.94		\$ 80,896.75
Lincoln County	\$ - \$		•	•		\$ - \$	- \$	-	\$ - \$	0.04 \$	-		\$ 0.04
TOTALS	5 \$ 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 \$	-	\$ 8,890,573.94
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			\$ 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	\$ - \$	,	•	, ,	\$ 7,662.18		4,711.02 \$		\$ 6,607.25 \$	4,411.46 \$	5,534.62 \$		\$ 95,454.70
Lincoln County	\$ - \$		т	T	T	\$ - \$	- \$	0.04		- \$	- \$		\$ 0.04
TOTALS	5 \$ 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			•	•	132,461.14 \$	•	\$ 2,577,931.88 \$	564,504.57 \$	81,996.08 \$	-	\$ 7,960,120.36
Custer County	\$ 8.349.56 \$	2,354.21					2,913.12 \$	10,529.66		14,267.79 \$	- \$	2,604.05	
•	\$ \$ 1,668,814.33 \$	•			•		135,374.26 \$	•		578,772.36 \$	81,996.08 \$	•	\$ 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	<b>September</b> \$ 1,234,534.91 \$	October 399,513.01			•	•	<b>March</b> 112,226.98 \$	•	<b>May</b> \$ 1,852,636.61 \$	<b>June</b> 472,988.75 \$	<b>July</b> 80,274.52 \$	-	TOTAL \$ 5,866,548.21
Dawson County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$	399,513.01 11,220.21	\$ 127,839.50 \$ 4,646.15	\$ 35,052.48 \$ -	\$ 783,632.17 \$ \$ 2,054.04 \$	\$ 415,533.45 \$ \$ 6,939.66 \$	112,226.98 \$ 1,006.27 \$	226,865.94	\$ 1,852,636.61 \$ \$ 8,618.25 \$	472,988.75 \$ 6,682.60 \$	80,274.52 \$ 37.26 \$	125,449.89	\$ 5,866,548.21 \$ 49,290.37
Custer County Lincoln County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$	399,513.01 11,220.21 -	\$ 127,839.50 \$ 4,646.15 \$ -	\$ 35,052.48 \$ - \$ -	\$ 783,632.17 \$ \$ 2,054.04 \$ \$ - \$	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ - \$	112,226.98 \$	226,865.94 4,333.45	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$	472,988.75 \$ 6,682.60 \$ - \$	80,274.52 \$ 37.26 \$ - \$	125,449.89 - -	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04
Custer County Lincoln County	\$ 1,234,534.91 \$ \$ 3,752.48 \$	399,513.01 11,220.21	\$ 127,839.50 \$ 4,646.15 \$ -	\$ 35,052.48 \$ - \$ -	\$ 783,632.17 \$ \$ 2,054.04 \$ \$ - \$	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ - \$	112,226.98 \$	226,865.94 4,333.45	\$ 1,852,636.61 \$ \$ 8,618.25 \$	472,988.75 \$ 6,682.60 \$	80,274.52 \$ 37.26 \$	125,449.89 - -	\$ 5,866,548.21 \$ 49,290.37
Custer County Lincoln County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$	399,513.01 11,220.21 -	\$ 127,839.50 \$ 4,646.15 \$ -	\$ 35,052.48 \$ - \$ -	\$ 783,632.17 \$ \$ 2,054.04 \$ \$ - \$	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ - \$	112,226.98 \$	226,865.94 4,333.45	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$	472,988.75 \$ 6,682.60 \$ - \$	80,274.52 \$ 37.26 \$ - \$	125,449.89 - -	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04
Custer County Lincoln County TOTALS	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ . \$ \$ 5 \$ 1,238,287.39 \$	399,513.01 11,220.21 - 410,733.22	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November	\$ 35,052.48 \$ - \$ - \$ 35,052.48 December	\$ 783,632.17 \$ 2,054.04 \$ \$ - \$ \$ \$ 785,686.21 \$ \$ January	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ \$ - \$ \$ 422,473.11 \$	112,226.98 \$     1,006.27 \$     - \$     113,233.25 \$	226,865.94 4,333.45 - 231,199.39 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$	80,274.52 \$ 37.26 \$ - \$ 80,311.78 \$	125,449.89 - - 125,449.89 August	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62
Custer County Lincoln County TOTALS 2012-2013	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 1,238,287.39 \$  September	399,513.01 11,220.21 - 410,733.22 October	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28	\$ 35,052.48 \$ - \$ - \$ 35,052.48 December \$ 43,570.23	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 :	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ \$ - \$ \$ 422,473.11 \$	112,226.98 \$     1,006.27 \$	226,865.94 4,333.45 - 231,199.39 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$	80,274.52 \$ 37.26 \$ - \$ 80,311.78 \$	125,449.89 125,449.89 August 112,627.40	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23	\$ 35,052.48 \$ - \$ - \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ - :	\$ 415,533.45 \$ 6,939.66 \$ 5 \$ 5 \$ 422,473.11 \$ February \$ 253,369.23 \$ \$ 3,804.78 \$	112,226.98 \$     1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$	80,274.52 \$ 37.26 \$ - \$ 80,311.78 \$  July 79,299.96 \$	125,449.89 - - 125,449.89 August 112,627.40	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ \$ \$ \$ \$ 1,169,409.41 \$ \$ \$ 4,780.03 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23	\$ 35,052.48 \$ - \$ - \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ - :	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ \$ February \$ 253,369.23 \$ \$ 3,804.78 \$	112,226.98 \$     1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$	80,274.52 \$	125,449.89 - - 125,449.89 August 112,627.40	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ \$ \$ \$ \$ 1,169,409.41 \$ \$ \$ 4,780.03 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23	\$ 35,052.48 \$ - \$ - \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ - :	\$ 415,533.45 \$ \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ \$ February \$ 253,369.23 \$ \$ 3,804.78 \$	112,226.98 \$     1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$	80,274.52 \$	125,449.89 - - 125,449.89 August 112,627.40	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ 5 \$ 1,174,189.44 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65 458,949.51	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January	\$ 415,533.45 \$ 6,939.66 \$ 5 5 5 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$	112,226.98 \$ 1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$	80,274.52 \$	125,449.89  125,449.89  August 112,627.40  August	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ \$ \$ \$ 4,780.03 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65 458,949.51 October	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 :	\$ 415,533.45 \$ 6,939.66 \$ 5 5 5 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$	112,226.98 \$     1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$	80,274.52 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$ \$ \$ September \$ 1,255,096.10 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January  \$ 624,753.27 : \$ 624,753.27 :  January  \$ 558,666.51 : \$ - :	\$ 415,533.45 \$ 6,939.66 \$ - \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$	112,226.98 \$ 1,006.27 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$  May \$ 1,377,624.55 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$	80,274.52 \$	125,449.89  125,449.89  August 112,627.40  August 108,814.19	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ 5 \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$ \$ \$ September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$	399,513.01 11,220.21 - 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January  \$ 624,753.27 : \$ 624,753.27 :  January  \$ 558,666.51 : \$ 558,666.51 :	\$ 415,533.45 \$ 6,939.66 \$ - \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ \$ 185,805.93 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$  May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$  May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$	80,274.52 \$	125,449.89	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 1,238,287.39 \$  September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$  September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$  September	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ January	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$	80,274.52 \$	125,449.89	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 1,238,287.39 \$  September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$  September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$  September \$ 1,134,581.32 \$	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ 558,666.51 :  January \$ 471,112.38 :	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  August 103,414.78	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County Custer County Custer County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 5,1238,287.39 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03 7,150.31	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76 \$ 2,966.90	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54 \$ 4,506.42	\$ 783,632.17 : \$ 2,054.04 : \$ - \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ - : \$ 130,00000000000000000000000000000000000	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$ \$ 154.31 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$ 753.42 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81 160.79	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$ \$ 5,371.81 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$ 2,305.20 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  108,814.19  August 103,414.78	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16 \$ 31,248.34
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County Custer County Custer County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 1,238,287.39 \$  September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$  September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$  September \$ 1,134,581.32 \$	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03 7,150.31	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76 \$ 2,966.90	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54 \$ 4,506.42	\$ 783,632.17 : \$ 2,054.04 : \$ - \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ - : \$ 130,00000000000000000000000000000000000	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$ \$ 154.31 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$ 753.42 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81 160.79	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  108,814.19  August 103,414.78	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County Custer County Custer County Custer County	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 5,1238,287.39 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03 7,150.31	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76 \$ 2,966.90	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54 \$ 4,506.42	\$ 783,632.17 : \$ 2,054.04 : \$ - \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ - : \$ 130,00000000000000000000000000000000000	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$ \$ 154.31 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$ 753.42 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81 160.79	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$ \$ 5,371.81 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$ 2,305.20 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  108,814.19  August 103,414.78	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16 \$ 31,248.34
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County Custer County Custer County TOTALS	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$ \$ \$ September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$ \$ September \$ 1,134,581.32 \$ \$ 1,001.08 \$ \$ \$ 1,135,582.40 \$	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03 7,150.31 357,325.34	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76 \$ 2,966.90 \$ 96,616.66 November	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54 \$ 4,506.42 \$ December	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ 558,666.51 :  January \$ 471,112.38 : \$ 2,740.72 : \$ 473,853.10 :  January	\$ 415,533.45 \$ 6,939.66 \$ \$ - \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$ 154.31 \$ 230,530.70 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$ 753.42 \$ 200,990.28 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81 160.79 266,078.60 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$ \$ 5,371.81 \$ \$ 1,372,810.56 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$ 2,305.20 \$ 492,662.05 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  August 103,414.78  August August	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16 \$ 31,248.34 \$ 4,856,175.50
Custer County Lincoln County TOTALS  2012-2013 Dawson County Custer County TOTALS  2011-2012 Dawson County Custer County TOTALS  2010-2011 Dawson County Custer County TOTALS  2010-2011 Custer County TOTALS	\$ 1,234,534.91 \$ \$ 3,752.48 \$ \$ - \$ \$ \$ 1,238,287.39 \$ \$ \$ September \$ 1,169,409.41 \$ \$ 4,780.03 \$ \$ \$ 1,174,189.44 \$ \$ \$ September \$ 1,255,096.10 \$ \$ 6,734.75 \$ \$ \$ 1,261,830.85 \$ \$ September \$ 1,134,581.32 \$ \$ 1,001.08 \$ \$ \$ 1,135,582.40 \$ \$ September	399,513.01 11,220.21 410,733.22 October 451,256.86 7,692.65 458,949.51 October 346,492.46 6,443.98 352,936.44 October 350,175.03 7,150.31 357,325.34 October	\$ 127,839.50 \$ 4,646.15 \$ - \$ 132,485.65 November \$ 101,245.28 \$ 592.23 \$ 101,837.51 November \$ 93,035.43 \$ 8.91 \$ 93,044.34 November \$ 93,649.76 \$ 2,966.90 \$ 96,616.66 November \$ 81,232.54	\$ 35,052.48 \$ - \$ 5 \$ 35,052.48 December \$ 43,570.23 \$ 6,372.58 \$ 49,942.81 December \$ 34,770.21 \$ 6,552.08 \$ 41,322.29 December \$ 42,139.54 \$ 4,506.42 \$ 46,645.96 December \$ 34,139.22	\$ 783,632.17 : \$ 2,054.04 : \$ - : \$ 785,686.21 :  January \$ 624,753.27 : \$ 624,753.27 :  January \$ 558,666.51 : \$ 558,666.51 :  January \$ 471,112.38 : \$ 2,740.72 : \$ 473,853.10 :  January \$ 393,834.13 :	\$ 415,533.45 \$ 6,939.66 \$ - \$ 422,473.11 \$ February \$ 253,369.23 \$ 3,804.78 \$ 257,174.01 \$ February \$ 185,662.42 \$ 143.51 \$ 185,805.93 \$ February \$ 230,376.39 \$ 154.31 \$ 230,530.70 \$ February \$ 181,160.43 \$	112,226.98 \$ 1,006.27 \$ - \$ 113,233.25 \$  March 168,102.68 \$ 1,660.62 \$ 169,763.30 \$  March 101,328.15 \$ 878.45 \$ 102,206.60 \$  March 200,236.86 \$ 753.42 \$ 200,990.28 \$	226,865.94 4,333.45 231,199.39 April 195,608.99 96.08 195,705.07 April 211,049.43 129.40 211,178.83 April 265,917.81 160.79 266,078.60 April	\$ 1,852,636.61 \$ \$ 8,618.25 \$ \$ 0.04 \$ \$ 1,861,254.90 \$      May \$ 1,475,609.95 \$ \$ 4,617.62 \$ \$ 1,480,227.57 \$      May \$ 1,377,624.55 \$ \$ 5,154.13 \$ \$ 1,382,778.68 \$      May \$ 1,367,438.75 \$ \$ 5,371.81 \$ \$ 1,372,810.56 \$      May \$ 1,229,801.72 \$	472,988.75 \$ 6,682.60 \$ - \$ 479,671.35 \$  June 589,578.27 \$ 5,106.60 \$ 594,684.87 \$  June 715,797.48 \$ 7,275.61 \$ 723,073.09 \$  June 490,356.85 \$ 2,305.20 \$  June 492,662.05 \$	80,274.52 \$ 37.26 \$	125,449.89  125,449.89  August 112,627.40  112,627.40  August 108,814.19  August 103,414.78  August August	\$ 5,866,548.21 \$ 49,290.37 \$ 0.04 \$ 5,915,838.62 TOTAL \$ 5,264,431.53 \$ 39,425.07 \$ 5,303,856.60 TOTAL \$ 5,070,952.94 \$ 39,607.67 \$ 5,110,560.61 TOTAL \$ 4,824,927.16 \$ 31,248.34 \$ 4,856,175.50 TOTAL \$ 4,383,631.16

#### **GENERAL FUND TAXES BY CALENDAR YEAR**

2019	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Dawson County Motor Vehicle	\$ 26,426.95	\$ 87,330.13	\$ 27,151.04	\$ 34,794.06	\$ 34,424.27	28,048.32	32,791.66						\$ 270,966.43
Dawson County Taxes	\$ 1,137,004.05	\$ 513,322.01	\$ 148,438.51	\$ 221,462.85	\$ 2,487,047.66 \$	468,443.87 \$	79,764.31						\$ 5,055,483.26
Dawson County State Tax Credit	\$ - \$	\$ - :	\$ 229,833.94	\$ -	\$ 229,833.94 \$	\$	-						\$ 459,667.88
Dawson County Homestead	\$ - \$	\$ - :	\$ 20,825.67	\$ 20,825.67	\$ 20,825.67	20,825.67 \$	20,825.67						\$ 104,128.35
Dawson County Carline	\$ - \$	\$ - :	\$ - :	\$ -	\$ 23,664.88 \$	- \$	-						\$ 23,664.88
Dawson County Pro-Rate	\$ - \$	\$ 4,904.97	\$ - :	\$ -	\$ 8,146.75	- \$	7,225.31						\$ 20,277.03
Dawson County In Lieu	\$ - \$	\$ - :	\$ - :	\$ -	\$ - \$	- \$	-						\$ -
Dawson County Municipal Fines	\$ - \$	\$ 12.00	\$ 185.00	\$ 13.00	\$ 5.00 \$	30.00 \$	60.00						\$ 305.00
Dawson County Fines and Licenses	\$ - \$	\$ 26,276.08	\$ 7,994.65	\$ 9,750.62	\$ 6,032.70	7,764.58 \$	7,693.01						\$ 65,511.64
Dawson County Pers Prop - Tax Loss	\$ - 9	\$ -	\$ - 5	\$ 12,179.24	\$ - \$	- \$	-						\$ 12,179.24
Dawson County Pers Prop - Public Svc	\$ - \$	\$ - :	\$ 6,424.56	\$ -	\$ - \$	- \$	-						\$ 6,424.56
Dawson County Pers Prop - Railroads	\$ - 9	\$ -	\$ 8,572.38	\$ -	\$ - \$	- \$	-						\$ 8,572.38
Custer County Motor Vehicle	\$ - 9	\$ 290.64	\$ - 9	\$ -	\$ 81.84	- \$	-						\$ 372.48
Custer County Taxes	\$ 16,886.53	\$ 4,915.58	\$ - 5	\$ -	\$ 4,768.83	14,096.16 \$	5,717.90						\$ 46,385.00
Custer County State Tax Credit	\$ - 9	\$ -	\$ 3,733.52	\$ -	\$ 3,733.52	- \$	-						\$ 7,467.04
Custer County Pers Prop - Locally Assessed	\$ - 9	\$ -	\$ - 9	\$ 101.97	\$ - \$	- \$	-						\$ 101.97
Custer County Pers Prop - Public Svc	\$ - 9	\$ -	\$ 1.88	\$ -	\$ - \$	- \$	-						\$ 1.88
Custer County Pro-Rate	\$ 43.78	\$ -	\$ - 9	\$ -	\$ 72.21	- \$	64.04						\$ 180.03
Lincoln County In Lieu	\$ - \$	\$ -	\$ - 9	\$ -	\$ - \$	0.04 \$	-						\$ 0.04
TOTAL	S \$ 1,180,361.31	\$ 637,051.41	\$ 453,161.15	\$ 299,127.41	\$ 2,818,637.27	539,208.64	154,141.90 \$	-	\$ -	\$ -	\$ -	\$ -	\$ 6,081,689.09
2018	lanuary	February	March	Anril	May	lune	luly	August	Santamhar	October	November	December	TOTALS
2018  Dawson County Motor Vehicle	January	February	March	April	May	June 5 29 631 59 6	July	August 34 177 08	September	October	November	December	TOTALS
Dawson County Motor Vehicle	\$ 34,315.86	\$ 90,749.40	\$ 26,520.51	\$ 35,192.05	\$ 30,429.49	29,631.59	31,160.56 \$	34,177.08	\$ 24,802.26	\$ 20,141.28	\$ 24,203.09	\$ 26,514.36	\$ 407,837.53
Dawson County Motor Vehicle Dawson County Taxes	\$ 34,315.86 \$ \$ 1,182,660.60 \$	\$ 90,749.40 \$ 557,211.72	\$ 26,520.51 \$ 72,909.93	\$ 35,192.05 \$ 220,258.54	\$ 30,429.49 \$ \$ 2,591,790.78 \$	29,631.59 \$ 422,418.60 \$	31,160.56 \$ 43,801.27 \$	34,177.08 38,676.02	\$ 24,802.26 \$ 2,123,312.20	\$ 20,141.28 \$ 414,551.72	\$ 24,203.09 \$ 83,586.69	\$ 26,514.36 \$ 26,902.21	\$ 407,837.53 \$ 7,778,080.28
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit	\$ 34,315.86	\$ 90,749.40 \$ 557,211.72 \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12	\$ 35,192.05 \$ 220,258.54 \$ -	\$ 30,429.49 \$ 2,591,790.78 \$ \$ 233,745.12 \$	29,631.59 \$ 422,418.60 \$ - \$	31,160.56 \$ 343,801.27 \$ 3 19,922.80 \$	34,177.08 38,676.02	\$ 24,802.26 \$ 2,123,312.20 \$ -	\$ 20,141.28 \$ 414,551.72 \$ -	\$ 24,203.09 \$ 83,586.69 \$ -	\$ 26,514.36 \$ 26,902.21 \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead	\$ 34,315.86 \$ \$ 1,182,660.60 \$ \$ - \$ \$ - \$	\$ 90,749.40 \$ 557,211.72 \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80	\$ 30,429.49 \$ 2,591,790.78 \$ 233,745.12 \$ 19,922.80 \$	29,631.59 \$ 422,418.60 \$ - \$ 19,922.80 \$	31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$	34,177.08 38,676.02 - 19,922.80	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline	\$ 34,315.86 \$ \$ 1,182,660.60 \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ -	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ -	\$ 30,429.49 \$ 2,591,790.78 \$ \$ 233,745.12 \$ \$ 19,922.80 \$ \$ 27,908.40 \$	\$ 29,631.59 \$ 422,418.60 \$ - \$ 19,922.80 \$ - \$	31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5 - \$	34,177.08 38,676.02 - 19,922.80	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 5 \$ 4,168.99	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ \$ - \$	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ -	\$ 30,429.49 \$ \$ 2,591,790.78 \$ \$ 233,745.12 \$ \$ 19,922.80 \$ \$ 27,908.40 \$ \$ 8,957.88 \$	\$ 29,631.59 \$ 422,418.60 \$ 5 \$ 19,922.80 \$ 5 \$ 5 \$	31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5 - \$ 5 5,363.56 \$	34,177.08 38,676.02 - 19,922.80	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu	\$ 34,315.86 \$ \$ 1,182,660.60 \$ \$ - \$ \$ - \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ \$ - \$	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ -	\$ 30,429.49 \$ 2,591,790.78 \$ 233,745.12 \$ 19,922.80 \$ 27,908.40 \$ \$ 8,957.88 \$ \$ - \$ \$	5 29,631.59 \$ 6 422,418.60 \$ 7 \$ 7 19,922.80 \$ 7 \$ 7 5	31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5 - \$ 5,363.56 \$ - \$	34,177.08 38,676.02 - 19,922.80 - -	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ - \$ \$ - \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 4,168.99 \$ 125.00	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ \$ - \$ \$ 5 - \$ \$ 5 0.00	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ 5 \$ 100.00	\$ 30,429.49   \$ 2,591,790.78   \$ 233,745.12   \$ 19,922.80   \$ 27,908.40   \$ 8,957.88   \$	29,631.59 \$ 422,418.60 \$ - \$ 19,922.80 \$ - \$ - \$ - \$ - \$ - \$ - \$	31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5 5,363.56 \$ - \$ 6 - \$	34,177.08 38,676.02 - 19,922.80 - - -	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ 200.00	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 5 \$ - \$ \$ \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ - \$ \$ - \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 5 \$ 4,168.99 \$ 125.00 \$ 29,824.26	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ 5 \$ 50.00	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 5 \$ 100.00 \$ -	\$ 30,429.49	5 29,631.59 \$ 6 422,418.60 \$ 7 \$ 7 19,922.80 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7 \$ 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5,363.56 \$ - \$ 5	34,177.08 38,676.02 - 19,922.80 - - - - 31,449.64	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 5 7,463.06 \$ - \$ 200.00 \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192,58 \$ 550.00 \$ 116,742.84
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 4,168.99 \$ 125.00 \$ 29,824.26	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ - \$ 5 \$ - \$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04	\$ 30,429.49	5 29,631.59 \$ 6 422,418.60 \$ 7 5 7 19,922.80 \$ 7 5 7 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5,363.56 \$ 5	34,177.08 38,676.02 - 19,922.80 - - - - 31,449.64 12,195.04	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ - \$ 5 \$ 25.00 \$ 27,750.79 \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 4,168.99 \$ 125.00 \$ 29,824.26 \$ -	\$ 26,520.51	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 19,922.80 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5,363.56 \$ 5 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 6 - \$ 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	34,177.08 38,676.02 - 19,922.80 - - - 31,449.64 12,195.04	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ - \$ 5 \$ 25.00 \$ 27,750.79 \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.88
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Pailroads	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ 5 \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ 4,168.99 \$ 125.00 \$ 29,824.26 \$ - \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ 7,723.58	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ -	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 5 19,922.80 \$ 6 - \$ 6 - \$ 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5,363.56 \$ 5 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 6 - \$ 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	34,177.08 38,676.02 - 19,922.80 - - - - 31,449.64 12,195.04	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Railroads Custer County Motor Vehicle	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ - \$ 125.00 \$ 29,824.26 \$ - \$ - \$ 331.52	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ - \$ 5 \$ 7,723.58 \$ 7,723.58	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ -	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 5 19,922.80 \$ 6 - \$ 6 - \$ 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ - \$ 5,363.56 \$ - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 - \$ 5 6 6 6 - \$ 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	34,177.08 38,676.02 - 19,922.80 - - - 31,449.64 12,195.04 - -	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 50.00 \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.88 \$ 7,723.58 \$ 444.48
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Homestead Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Railroads Custer County Motor Vehicle Custer County Taxes	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99 \$ - \$ 125.00 \$ 29,824.26 \$ - \$ - \$ - \$ - \$ - \$ 19,912.53	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 7,723.58 \$ 7,723.58	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ - \$ 13,002.69	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 19,922.80 \$ 1 -	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ 5 5,363.56 \$ 5 5,363.56 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	34,177.08 38,676.02 - 19,922.80 - - - 31,449.64 12,195.04 - 0.42 2,987.98	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 5 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ 5 - \$ - \$ 5 - \$ 10,207.98	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.88 \$ 7,723.58 \$ 444.48
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Homestead Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Paliroads Custer County Motor Vehicle Custer County Taxes Custer County State Tax Credit	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99 \$ - \$ 125.00 \$ 29,824.26 \$ - \$ - \$ - \$ - \$ - \$ 19,912.53	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ - \$ - \$ -	\$ 30,429.49	5 29,631.59 \$ 6 422,418.60 \$ 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ 5 5,363.56 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	34,177.08 38,676.02 - 19,922.80 - - - 31,449.64 12,195.04 - 0.42 2,987.98	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 5 - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ - \$ - \$ - \$ 25.30	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 7,723.58 \$ 444.48 \$ 110,981.94
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Pro-Rate Dawson County Pro-Rate Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Railroads Custer County Motor Vehicle Custer County Taxes Custer County State Tax Credit Custer County Pers Prop - Locally Assessed	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99 \$ - \$ 125.00 \$ 29,824.26 \$ - \$ - \$ 5 \$ - \$ - \$ 125.00 \$ 29,824.26 \$ - \$ 5 \$ - \$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ - \$ 5 - \$	\$ 30,429.49	5 29,631.59 \$ 6 422,418.60 \$ 7	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ 5 5,363.56 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	34,177.08 38,676.02 - 19,922.80 - - - 31,449.64 12,195.04 - - 0.42 2,987.98 - 50.17	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 5 \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.8 \$ 7,723.58 \$ 444.48 \$ 110,981.94 \$ 3,765.74
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Homestead Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Paliroads Custer County Motor Vehicle Custer County Taxes Custer County State Tax Credit	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99 \$ 125.00 \$ 29,824.26 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ - \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5 \$ 5	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ 5	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 19,922.80 \$ 1	\$ 31,160.56 \$ 43,801.27 \$ 19,922.80 \$ 5 5,363.56 \$ 5 5 5,363.56 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	34,177.08 38,676.02 - 19,922.80 - - 31,449.64 12,195.04 - - 0.42 2,987.98 - 50.17	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ - \$ 5 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 21,291.69 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.88 \$ 7,723.58 \$ 110,981.94 \$ 3,765.74 \$ 100.34
Dawson County Motor Vehicle Dawson County Taxes Dawson County State Tax Credit Dawson County Homestead Dawson County Carline Dawson County Pro-Rate Dawson County In Lieu Dawson County Municipal Fines Dawson County Fines and Licenses Dawson County Pers Prop - Tax Loss Dawson County Pers Prop - Public Svc Dawson County Pers Prop - Railroads Custer County Motor Vehicle Custer County Taxes Custer County State Tax Credit Custer County Pers Prop - Locally Assessed Custer County Pers Prop - Locally Assessed	\$ 34,315.86 \$ 1,182,660.60 \$ - \$ \$ - \$ \$ \$ \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$	\$ 90,749.40 \$ 557,211.72 \$ - \$ - \$ - \$ 4,168.99 \$ 125.00 \$ 29,824.26 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 26,520.51 \$ 72,909.93 \$ 233,745.12 \$ 19,922.80 \$ - \$ - \$ 5 \$ - \$ - \$ 5 \$ - \$ - \$ 5 \$ - \$ 5 \$ - \$ - \$ 5 \$ - \$ - \$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 35,192.05 \$ 220,258.54 \$ - \$ 19,922.80 \$ - \$ - \$ 100.00 \$ - \$ 12,195.04 \$ - \$ 5 - \$ 5 - \$ 5 - \$ 5 - \$ 13,002.69 \$ - \$ 50.17	\$ 30,429.49	5 29,631.59 \$ 422,418.60 \$ 19,922.80 \$ 19,922.80 \$ 5 - \$ 5 - \$ 6 - \$ 7 -	\$ 31,160.56 \$ 43,801.27 \$ 5 43,801.27 \$ 5 5,363.56 \$ 5 5,363.56 \$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	34,177.08 38,676.02 - 19,922.80 - 31,449.64 12,195.04 - 0.42 2,987.98 - 50.17 - 47.88	\$ 24,802.26 \$ 2,123,312.20 \$ - \$ 7,463.06 \$ - \$ 200.00 \$ - \$ - \$ - \$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 20,141.28 \$ 414,551.72 \$ - \$ - \$ - \$ - \$ 2,801.26 \$ 192.58 \$ 50.00 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 24,203.09 \$ 83,586.69 \$ - \$ - \$ - \$ - \$ 25.00 \$ 27,750.79 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 26,514.36 \$ 26,902.21 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	\$ 407,837.53 \$ 7,778,080.28 \$ 487,413.04 \$ 99,614.00 \$ 35,371.46 \$ 192.58 \$ 550.00 \$ 116,742.84 \$ 24,390.08 \$ 6,820.88 \$ 7,723.58 \$ 110,981.94 \$ 110,981.94 \$ 3,765.74 \$ 100.34 \$ 2.13

#### **SFSP Claim For Reimbursement Summary**

240011 Status: Active **Cozad Community Schools** 

1710 Meridian Avenue Cozad, NE 69130

#### Confirmation #: FKDIBF

Month/Year	Adjustment	Date	Date	Date	Reason	
Claimed	Number	Received	Accepted	Processed	Code	
Jun 2019	0	07/15/2019	07/15/2019		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	20	116	0
AM Snack	0	0	0	0
Lunch	2	20	134	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	2,296	0	0	0	0	0	2,296
AM Snack	0	0	0	0	0	0	0
Lunch	2,659	0	0	0	0	0	2,659
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	2,296	2.0900	4,798.64
AM Snack	0	0.8500	0.00
Lunch	2,659	3.6500	9,705.35
PM Snack	0	0.8500	0.00
Supper	0	3.6500	0.00
Total			14,503.99

## Administrative Reimbursement - Self-Prep and/or Vended Rural

Meal Description	Total Reimbursable Meals Served	Reimbursement Rate	Reimbursement Amount
Breakfast	2,296	0.2075	476.42
AM Snack	0	0.1025	0.00
Lunch	2,659	0.3825	1,017.07
PM Snack	0	0.1025	0.00
Supper	0	0.3825	0.00
Total			1,493.49

**Claim Reimbursement Total** 15,997.48

Sponsor Claim Reimbursement Totals	Operating Reimbursement	Administrative Reimbursement	Reimbursement Totals
Current Claim Earnings	14,503.99	1,493.49	15,997.48
Previous Claim Earnings	0.00	0.00	0.00
Earned Amount	14,503.99	1,493.49	15,997.48
Net Claim Reimbursement Total	14,503.99	1,493.49	15,997.48

#### Hide Site Meal Details

#### **Site Meal Totals**

		_	
0002	Cozad	Flementary	

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2 <sup>nd</sup> Meals	Rate	Amount
Breakfast	20	83	1,648	0	2.2975	3,786.28
					Site Total	3,786.28

## 0005 Cozad High School

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2 <sup>nd</sup> Meals	Rate	Amount
Breakfast	20	33	648	0	2.2975	1,488.78
Lunch	20	129	2,577	0	4.0325	10,391.75
					Site Total	11,880.53

#### 0013 Frenchy Park

Meal Type	Operating Days	ADA	Eligible Meals	Allowed 2 <sup>nd</sup> Meals	Rate	Amount
Lunch	19	5	82	0	4.0325	330.66
					Site Total	330.66

# SCHOOL DISTRICT NO. 11—Treasurer's Report

Beginning b	\$3,218,416.85		
Receipts:	Dawson Co Treasurer Custer Co Treasurer State of Nebraska Afterzone Feik/Phaby Rent CAP Sigler Liquor Licenses Lincoln Co Treasurer Interest	525,112.44 14,096.16 137,303.98 1,028.00 120.00 616.63 262.50 200.00 .04 2,433.77	\$ 681,173.52
Disburseme	nts		\$ 906,115.39
Closing bala	nce May 31, 2019		\$2,993,474.98
ACCOUNTS	S: Waypoint Bank—mma526 Security 1 <sup>st</sup> —Revolv743 Waypoint Bank—ckg009	2,969,243.03 5,000.00 19,231.95	\$2,993,474.98
BOND FUN Balance 06- Receipts Disbursement Balance 6-30	01-19 \$592,845.22 Security 1 32,968.48 nts <u>260,347.50</u>	L <sup>st</sup> Bank-391	\$ 365,466.20
AAAAAA BUILDING Balance 06-	^^^^^^^^^^^^^ * <b>ACCOUNTS</b> 01-19		902 \$257,699.63
Receipts Disburseme Balance 06-		Homestead Bank-	6444 \$258,728.36

Respectfully submitted:

District 11 Treasurer-Susan Kloepping

Payroll Register - Totals

07/14/2019 6:41 PM

Unposted; Batch Description July 2019; Payroll Type Expense Payroll,Extra,Pay Off Contracts,Purchase Order,Regular,Reversing GAAP

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	PIK/Gross	<u>Amount</u>	Expense/ Employer	Adjustment Amount	Check Total	Payee ID	Payee Name	
Check Date:	07/19/2019	Batch Desc	ription: July 2	019				
Processing Month:	07/2019	Status:	•	lated Success	sfuliv			
Checking Account ID:	1				,			
ADD								
BERE Bereavement			103,60					
HOURLY1 Hourly			53,508.25					
HOURLY2 Hourly			10,845.42					
HOURLY3 Hourly			2,916.68					
OT Overtime			620.81					
PERS Personal			45.00					
SICK Sick								
SUBHRLY Substitute Hour			871.24					
VACA Vacation			576.00					
XTRAPAY1 X Amount			2,971.60					
ATRAPATI A AMOUNT			2,447.13					
001/77107			74,905.73					
CONTRACT								
BYOD BYOD			249.99					
C01 Contract 1			430,878.17					
CELL Cell Phone			280.00					
XTEND Extended Contract			2,155.38					
XTRADUTY1 Extra Duty Contract	,		10,174.71					
XTRADUTY2 Extra Duty Contract			4,267.97					
XTRADUTY3 Extra Duty Contract			1,199.67					
XTRADUTY4 Extra Duty Contract			174.50					
XTRADUTY5 Extra Duty Contract			7.27					
XTRAPAY X Amount			1,916,66					
			451,304.32					
DEDUCTION					• • • •	*		
403BROTH 403b Roth		2,438.18			2,438.18	MGTRUST	MG TRUST	Α
403BROTHP 403b Roth		257.00			257.00		MG TRUST	Α
403BTRAD 403b		4,275.00			4,275.00		MG TRUST	Α
403BTRADP 403b		196,50			196.50		MG TRUST	A
AFLACPOST Aflac		134.29			134.29	AFLAC		^
AFLACPRE Aflac		960.39	· · · · ·	•	960.39	AFLAC		
CHILDSUPP Child Support		487.00			487.00		NE CHILD SUPPORT	۸
FOUND Foundation		113,00						Α
1 OOND 1 Outlanton		113,00			113.00	CCSFOOND	Cozad Community Schools Foundation	
FSADEP FSA - Dependent		150.00			150.00	ccs	Cozad Community Schools	
FSALIM FSA - Limited		386.83			386.83		Cozad Community Schools	
FSAMED FSA - Medical		3,884.48			3,884.48	ccs	Cozad Community Schools	
INSDENTAL Dental Ins		2,749.61	3,650.54		6,400.15		Blue Cross Blue Shield of NE	
INSHEALTH Health Ins			127,399.71		127,399.71		Blue Cross Blue Shield of NE	
INSHEALTH1 Health Ins			814,25		814.25		BLUE CROSS BLUE SHIELD OF NE	:
INSLTD LTD Ins			1,412.33		1,412.33		Madison National Life Ins Co, Inc.	
INSVISION Vision Ins		884.88	1,537.92		2,422.80	AMERITAS		
NEST College Savings		110.00	1,007.02		110.00			
UNITEDWAY United Way		390.00			390.00		NEST Direct College Savings Plan Cozad United Way	
		17,417.16	4'94 944 75	0.00		ONITVAT	Gozad Officed Way	
INDU/IDLIAL BANK AGG	NUT BEBLIOTION	17,417.10	134,814.75	0,00	152,231.91			
INDIVIDUAL BANK ACCO	DUNI DEDUCTION .							
HSA HSA	-	3,385.23	2,759.82		6,145.05			D
		3,385.23	2,759.82	.0.00	6,145.05			
RET DEDUCTION					·	•		
NPERS NPERS	510,815.79	37,187.46	37,559.26		74,746.72	RET	NEBRASKA SCHOOL RETIREMENT	Α
NPERSINC NPERS Inc	E40 04E 70	10.770.45	40 000 44		05 000 50		SYS	
או בולסוועס וארבולס וווכ	510,815.79	12,770.45	12,898.14		25,668.59	RET	NEBRASKA SCHOOL RETIREMENT SYS	Α
		49,957.91	50,457.40	0,00	100,415.31			
TAX			, 10	3,00	.00, 110.01			
FIT FIT	459,379.22	A2 227 70			40 007 70	FFTDA	ELECTRONIO ECDEDA: 200	
	700,018.22	43,237.78			43,237.78	EFIFS	ELECTRONIC FEDERAL TAX	Α

Payroll Register - Totals

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07/14/2019 6:41 PM

Unposted; Batch Description July 2019; Payroll Type Expense Payroll,Extra,Pay Off Contracts,Purchase Order,Regular,Reversing GAAP

User ID: RJP

	PIK/Gross	<u>Amount</u>	Expense/ Employer	Adjustment Amount	Check Total	Payee ID Payee Name
Checking Account ID: 1						PAYMENT SYSTEM
FUTA FUTA	526,210.05					
MEDICARE MEDICARE	513,808.63	7,450.21	7,450.21		14,900.42	EFTPS ELECTRONIC FEDERAL TAX A PAYMENT SYSTEM
SITNE SIT NE	459,379.22	18,198.59			18,198.59	SITNE NEBRASKA DEPARTMENT OF A REVENUE
SOCSEC SOC SEC	513,808.63	31,856.20	31,856.20		63,712.40	EFTPS ELECTRONIC FEDERAL TAX A PAYMENT SYSTEM
SUTANE SUTA NE	526,210.05					
WCNE WORK COMP NE	526,210.05					
		100,742.78	39,306.41	0.00	140,049.19	
					Net Pay:	354,706.97
					Cash Total:	753,548.43
Non - FIT Taxable Deductions		66,830.83				
Non - SIT Taxable Deductions		66,830.83				
Non - SOC SEC Taxable Deductions		12,401.42				
Non - MEDICARE Taxable Deductions		12,401.42				
Direct Deposits		360,852.02				
Automatic Payments		248,118.18				

TOTAL Claims: General Fund Byroll = \$753,548.43 Bills = \$142,116.53

Total Claims: Lunch Fund Bills = \$12,237.60

TOTAL = \$ 12,237,60

GENERAL FUND				Com	pariso	n
Beginning Balance as of 4/1/2019	\$	1,611,755.43				
Deposits	\$	430,557.87				
Interest	\$	1,204.66				
Payroll expenses	\$	794,471.31			as of	4/20/2018
ACH Fee	\$	75.00			_	
Accounts Payable expenses	\$	88,671.32			as of	4/20/2018
Total book balance as of 4/30/2019	\$	1,160,300.33	\$	1,571,633.35		
Projected tax deposit	; \$	2,818,637.27	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,
Other deposits to date	\$	18,791.51				
Payroll to date	\$	809,320.53			as of	5/20/2018
Accounts Payable to date	\$	100,250.45				5/20/2018
Total book balance as of 5/15/2019	\$	3,088,158.13			_	5/15/2018
					us oj	3/13/2010
Ending balance as of 3/31/2019	\$	1,611,755.43				
Ending balance as of 2/28/2019	\$	1,925,993.84				
Ending balance as of 1/31/2019	\$	1,935,647.52				
Ending balance as of 12/31/2018	\$	1,464,073.64				
Ending balance as of 11/30/2018	\$	1,871,807.47				
Ending balance as of 10/31/2018	\$	2,510,315.68				
Ending balance as of 9/30/2018	\$	2,953,568.12				
Ending balance as of 8/31/2018	\$	1,683,354.64				
Ending balance as of 7/31/2018	\$	2,710,509.55				
Ending balance as of 6/30/2018	\$	3,489,449.84				
Ending balance as of 5/31/2018	\$	3,789,554.51				
Ending balance as of 4/30/2018	\$	1,571,633.35				
DEPRECIATION FUND						
Beginning Balance as of 4/1/2019	\$	973,543.89				
Deposits	\$	-				
Interest	\$	213.38				
Disbursements	\$	213.30				
Total book balance as of 4/30/2019	\$	973,757.27	\$	744,367.85	as of	4/30/2018
Disbursements to date	\$	-	7	744,307.03	us oj	4/30/2010
Total book balance as of 5/15/2019	\$	973,757.27				
	•					
Ending balance as of 3/31/2019	\$	973,543.89				
Ending balance as of 2/28/2019	\$	974,140.42				
Ending balance as of 1/31/2019	\$	975,078.58				
Ending balance as of 12/31/2018	\$	974,871.59				
Ending balance as of 11/30/2018	\$	974,664.64				
Ending balance as of 10/31/2018	\$	974,464.41				
Ending balance as of 9/30/2018	\$	974,244.20				
Ending balance as of 8/31/2018	\$	1,029,001.00				
Ending balance as of 7/31/2018	\$	744,837.01				
Ending balance as of 6/30/2018	\$	744,673.79				
Ending balance as of 5/31/2018	\$	744,525.90				
Ending balance as of 4/30/2018	\$	744,367.85				

LUNCH FUND					Com	pariso	n
Beginning Balance as of 4/1/2019	\$	155,401.42			Com	pariso	•
Deposits	\$	49,300.36					
Interest	\$	20.29					
Payroll expenses	\$	20.23				as of	4/20/2018
Accounts Payable expenses	\$	42,490.70				-	4/20/2018
Total book balance as of 4/30/2019	\$	162,231.37		\$	01 226 96	-	4/30/2018
Projected federal reimbursement	<b>\$</b> \$	34,272.03	Ť	,	31,330.60	us oj	4/30/2018
	\$ \$	7,558.50					
Other deposits to date	\$ \$	7,556.50				as of	E /20 /2018
Payroll to date		- 4F 202 10				_	5/20/2018
Accounts Payable to date	\$ <b>\$</b>	45,293.10				-	5/20/2018
Total book balance as of 5/15/2019	Ş	158,768.80				as oj	5/15/2018
Ending balance as of 3/31/2019	\$	155,401.42					
Ending balance as of 2/28/2019	\$	147,532.41					
Ending balance as of 1/31/2019	\$	175,186.60					
Ending balance as of 12/31/2018	\$	132,662.29					
Ending balance as of 11/30/2018	<i>,</i> \$	130,400.31					
Ending balance as of 10/31/2018	\$	127,685.63					
Ending balance as of 9/30/2018	\$	112,739.24					
Ending balance as of 8/31/2018	\$	102,082.64					
Ending balance as of 7/31/2018	\$	83,075.16					
Ending balance as of 6/30/2018	\$	60,304.83					
Ending balance as of 5/31/2018	\$	93,767.11					
Ending balance as of 4/30/2018	\$	91,336.86					
Litating Surance as 6, 1, 36, 2016	7	31,330.00					
EMPLOYEE BENEFIT FUND							
Beginning Balance as of 4/1/2019	ć	3,236.26					
	\$ \$	3,230.20					
Deposits	4	0.89					
Interest	\$ ¢						
Disbursements	\$ <b>\$</b>	183.60	,	4	2 4 6 5 4 4		4/20/2040
Total book balance as of 4/30/2019		3,053.55	<b>,</b>	\$	3,165.11	as of	4/30/2018
Disbursements to date	\$ <b>\$</b>	122.40					
Total book balance as of 5/15/2019	\$	2,931.15					
Ending balance as of 3/31/2019	\$	3,236.26					
Ending balance as of 2/28/2019	\$	3,578.88					
Ending balance as of 1/31/2019	\$	4,188.04					
Ending balance as of 12/31/2018	\$	4,370.39					
Ending balance as of 11/30/2018	<i>,</i> \$	4,122.79					
Ending balance as of 10/31/2018	\$	(1,718.85)					
Ending balance as of 9/30/2018	\$	321.33					
Ending balance as of 8/31/2018	\$	1,014.89					
Ending balance as of 7/31/2018	\$	1,242.25					
Ending balance as of 6/30/2018	\$	2,376.02					
Ending balance as of 5/31/2018	<i>\$</i>	2,933.36					
Ending balance as of 4/30/2018	\$	3,165.11					
2.14.11g 24.4.100 43 0j 1/30/2010	7	3,103.11					

BOND FUND			Comparison
Beginning Balance as of 4/1/2019	\$	346,232.30	•
Deposits	\$	28,894.40	
Interest	\$	160.51	
Disbursements	\$	_	
Total book balance as of 4/30/2019	\$	375,287.21	\$ 328,573.13 as of 4/30/2018
Projected tax deposit	\$	217,331.23	, , , , , , , , , , , , , , , , , , , ,
Total book balance as of 5/15/2019	\$	592,618.44	as of 5/15/2018
	•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Ending balance as of 3/31/2019	\$	346,232.30	
Ending balance as of 2/28/2019	\$	319,485.69	
Ending balance as of 1/31/2019	\$	295,576.39	
Ending balance as of 12/31/2018	\$	265,132.59	
Ending balance as of 11/30/2018	\$	524,348.02	
Ending balance as of 10/31/2018	\$	518,994.62	
Ending balance as of 9/30/2018	\$	506,480.55	
Ending balance as of 8/31/2018	\$	338,004.53	
Ending balance as of 7/31/2018	\$	329,032.82	
Ending balance as of 6/30/2018	, \$	318,391.01	
Ending balance as of 5/31/2018	, \$	546,858.09	
Ending balance as of 4/30/2018	\$	328,573.13	
BUILDING FUND			
Beginning Balance as of 4/1/2019	\$	450,328.01	
Deposits	\$	4,954.14	
Interest	\$	42.64	
Disbursements	\$	-	
Total book balance as of 4/30/2019	\$	455,324.79	\$ 745,705.70 as of 4/30/2018
Projected tax deposit	\$	53,943.81	
Disbursements to date	\$		
Total book balance as of 5/15/2019	\$	509,268.60	as of 5/15/2018
Ending balance as of 3/31/2019	\$	450,328.01	
Ending balance as of 2/28/2019	\$	467,240.41	
Ending balance as of 1/31/2019	\$	457,022.51	
Ending balance as of 12/31/2018	\$	435,337.40	
Ending balance as of 11/30/2018	\$	447,749.08	
Ending balance as of 10/31/2018	\$	491,124.65	
Ending balance as of 9/30/2018	\$	527,346.71	
Ending balance as of 8/31/2018	\$	546,921.61	
Ending balance as of 7/31/2018	\$	780,345.79	
Ending balance as of 6/30/2018	\$	810,877.39	
Ending balance as of 5/31/2018	\$	802,894.71	
Ending balance as of 4/30/2018	\$	745,705.70	

STUDENT FEE FUND		Comparison
Beginning Balance as of 4/1/2019	\$ 9,993.44	
Deposits	\$ 1,017.00	
Interest	\$ 2.84	
Disbursements	\$ 401.06	
Total book balance as of 4/30/2019	\$ 10,612.22	\$ 11,442.15 as of 4/30/2018
Other deposits to date	\$ 332.00	
Disbursements to date	\$ -	
Total book balance as of 5/15/2019	\$ 10,944.22	as of 5/15/2018
Ending balance as of 3/31/2019	\$ 9,993.44	
Ending balance as of 2/28/2019	\$ 10,933.83	
Ending balance as of 1/31/2019	\$ 12,423.92	
Ending balance as of 12/31/2018	\$ 12,141.37	
Ending balance as of 11/30/2018	\$ 12,075.87	
Ending balance as of 10/31/2018	\$ 11,564.52	
Ending balance as of 9/30/2018	\$ 5,188.76	
Ending balance as of 8/31/2018	\$ 1,092.17	
Ending balance as of 7/31/2018	\$ 1,171.84	
Ending balance as of 6/30/2018	\$ 12,306.53	
Ending balance as of 5/31/2018	\$ 12,548.03	
Ending balance as of 4/30/2018	\$ 11,442.15	

## **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

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

GENERAL FUND			Comparison
Beginning Balance as of 5/1/2019	\$	1,160,300.33	
Deposits	\$	2,960,212.04	
Interest	\$	2,060.82	
Payroll expenses	\$	809,320.53	as of 5/20/2018
ACH Fee	\$	75.00	
Accounts Payable expenses	\$	100,247.45	as of 5/20/2018
Total book balance as of 5/31/2019	\$	3,212,930.21	as of 5/31/2018
Projected tax deposit	\$	539,208.60	
Other deposits to date	\$	2,107.13	
Payroll to date	\$	788,459.75	as of 6/20/2018
Accounts Payable to date	\$	121,414.32	as of 6/20/2018
Total book balance as of 6/15/2019	\$	2,844,371.87	as of 6/15/2018
BOND FUND  Beginning Balance as of 5/1/2019 Deposits Interest Disbursements Total book balance as of 5/31/2019 Projected tax deposit Scheduled Bond Payment Total book balance as of 6/15/2019	\$ \$ \$ \$ \$ \$ \$ \$	375,287.21 217,331.23 226.78 - <b>592,845.22</b> 32,770.29 260,347.50 <b>365,268.01</b>	as of 5/31/2018 as of 6/15/2018
BUILDING FUND  Beginning Balance as of 5/1/2019  Deposits  Interest  Disbursements  Total book balance as of 5/31/2019	\$ \$ \$ <b>\$</b>	455,324.79 53,943.81 48.13 - <b>509,316.73</b>	as of 5/31/2018
Projected tax deposit	\$	9,774.16	
Disbursements to date	\$	3,200.00	
Total book balance as of 6/15/2019	\$	515,890.89	as of 6/15/2018

## **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

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

DEP	PREC	IATIC	)N F	UND
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Beginning Balance as of 5/1/2019	\$	973,757.27
Deposits	\$	-
Interest	\$	203.86
Disbursements	\$	33,795.87
Total book balance as of 5/31/2019	\$	940,165.26
Total book balance as of 5/31/2019 Disbursements to date	<b>\$</b> \$	<b>940,165.26</b> 85,741.50
	\$ \$ \$	•

as of 5/31/2018

#### **LUNCH FUND**

Beginning Balance as of 5/1/2019	\$ 162,231.37
Deposits	\$ 42,888.18
Interest	\$ 17.35
Payroll expenses	\$ -
Accounts Payable expenses	\$ 45,305.10
Total book balance as of 5/31/2019	\$ 159,831.80
Projected federal reimbursement	\$ 22,193.41
Other deposits to date	\$ 143.95
Payroll to date	\$ -
Accounts Payable to date	\$ 29,812.97
Total book balance as of 6/15/2019	\$ 152,356.19

as of	5/20/2018
as of	5/20/2018
as of	5/31/2018

## as of 6/20/2018 as of 6/20/2018 as of 6/15/2018

#### **EMPLOYEE BENEFIT FUND**

Beginning Balance as of	5/1/2019	\$ 3,053.55
Deposits		\$ -
Interest		\$ 0.84
Disbursements		\$ 306.00
Total book balance as of 5	5/31/2019	\$ 2,748.39
Disbursements to date	_	\$ -
Total book balance as of 6	6/15/2019	\$ 2,748.39

as of 5/31/2018

### **STUDENT FEE FUND**

Beginning Balance as of 5/1/2019	\$ 10,612.22
Deposits	\$ 2,616.02
Interest	\$ 3.10
Disbursements	\$ 2,045.00
Total book balance as of 5/31/2019	\$ 11,186.34
Other deposits to date	\$ -
Disbursements to date	\$ -
Total book balance as of 6/15/2019	\$ 11,186.34

as of 5/31/2018

as of 6/15/2018

GENERAL FUND		Comparison
Beginning Balance as of 6/1/2019	\$ 3,212,930.21	
Deposits	\$ 678,739.75	
Interest	\$ 2,433.77	
Payroll expenses	\$ 783,796.55	as of 6/20/2018
ACH Fee	\$ 75.00	
Accounts Payable expenses	\$ 121,414.32	as of 6/20/2018
Total book balance as of 6/30/2019	\$ 2,988,817.86	as of 6/30/2018
Projected tax deposit	\$ 154,141.90	
Other deposits to date	\$ 10,813.92	
Payroll to date	\$ 753,548.43	as of 7/20/2018
Accounts Payable to date	\$ 142,116.53	as of 7/20/2018
Total book balance as of 7/15/2019	\$ 2,258,108.72	as of 7/15/2018
BOND FUND  Beginning Balance as of 6/1/2019  Deposits  Interest  Disbursements  Total book balance as of 6/30/2019  Projected tax deposit  Total book balance as of 7/15/2019	\$ 592,845.22 \$ 32,770.29 \$ 198.19 \$ 260,347.50 <b>\$ 365,466.20</b> \$ - <b>\$ 365,466.20</b>	as of 6/30/2018 as of 7/15/2018
BUILDING FUND  Beginning Balance as of 6/1/2019 Deposits Interest Disbursements Total book balance as of 6/30/2019 Projected tax deposit Disbursements to date	\$ 509,316.73 \$ 9,774.16 \$ 537.10 \$ 3,200.00 <b>\$ 516,427.99</b> \$ 2,208.65 \$ -	as of 6/30/2018
Total book balance as of 7/15/2019	\$ 518,636.64	as of 7/15/2018

## **QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND**

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

<b>DEPRECIATION</b>	FUND
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Beginning Balance as of	6/1/2019	Ç	5	940,165.26	
Deposits		9	5	-	
Interest		Ş	5	170.91	
Disbursements		<u> </u>	5	85,741.50	
Total book balance as of	6/30/2019	-	5	854,594.67	
Disbursements to date		<u> </u>	5	-	
Total book balance as of	7/15/2019	-	5	854,594.67	

## as of 6/30/2018

#### **LUNCH FUND**

Beginning Balance as of 6/1/2019	\$ 159,831.80
Deposits	\$ 22,426.76
Interest	\$ 15.26
Payroll expenses	\$ -
Accounts Payable expenses	\$ 29,818.47
Total book balance as of 6/30/2019	\$ 152,455.35
Projected federal reimbursement	\$ 15,997.48
Other deposits to date	\$ 297.60
Payroll to date	\$ -
Accounts Payable to date	\$ 12,237.60
Total book balance as of 7/15/2019	\$ 156,512.83

as of	6/20/2018
as of	6/20/2018
as of	6/30/2018

## as of 7/20/2018 as of 7/20/2018 as of 7/15/2018

## **EMPLOYEE BENEFIT FUND**

Beginning Balance as of 6/1/	2019	2,748.39
Deposits	(	-
Interest	(	0.76
Disbursements	(	183.60
Total book balance as of 6/30	/2019	2,565.55
Disbursements to date	3	-
Total book balance as of 7/15	/2019	2,565.55

	/	
as of	6/30	1/2018

#### **STUDENT FEE FUND**

Beginning Balance as of 6/1/2019	\$ 11,186.34
Deposits	\$ -
Interest	\$ 3.13
Disbursements	\$ -
Total book balance as of 6/30/2019	\$ 11,189.47
Other deposits to date	\$ -
Disbursements to date	\$ -
Total book balance as of 7/15/2019	\$ 11,189.47

as of 6/30/2018

as of 7/15/2018

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**Board Report - Detail after checks are printed** County of Dawson Cozad City Schools District 07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount Checking Account ID 1 **Fund Number** 01 **GENERAL FUND** 4.22 ACCO BRANDS USA LLC 2840090 26093 01 2410 610 002 Laminating Pouches - Business Card Size 4.22 ACCO BRANDS USA LLC 2840286 26093 6.33 01 2410 610 001 Laminating Pouches - Business Card Size 6.33 Total ACCO BRANDS USA LLC 10.55 AMPLIFIED IT 14460 26094 75.00 Chrome Gopher Premium Domain, 1 year 450.00 01 2230 650 000 for 01 2230 650 000 Google Services Offer - 100 chromebooks (375.00)01 2230 650 000 Premium Onboarding for Amplified Labs to 150.00 01 2230 650 000 (150.00)Free Labs onboarding with Amplified Labs Total AMPLIFIED IT 75.00 ANDERSON, DANETTE **MAY-JUNE** 26095 178.75 01 6410 320 000 Occupational Therapy Birth -2 178.75 Total ANDERSON, DANETTE 178.75 Beans, Dawn 40.00 116906 26096 01 1100 580 001 0010 40.00 Parking at Hyatt Regency Hotel Beans, Dawn 274-167847 26096 10.00 01 1100 580 001 0010 Parking at National Skills USA 10.00 50.00 Total Beans, Dawn BEISNER CONSTRUCTION 07012019 26097 8,720.00 01 2620 430 005 Remove and replace five 5'x9' pieces, fi 3,000.00 01 2620 430 005 Remove and replace 12'x27' piece of conc 2,350.00 01 2620 430 005 Remove ramp at head start, pour concrete 1,850.00 01 2620 430 005 Install 72' of rain gutter on west side 1,520.00 Total BEISNER CONSTRUCTION 8,720.00 26098 12.00 Bilslend, William 6116 01 2610 430 002 Repair Wax Machine 12.00 12.00 Total Bilslend, William **BLACK HILLS ENERGY** JUNE2019 84 702.58 01 2610 621 001 SG285404: Gas services - Trans House 32.95 01 2610 621 001 BHE350720: Gas services - FB Stadium 56.76 SG584718: Gas services - CEEC 01 2610 621 005 69.18 BHE363102: Gas services - EL 105.63 01 2610 621 004 01 2610 621 001 BHE363178: Gas services - HS 219.03 01 2610 621 002 BHE363178: Gas services - MS 219.03 Total BLACK HILLS ENERGY 702.58 **BLICK ART MATERIALS** 1664345 26099 1,500.32 01 1100 610 001 0005 Blickrylic Quart- Bright Red 8.04 01 1100 610 001 0005 Blickrylic Quart-Chrome Yellow 8.04 01 1100 610 001 0005 Blickrylic Half Gallon-Cobalt Blue 13.64 01 1100 610 001 0005 Blickrylic Half Gallon-Mars Black 13.64 01 1100 610 001 0005 Blickrylic Quart-Phthalo Green 8.04 01 1100 610 001 0005 Blickrylic Half Gallon-Titanium White 27.28 01 1100 610 001 0005 Blickrylic Quart- Metallic Silver 22.18 County of Dawson Cozad City Schools District Board Report - Detail after checks are printed

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07/14/2019 12:25 PM	Unposted; Batch Description Invoices to Pay_	July 2019; Fund Number 01
Vendor Name	Invoice Number	Check Amount
Account Number	Detail Description	Amount
01 1100 610 001 0005	Blick Artists' Acrylic- Mars Black	27.82
01 1100 610 001 0005	Blick Artists' Acrylic- Naphthol Crim	son 18.87
01 1100 610 001 0005	Blick Artists' Acrylic- Titanium White	27.82
01 1100 610 001 0005	Blick Artists' Acrylic- Chrome Greer	18.87
01 1100 610 001 0005	Blick Artists' Acrylic- Cadmium Oral	nge 23.92
01 1100 610 001 0005	Blick Oils- Blush Tint	16.40
01 1100 610 001 0005	Blick Oils- Chromium Oxide Green	22.66
01 1100 610 001 0005	Blick Oils- Manganese Violet	22.66
01 1100 610 001 0005	Blick Oils- Mars Black	13.04
01 1100 610 001 0005	Blick Oils- Quinacridone Magenta	28.20
01 1100 610 001 0005	Blick Oils- 200ml Titanium White	24.20
01 1100 610 001 0005	Winsor and Newton Linseed Oil- 8.4	4oz 12.46
01 1100 610 001 0005	Fast Dry Medium	12.50
01 1100 610 001 0005	Blick Scholastic Round Brushes 12	ct. 18.84
01 1100 610 001 0005	Blick Scholastic Bright Brush set 10	oct. 16.05
01 1100 610 001 0005	Blick Red Sable Fan Brushes 3ct	12.23
01 1100 610 001 0005	Blick Wonder White short handle se	et 5ct. 13.41
01 1100 610 001 0005	The masters brush cleaner	24.03
01 1100 610 001 0005	The masters Artist's hand soap	15.48
01 1100 610 001 0005	Kiss Off Stain Remover	7.46
01 1100 610 001 0005	Blick Canvas 16"x20"	38.97
01 1100 610 001 0005	Blick Value Canvas 14x18"	58.62
01 1100 610 001 0005	Ampersand Gessoboard 16"x20"	29.44
01 1100 610 001 0005	Ampersand Gessoboard 12"x16"	20.32
01 1100 610 001 0005	Scratch-Art Multicolor	17.40
01 1100 610 001 0005	Scratch-Art White	18.20
01 1100 610 001 0005	Blick Presentation Board	21.06
01 1100 610 001 0005	Blick Presentation Board 15'x20"	22.72
01 1100 610 001 0005	Savage Mat Mounts- Black	25.36
01 1100 610 001 0005	Blick Studio Marker Set 48 ct	113.29
01 1100 610 001 0005	Blick Studio Marker Set 24 ct.	56.65
01 1100 610 001 0005	Blick Studio Marker Set 12 ct.	29.82
01 1100 610 001 0005	Sharpie Fine Point Marker Set 24 c	t 38.64
01 1100 610 001 0005	Sharpie King Size Markers Black	18.48
01 1100 610 001 0005	Sharpie King Size Markers Red	18.48
01 1100 610 001 0005	Art Alternatives Fineline Pen Set 36	ct 60.96
01 1100 610 001 0005	Art Alternatives Fineline Pen Set 12	ct 44.24
01 1100 610 001 0005	Speedball Dip Pen Holders	15.00
01 1100 610 001 0005	Speedball Dip Pen Nibs	12.84
01 1100 610 001 0005	Blick Black Cat Waterproof India In	27.04
01 1100 610 001 0005	Parismacolor Premier Colorless Ble	ender 15.84
01 1100 610 001 0005	Parismacolor Scholar Pencil Set 24	ct 34.66
01 1100 610 001 0005	Richeson Charcoal 50 ct.	16.16
01 1100 610 001 0005	Winsor and Newton Drawing Inks	30.10
01 1100 610 001 0005	Gray Paper Stumps	9.30
01 1100 610 001 0005	Yarka Sanguine and Sepia Drawing Crayon	22.72
01 1100 610 001 0005	General's Carbon Sketch Pencil	24.10
01 1100 610 001 0005	General's Factis Extra Soft White E	raser 13.60
01 1100 610 001 0005	Kemper Wire Clay Cutters	7.68
01 1100 610 001 0005	Kemper Hole Cutters	8.24
01 1100 610 001 0005	Studio Pro Hobby 100 Soldering Iro	n 32.72
01 1100 610 001 0005	Art Glass Favorites Pack	84.14
01 1100 610 001 0005	Soldering Paste Flux	11.46
01 1100 610 001 0005	Copper Foil	13.58

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 3

011	Board Report - Betail after checks a	re printed
07/14/2019 12:25 PM	Unposted; Batch Description Invoices to Pay_July	2019; Fund Number 01
Vendor Name	Invoice Number Chec Numb	
Account Number	Detail Description	Amount
01 1100 610 001 0005	Studio Pro Glass Cutter	10.71
BLICK ART MATERIALS	1678452 2609	99 55.38
01 1100 610 002 0005	Aqua Flow Brush Set	12.39
01 1100 610 002 0005	Deco Art Pouring Medium- 16 oz	6.69
01 1100 610 002 0005	Liquitex Acrylic Medium- Matte, 16 oz Bo	15.32
01 1100 610 002 0005	Blick Scholastic Wonder White Brush Se	
BLICK ART MATERIALS	1692996 2609	( - /
01 1100 610 001 0005	Kemper Wire Clay Cutters	(1.92)
BLICK ART MATERIALS	1697155 2609	
01 1100 610 001 0005	Kemper Wire Clay Cutters	1.92
BLICK ART MATERIALS	1701686 2609	
01 1100 610 002 0005	Aitoh Boku- Undo Suminagash∣ Marbling Se	14.54
Total BLICK ART MATERIALS		1,570.24
BOARD OF PUBLIC WORKS	JUNE2019 186	14,842.62
01 2610 622 001	7693: Electricity - Transition House	39.03
01 2610 410 001	7693: Water - Transition House	15.50
01 2610 410 001	7693: Sewer - Transition House	30.00
01 2610 420 001	7693: Sanitation - Transition House	16.00
01 2610 622 005	309: Electricity - CEEC	455.76
01 2610 410 005	309: Water - CEEC	20.90
01 2610 410 005 01 2610 420 005	309: Sewer - CEEC 309: Sanitation - CEEC	42.92 100.00
01 2610 622 005	8404: Electricity - CEEC Modular	98.05
01 2610 622 004	5679: Electricity - EL	3,469.60
01 2610 410 004	5679: Water - EL	101.90
01 2610 410 004	5679: Sewer - EL	99.17
01 2610 420 004	5679: Sanitation - EL	200.00
01 2610 622 001	2496: Electricity - Concessions	60.02
01 2610 622 001	1168: Electricity - Stadium	90.92
01 2610 622 001	1170: Electricity - Stadium Well	79.37
01 2610 622 001	1166: Electricity - HS	5,208.68
01 2610 410 001	1166: Water - HS	47.00
01 2610 410 001	1166: Sewer - HS	123.33
01 2610 420 001	1166: Sanitation - HS	100.00
01 2610 622 004	6653: Electricity - EL Garage/Greenhous	
01 2610 622 002	5862: Electricity - MS	3,211.00
01 2610 410 002	5862: Water - MS	157.70
01 2610 410 002	5862: Sewer - MS	63.75
01 2610 420 002 01 2610 410 005	5862: Sanitation - MS 53: Water - CEEC Soccer Field	100.00 227.00
01 2610 410 004	6160: Water - EL Sprinklers	20.90
01 2610 410 004	1169: Water - HS Sprinklers	434.90
01 2610 410 001	2134: Water - Stadium Well	128.00
Total BOARD OF PUBLIC WORKS		14,842.62
Roundless Assistive Technology	18060 2610	nn 420.25
Boundless Assistive Technology 01 1200 610 002	Edmark Rdg Program (Print) Homework	00 430.35 108.00
3. 1200 010 002	Leve	100.00
01 1200 610 002	Edmark Rdg Program (Print) Comprehension	198.00
01 1200 610 002	Edmark Rdg Program (Print) Spelling- Lo	ev 98.00
01 1200 610 002	Edmark Rdg Program (Print) Games-	49.00
	Level	

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 011

011 07/14/2019 12:25 PM	Unposted; Batch Description Invoices to Pay_July 2019; Fund	l Number 01
Vendor Name	Invoice Number Check Number	Amount
Account Number	Detail Description	Amount
01 1200 610 002	5% discount	(22.65)
Total Boundless Assistive Tech	nology	430.35
Cannon Sports, Inc	171318 26101	96.60
01 6968 610 004	Floor Marking Tape - 2" X 60 Yds - Vinyl	48.60
01 1100 610 004	Lanyard	48.00
Total Cannon Sports, Inc		96.60
CARDMEMBER SERVICES	112-0730505- 26102 4175419	58.84
01 1100 610 002	Ergonomic LEft Handed Keyboard for Busin	58.84
CARDMEMBER SERVICES	112-1183328- 26102 1162662	191.79
01 1150 610 004	Key Education Publishing Name That Word	23.64
01 1150 610 001	Key Education Publishing Name That Word	23.64
01 1150 610 004	Spot on Speech Spingo - Bingo Style Game	29.99
01 1150 610 001	Spot on Speech Spingo - Bingo Style Game	29.99
01 1150 610 004	How I'm Feeling - Sentence completion ca	14.99
01 1150 610 001	How I'm Feeling - Sentence completion ca	14.99
01 1150 610 004	Jenga Classic Game	7.19
01 1150 610 001	Jenga Classic Game	7.19
01 1150 610 001	Practice Makes Perfect: English Grammar	10.20
01 1150 610 001	Intermediate English Grammar for ESL Lea	11.00
01 1150 610 001	ESL Classroom Activities for Teens and A	18.97
CARDMEMBER SERVICES	112-2451390- 26102 8944239	17.94
01 2410 610 001	Sharpie Markers, Fine Point, Gold, 12pk	17.94
CARDMEMBER SERVICES	112-2650650- 26102 4971435	865.32
01 1100 610 004	White board, 4' x 12' - D Neill	432.66
01 1100 610 004	White board, 4' x 12' - K Berreckman	432.66
CARDMEMBER SERVICES	112-3332358- 26102 9475440	36.98
01 1200 610 004	Pacon Privacy Boards Black 48x16 4 board	12.00
01 1200 610 004	Nicpro ExtraLarge white contact paper 17	12.99
01 1200 610 004	Mead Snit it grades p-2 cutting & snippi	11.99
CARDMEMBER SERVICES	112-3570986- 26102 9803441	39.96
01 1100 610 002	Pacon Card Stock. Colorful Jumbo Assortm	39.96
CARDMEMBER SERVICES	112-4253849- 26102 1149041	16.99
01 1200 610 004	clear acrylic book display stand 11"	16.99
CARDMEMBER SERVICES	112-4516101- 26102 7649838	133.05
01 1100 610 002	Amazon Wired Keyboard	66.65
01 1100 610 002	Amazon Basics 3 button wired mouse	66.40
CARDMEMBER SERVICES	112-4952783- 26102 5231402	4.37
01 1200 610 004	Crayola Bulk Crayons (12ct) Black	4.37

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 5

011			
07/14/2019 12:25 PM	Unposted; Batch Description Invoices to P	ay_July 2019; Fur	nd Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
CARDMEMBER SERVICES	112-5304403- 6297855	26102	130.29
01 1100 610 002	Carson- Dellosa Espanol Basico	o Spanish:	9.99
01 1100 610 002	Trend Enterprises Verbos Skill I	Drill Fla	19.98
01 1100 610 002	KLOO's Learn to speak Spanish Language C	1	18.99
01 1100 610 002	Mattel Games UNO Emoji card	game	16.89
01 1100 610 002	Hasbrow Guess WHo? Classic	Game	19.94
01 1100 610 002	Sorry! Game		17.54
01 1100 610 002	Trouble Game		13.18
01 1100 610 002	Connect 4		13.78
CARDMEMBER SERVICES	112-7442329- 4269010	26102	89.96
01 1200 610 004	Vital Toys Sensory Toy Package	e-4pk	21.99
01 1200 610 004	MagnaSheets (TM) for Teachers Erase	s Dry	25.99
01 1200 610 004	Educational Insights Fluorescer	nt Light F	28.09
01 1200 610 004	Pull & Strech Sqeeze Balls (Pk	of 6)in a	13.89
CARDMEMBER SERVICES	112-7726650- 2145838	26102	24.11
01 2410 610 001	Uni-ball deluxe roller pens, fine	point,	24.11
CARDMEMBER SERVICES	112-7850069- 2203455	26102	140.00
01 2410 610 001	Sharpie Markers, Fine Point, Bla	ack, 36pk	21.48
01 2410 610 001	Sharpie Markers, Fine Point, Sil	ver, 12p	12.18
01 2410 610 001	Avery 8 tab binder dividers, big	tabs, 6	19.68
01 2410 610 001	Better office sheet protectors, 5		9.98
01 2410 610 001	Amazon Basics 3 ring binder, 1'		56.94
01 2410 610 001	Junior legal pad, 5x8, white, 12ր		8.57
01 2410 610 001	Legal/Wide Ruled Legal Pad, ca 12pk	anary,	11.17
CARDMEMBER SERVICES	115712	26102	947.83
01 2710 610 000	#308: Foreign Trans Fe		18.58
01 2710 610 000	#308: TransArtic: BT324 A/C co	ntroller	911.25
01 2710 610 000 CARDMEMBER SERVICES	#308: Freight 165586011944129	26102	18.00 25.00
	6		0- 00
01 2710 810 000	NSTA Membership - J Smock		25.00
CARDMEMBER SERVICES	1906-090820	26102	220.42
01 2620 610 000	Paint supplies for DO offices	00400	220.42
CARDMEMBER SERVICES 01 2620 610 001	1906-090821 Paint for FCS classroom	26102	134.97 134.97
CARDMEMBER SERVICES	3370416	26102	315.20
01 2410 610 004	Acco self adhesive fasteners 1x		52.36
01 2410 610 004	Pilot Dr. Grip retractable ball po		58.80
01 2410 610 004	Pilot G2 mechanical pencils 12/		32.64
01 2410 610 004	Crew Lens Cleaning Towelettes		24.42
01 2410 610 004	Advantus Resealable ID badge		122.58
01 2410 610 004	Hori  Magnetic Clips 1"	noidei	24.40
		26102	
CARDMEMBER SERVICES	410231457951765 1	26102	150.00
01 2710 580 000	NSTA Membership - J Smock	26402	150.00
CARDMEMBER SERVICES 01 1100 610 004	4281982-608069	26102	7.27 7.27
	Duck Tape 4284082 642063	26102	
CARDMEMBER SERVICES 01 1100 610 004	4281982-612063	26102	138.28 15.75
01 1100 010 004	Papermate point guard flair pen	3	15.75

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07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount 01 1100 610 004 8 drawer storage bin 38.99 01 1100 610 004 bankers box 28.99 01 1100 610 004 letter tray 14.45 01 1100 610 004 sorbus foldable basket 20.99 01 1100 610 004 file crates (teal) 17.08 01 1100 610 004 Tax not eligible for exemption by vendor 2.03 CARDMEMBER SERVICES 4281982-717614 44.60 01 1200 610 002 Kithen Aid Multifunction Can Opener (Bla 12.97 01 1200 610 002 Parents Choice Cucumber Scent Baby 19.84 Wipes 01 1200 610 002 3 97 Mainstays 3 pc. Measuring Cup Set 01 1200 610 002 Great Value Automaic Dishwasher Pacs 7.82 CARDMEMBER SERVICES 89193EC001173 26102 314.85 01 1100 580 001 0006 LaQuintal: NCE Conference - M Irvine 314.85 CARDMEMBER SERVICES JUNE2019 26102 1,706.25 01 6968 610 004 Walmart: supplies for summer AZ 402.99 01 6968 610 004 MW Restauraunt: drink glasses for AZ 41.40 01 6968 610 004 Hobby Lobby: supplies for summer AZ 22 93 01 6968 610 004 Walmart: supplies for summer AZ 49.45 01 6968 610 004 DHHS: background checks 24 00 01 6968 610 004 Walmart: supplies for summer AZ 128.18 01 2630 610 000 Tractor Supply: weed killer 37.99 01 2620 610 000 Dollar General: pitcher for floor wax 4.35 EconoLodge: SWC Meeting - J Applegate 89.00 01 2320 580 000 01 2410 580 004 0021 EconoLodge: SWC Meeting - J Ford 89.00 01 2410 580 004 EconoLodge: SWC Meeting - D 89.00 Henderson 01 2410 580 002 EconoLodge: SWC Meeting - B Regelin 89.00 01 2410 580 001 EconoLodge: SWC Meeting - W 89.00 Beckenhauer 01 2120 580 002 EconoLodge: SWC Meeting - B Shaffer 89.00 71.94 01 2310 610 000 Casey's: pizza for SOC meeting 01 2510 610 000 Amazon: waste basket - C Haynie 7.44 4.50 01 2510 610 000 Amazon: wood ruler - C Haynie 01 2730 626 000 Eagle Stop: fuel for Nat'l SkillsUSA 64.59 One Stop; fuel for Nat'l SkillsUSA trip 55.10 01 2730 626 000 01 1100 610 001 Webstaurant: coffee pot 264.25 01 2490 610 001 PaperDirect: credit on sales tax charged (6.86)CARDMEMBER SERVICES MAY2019-5 114.78 01 2410 610 001 FreeShipping membership - R Reyes 1.97 01 2490 610 001 Paper Direct: Athletics/Clubs Certs 104.81 01 6968 340 004 DHHS: background checks 8.00 CARDMEMBER SERVICES WA65833780 26102 103.70 01 2620 610 004 Frost King E/O 2" x 36" Heavy Duty Door 103.70 Total CARDMEMBER SERVICES 5,972.75 CARSON DELLOSA PUBLISHING LLC 238621 26103 49.20 01 1100 610 004 Colorful Glitter Combo Pack EZ Letters 9.96 01 1100 610 004 Identifying US Money Chart Grade K-3 2.67 01 1100 610 004 **Hundreds Chart Chart** 2.67 01 1100 610 004 Units of Time Chart Grade 1-5 2.67 Hello Sunshine Calendar Bulletin Board S 01 1100 610 004 9.96 01 1100 610 004 Hello Sunshine Library Pockets 4.59

Star Sticks Manipulative

6.89

01 1100 610 004

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Ounty of Dawson Cozad City Schools	District Board Report - Detail aft	er checks are printed	
*	Unposted; Batch Description Invoices t	to Pay_July 2019; Fund	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 610 004	Cupcakes Assorted Miini Cu	t Outs	3.29
01 1100 610 004	Just Teach Birthday Chart		2.68
01 1100 610 004	Hello Sunshine Bamboo Sca Borders	alloped	3.82
01 1100 610 004	TableTop Storage Blk and G	<u></u>	0.00
Total CARSON DELLOSA PUBLISHI	NG LLC		49.20
CENTER FOR EDUCATION & EMPLO	YMENT LAW A247327104	26104	164.00
01 1200 610 000 0020	SpEd Law Update - J Ford		164.00
Total CENTER FOR EDUCATION & LAW	EMPLOYMENT		164.00
CHARTER COMMUNICATIONS	0151201061519	85	1,055.06
01 2560 382 000	Ethernet Internet GBPS - Ju	•	850.00
01 2560 382 000	Federal Universal Service Fo	und	165.98
01 2560 382 000 Total CHARTER COMMUNICATION	Regulatory Cost Fee		39.08 1,055.06
TOTAL CHARTER COMMUNICATION	3		1,055.06
CNA SURETY	68385535	26105	375.00
01 2310 342 000	District Treasurer Bond - S k	Cloepping	375.00
Total CNA SURETY			375.00
Cory Allen	1528	26106	513.66
01 2630 430 000	4" pop-up spray		112.00
01 2630 430 000	Rotor Sprinkler Head		209.66
01 2630 430 000 Total Cory Allen	Service Call		192.00 513.66
Total Cory Alleri			313.00
COUNTRY PARTNERS COOPERATIV		26107	91.04
01 2630 626 000	Ruby Diesel 39.6 GL/2.29/gl		91.04
COUNTRY PARTNERS COOPERATIV	'E 89296 Unleaded Gasolin 42.1 GL @	26107	121.21 121.21
01 2630 626 000 COUNTRY PARTNERS COOPERATIV		<i>y</i> 2.679/gi 26107	82.99
01 2630 626 000	Ruby Diesel 36.1 GL @ 2.29		82.99
Total COUNTRY PARTNERS COOP	•		295.24
COZAD AUTO SUPPLY	752684	26108	1.28
01 2710 610 000	Oil filter return		(11.96)
01 2710 610 000	Oil Filter		13.24
COZAD AUTO SUPPLY	752994	26108	27.94
01 2650 610 000	Clamp, U-Bolt, Adapter	26400	27.94
COZAD AUTO SUPPLY 01 2650 610 000	753000 Hex screws, Washers	26108	2.43 2.43
COZAD AUTO SUPPLY	753051	26108	(9.72)
01 2650 610 000	Clamp Return		(9.72)
COZAD AUTO SUPPLY	753285	26108	12.65
01 2710 610 000	Cabin Air Filter		12.65
COZAD AUTO SUPPLY	753286	26108	(0.85)
01 2710 610 000	Cabin air filter		11.80
01 2710 610 000	Cabin air filter RETURN	26400	(12.65)
COZAD AUTO SUPPLY 01 2620 610 001	753495 Swivel	26108	15.24 14.20
01 2620 610 001	Warranty on Swivel		(14.20)
01 2620 610 001	Flat Black		15.24

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount COZAD AUTO SUPPLY 753652 26108 11.58 01 2710 610 000 Antifreeze 11.58 60.55 Total COZAD AUTO SUPPLY COZAD COMMUNITY HOSPITAL JUNE2019 1866 90.88 01 6410 320 000 Physical Therapy Services - School Age 48.00 01 6410 320 005 Physical Therapy Services - Age 0-2 42.88 COZAD COMMUNITY HOSPITAL 90.88 COZAD MEDICAL CLINIC 07082019 26109 10.00 01 2710 340 000 10.00 UA - T Kloppenborg Total COZAD MEDICAL CLINIC 10.00 COZAD SERVICES, INC. 208773 1867 1,215.62 01 2620 430 000 DO: Check A/C found bad safety module 595.68 01 2620 430 000 DO: Replace blown fuse; fuse + labor 62.47 01 2620 430 004 425.87 EL: Changed out motor + squirrel cage 01 2620 430 000 DO: Ck A/C replace fuses to condens fan 71.60 01 2620 430 004 EL: E grade unit above ceiling. Srvc Cal 60.00 1,215.62 Total COZAD SERVICES, INC. COZAD TELEPHONE CO. **JUNE2019** 1868 1,465.08 01 2560 382 000 Telephone services - June 2019 1,465.08 Total COZAD TELEPHONE CO. 1,465.08 D & M SECURITY C11636 1869 300.00 01 2610 430 001 Quarterly Fire Alarm Monitoring HS 75.00 01 2610 430 004 Quarterly Fire Alarm Monitoring EL 75.00 75.00 01 2610 430 005 Quarterly Fire Alarm Monitoring CEEC 01 2610 430 000 Quarterly Fire Alarm Monitoring DO 75.00 Total D & M SECURITY 300.00 DAWSON PEST CONTROL 20409 1870 184.84 01 2610 430 000 184.84 Interior Spray - all buildings DAWSON PEST CONTROL 184.84 **DELL FINANCIAL SERVICES** 80037571 1871 3.901.41 01 2580 443 001 3,901.41 Monthly Chromebook Lease payment **DELL FINANCIAL SERVICES** 80037855 1871 435.50 01 2580 443 002 Monthly Chromebook Lease payment 435.50 Total DELL FINANCIAL SERVICES 4.336.91 **DEMCO** 6628723 26110 397.87 01 2220 610 004 Command Poster Strips 21.08 01 2220 610 004 Scoth 845 Book Tape 2x15 112.56 01 2220 610 004 **Economy Book Dummy** 46.90 01 2220 610 004 Scoth 845 Book Tape 4x15 32.88 01 2220 610 004 Velcro One Wrap Strapsthink ties 6.19 57.03 01 2220 610 004 Superfold Book Jacket Cover 10x300 01 2220 610 004 Student Lap Dry Erase White Board 21.69 01 2220 610 004 No Yell Bell 29.99 01 2220 610 004 Superfold Book Jacket Cover 14x200 41.31

County of Dawson Cozad City Schools District

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011			
07/14/2019 12:25 PM Un	posted; Batch Description Invoices	to Pay_July 2019; Fun	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2220 610 004	Demco Sturdy Colored Shel	If Markers	33.98
01 2220 610 004	Book Repair Wings Clear		7.35
01 2220 610 004	Shipping & Handling		27.49
01 2220 610 004	Bid less sale price		(40.58)
Total DEMCO	·		397.87
EAI EDUCATION	INV0939941	26111	53.44
01 1100 610 004	BrainQuest 5th Grade		11.49
01 1100 610 004	Math Games for Number & Alg	Operations &	34.95
01 1100 610 004	Shipping		7.00
Total EAI EDUCATION			53.44
EAKES OFFICE PLUS - KEARNEY	7816424-0	1872	0.00
01 2560 382 000	Toner Cartridge		0.00
EAKES OFFICE PLUS - KEARNEY	C7806765-0	1872	0.00
01 2530 550 004	Copier Toners All Colors		0.00
EAKES OFFICE PLUS - KEARNEY	INV-561533	1872	3,190.18
01 2560 382 000	Administrative Fees		55.00
01 2560 382 000	First Monthly Payment		1,567.59
01 2560 382 000	Security Deposit/Last Paym	net	1,567.59
Total EAKES OFFICE PLUS - KEARNE			3,190.18
EDUCATIONAL SERVICE UNIT #10	062719	1873	16,565.96
01 2151 320 001	Speech School Age Second		2,668.82
01 2151 320 002	Speech School Age Second		2,668.83
01 2151 320 004	Speech School Age Elemer		5,866.40
01 2152 320 005	Speech Age 3-4 - Adj. Billin		3,167.49
01 2153 320 000	Speech Birth-2- Adj. Billing	-	291.01
01 2151 320 004	Deaf Education Elementary	- Adj. Billing	441.47
01 2151 320 001	Audiology School Age Seco	ndary AdjBill	66.64
01 2151 320 002	Audiology School Age Seco	ndary AdjBill	66.64
01 2151 320 004	Audiology School Age Elem		133.28
01 2152 320 005	Audiology Ages 3-4 - Adj. Bi	ill	33.32
01 2153 320 000	Audiology Birth-2 - Adj Billin		33.32
01 6410 320 000	SpEd Supplemental Superv	ision - Adj Bill	434.57
01 6410 320 001	Vocational Secondary - Adj.	Billing	422.59
01 6410 320 002	Vocational Secondary - Adj.	Billing	422.58
01 1200 330 000 0020	Student Record System Inse	ervice-Adj Bill	(151.00)
EDUCATIONAL SERVICE UNIT #10	07012019	1873	100.00
01 2580 330 000	Mid-Nebraska PowerSchool P	Conference -	100.00
EDUCATIONAL SERVICE UNIT #10	07012019-1	1873	100.00
01 2410 330 001	Mid-Nebraska PowerSchool K	Conference -	100.00
EDUCATIONAL SERVICE UNIT #10	07012019-2	1873	120.00
01 2580 330 000	PowerSchool User Group -		120.00
EDUCATIONAL SERVICE UNIT #10	17675-1	1873	115.00
01 2410 330 004 0021	WrkShp: Strategic Ldrshp C		40.00
01 6200 330 004	WrkShp: k-12 Science Retre		75.00
EDUCATIONAL SERVICE UNIT #10	17675-2	1873	75.00
01 6310 330 002	Workshop:K-12 Science Re		75.00
EDUCATIONAL SERVICE UNIT #10	17675-3	1873	325.00
01 2212 220 000	Wrkshn: Standards ourrise		40.00

Wrkshp: Standards curric& instr T Osborn

40.00

01 2212 330 000

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	osted; Batch Description Invoices to	o Pay July 2019; Fun	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2410 330 001	WrkShp: Strategic Ldrshp Co	onf B Regelin	40.00
01 2212 330 000	WrkShp: Strategic Ldrshp Co		40.00
01 2320 330 000	WrkShp: Strategic Ldrshp Co	onf J Applegat	40.00
01 2580 330 000	WrkShp: Strategic Ldrshp Co	onf P Wolfe	40.00
01 2410 330 001	WrkShp: Strategic Ldr Conf V Beckenhauer	V	40.00
01 6200 330 004	WrkShp: K-12 Science Retre	at A Margritz	85.00
Total EDUCATIONAL SERVICE UNIT #10	0		17,400.96
FASTBRIDGE LEARNING LLC	INV-4523	26112	175.50
01 6200 340 004	2018-2019 Fastbridge Licens	se overage	175.50
Total FASTBRIDGE LEARNING LLC			175.50
Fiber Platform, LLC	SI-19-005829	26113	2,267.33
01 2510 382 000	E-WAN Services - July 2019		2,120.00
01 2510 382 000	NE State Universal Svc - July	y 2019	147.33
Total Fiber Platform, LLC			2,267.33
FOLLETT SCHOOL SOLUTIONS, INC.	2383473A	26114	74.60
01 1100 640 004	RM workbook B 3rd grade		74.60
FOLLETT SCHOOL SOLUTIONS, INC.	498847F	26114	2,295.85
01 2220 640 004	The bad seed		15.49
01 2220 640 004	Barry		13.23
01 2220 640 004	The Basque dragon		12.94
01 2220 640 004	The battle of D-Day, 1944		11.06
01 2220 640 004	The battle of Gettysburg,		11.06
01 2220 640 004	Be a friend		15.49
01 2220 640 004	Beast keeper		12.46
01 2220 640 004	Because		15.49
01 2220 640 004	Bigfoot		15.76
01 2220 640 004	Bob		14.64
01 2220 640 004	The bombing of Pearl Harb		11.06
01 2220 640 004	Booked		14.64
01 2220 640 004	Buddy		13.23
01 2220 640 004	The button war : a tale o		14.64
01 2220 640 004	Captain Underpants and the		8.69 8.69
01 2220 640 004 01 2220 640 004	Captain Underpants and th Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		16.34
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Captain Underpants and th		8.69
01 2220 640 004	Cat and mouse in a haunte		13.76
01 2220 640 004	The cat in the hat comes		13.99
01 2220 640 004	Centaur school		12.46
01 2220 640 004	The chupacabras of the Ri		12.94
01 2220 640 004	Code girls : the true sto		15.49
01 2220 640 004	The collector		12.86
01 2220 640 004	Apex predator		12.94
01 2220 640 004	Amulet. Book eight,Supern		18.06
01 2220 640 004	Alma and how she got her		13.79

County of Dawson Cozad City Schools District 011

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07/14/2019 12:25 PM	Unposted; Batch Description Invoices to	Pay_July 2019; Fun	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2220 640 004	The adventures of Captain		8.69
01 2220 640 004	The 91-story treehouse		12.09
01 2220 640 004	9 from the Nine Worlds		11.24
01 2220 640 004	The 78-story treehouse		12.09
01 2220 640 004	The 104-story treehouse		12.09
01 2220 640 004	The creature of the pines		12.94
01 2220 640 004	The crocodile and the den		14.64
01 2220 640 004	The curse of the cheese p		13.76
01 2220 640 004	Animation and presentatio		9.10
01 2220 640 004	Coding games from Scratch		9.10
01 2220 640 004	Making music from Scratch		9.10
01 2220 640 004	Dash		13.23
01 2220 640 004	Day of the Dragon King		11.66
01 2220 640 004	Daydream receiver		20.04
01 2220 640 004	DC Comics Secret Hero Soc		11.24
01 2220 640 004	DC Comics Secret Hero Soc		11.24
01 2220 640 004	DC Comics Secret Hero Soc		11.24
01 2220 640 004	DC Comics Secret Hero Soc		11.24
01 2220 640 004	Deadzone		12.94
01 2220 640 004 01 2220 640 004	The demigod diaries		11.24 16.16
01 2220 640 004	Diary of a Minecraft zomb  Diary of a Minecraft zomb		17.36
01 2220 640 004	Diary of a Minecraft zomb		17.36
01 2220 640 004	Algorithms with Frozen		8.99
01 2220 640 004	Bugs and errors with Disn		8.99
01 2220 640 004	Conditionals with Disney/		8.99
01 2220 640 004	Looping with Disney/Pixar		8.99
01 2220 640 004	Dragon healer		12.46
01 2220 640 004	Dragonbreath : revenge of		12.09
01 2220 640 004	A fabumouse vacation for		13.76
01 2220 640 004	Fairies		15.76
01 2220 640 004	Fala		13.23
01 2220 640 004	Ginger		13.23
01 2220 640 004	The girl in the locked ro		14.64
01 2220 640 004	Go green!		11.21
01 2220 640 004	Gods of the North		12.46
01 2220 640 004	The good egg		15.49
01 2220 640 004	Good Rosie!		14.64
01 2220 640 004	Got to get to Bear's!		15.49
01 2220 640 004	Grand Canyon grab		11.66
01 2220 640 004	Happy dreamer		15.49
01 2220 640 004	Heidi Heckelbeck and the Heidi Heckelbeck is so to		11.66
01 2220 640 004			11.66
01 2220 640 004 01 2220 640 004	Heidi Heckelbeck Lights! Hello hello		11.66 15.49
01 2220 640 004			16.34
01 2220 640 004	Hello lighthouse Here comes the garbage ba		15.49
01 2220 640 004	Hope		14.64
01 2220 640 004	The hostile hospital		16.66
01 2220 640 004	Hound of Hades		12.46
01 2220 640 004	Hugs & kisses for the gro		8.69
01 2220 640 004	The hula-hoopin' queen		15.66
01 2220 640 004	I am not a fox		14.64
01 2220 640 004	I got the rhythm		14.64

County of Dawson Cozad City Schools District 011

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07/14/2019 12:25 PM	Unposted; Batch Description Invoices to Pay July 201	9 <sup>-</sup> Fund Number 01
Vendor Name	Invoice Number Check	Amount
	Number	
Account Number	Detail Description	Amount
01 2220 640 004	l love you, Michael Colli	13.96
01 2220 640 004	I'm too fond of my fur!	13.76
01 2220 640 004	I survived the attack of	11.06
01 2220 640 004	Interrupting chicken and	14.64
01 2220 640 004	Judy Moody and the right	13.79
01 2220 640 004	Just right : searching fo	16.34
01 2220 640 004	Katt vs. Dogg	12.09
01 2220 640 004	The last kids on Earth an	12.09
01 2220 640 004	The last kids on Earth an	12.09
01 2220 640 004	The last kids on Earth an	12.09
01 2220 640 004	The Losers Club	13.23
01 2220 640 004	The lost hero	17.19
01 2220 640 004	Lost treasure of the emer	13.76
01 2220 640 004	Lyric McKerrigan, secret	15.49
01 2220 640 004	Mae's first day of school	14.64
01 2220 640 004	Mallory makes a differenc	13.06
01 2220 640 004	Mary Poppins	15.49
01 2220 640 004	Mermaids	15.76
01 2220 640 004	Mission hurricane	15.96
01 2220 640 004	Mission Titanic	11.24
01 2220 640 004	Моо	12.46
01 2220 640 004	Mr. Benjamin's suitcase o	16.31
01 2220 640 004	Narwhal's otter friend	11.24
01 2220 640 004	Narwhal : unicorn of the	11.24
01 2220 640 004	Peanut butter and jelly	11.24
01 2220 640 004	Super Narwhal and Jelly J	11.24
01 2220 640 004	The Nazi invasion, 1944	11.06
01 2220 640 004	New Year's Eve thieves	10.86
01 2220 640 004	Nnewts. Book one,Escape f	17.19
01 2220 640 004	Nnewts. Book two,The rise	17.19
01 2220 640 004	Not quite narwhal	15.49
01 2220 640 004	Panda kindergarten	15.49
01 2220 640 004	Pandas on the eastside	13.96
01 2220 640 004	Paws off, cheddarface!	13.76
01 2220 640 004	The perfect score	14.64
01 2220 640 004	Pete the Cat checks out t	10.86
01 2220 640 004	The Philly fake	10.86 12.94
01 2220 640 004	Pig the elf Pinkalicious	15.49
01 2220 640 004		
01 2220 640 004	The princess and the abso The Princess in Black	11.24 18.01
01 2220 640 004 01 2220 640 004	The Princess in Black and	18.01
01 2220 640 004	The Princess in Black and	18.01
01 2220 640 004	The Princess in Black and	18.01
01 2220 640 004	The Princess in Black tak	18.01
01 2220 640 004	Rebound	14.64
01 2220 640 004	Resistance	15.49
01 2220 640 004	Rodeo challenge	19.04
01 2220 640 004	The rookie Blue Jay	19.04
01 2220 640 004	The rough patch	15.49
01 2220 640 004	Santa Bruce	15.49
01 2220 640 004	Sasquatch and the Muckles	12.94
01 2220 640 004	Saving Winslow : a novel	14.64
01 2220 640 004	The Ship of the Dead	17.19
3. 2220 040 004	The only of the beau	17.19

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 011

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07/14/2019 12:25 PM	Unposted; Batch Description Invoices to	Pay_July 2019; Fund	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2220 640 004	Sleep like a tiger		15.49
01 2220 640 004	Snoopy's Thanksgiving		8.69
01 2220 640 004	The snowy nap		16.34
01 2220 640 004	The son of Neptune		17.19
01 2220 640 004	Soof : a novel		15.49
01 2220 640 004	Squirm		16.34
01 2220 640 004	Steeds of the gods		12.46
01 2220 640 004	Stolen girl		15.49
01 2220 640 004	Stubby		13.23
01 2220 640 004	Super Fly Guy		9.96
01 2220 640 004	Susan		13.23
01 2220 640 004	Sweetie		13.23
01 2220 640 004	Swing		17.19
01 2220 640 004	Tales from a not-so-happy		16.66
01 2220 640 004	Thelma the unicorn		12.94
01 2220 640 004	This book will not be fun		15.49
01 2220 640 004	Three bite rule		17.36
01 2220 640 004	Timo goes camping		9.51
01 2220 640 004	Togo		13.23
01 2220 640 004	Took : a ghost story		12.66
01 2220 640 004	The unicorn emergency		12.46
01 2220 640 004	Unicorns		15.76
01 2220 640 004	The Vanderbeekers of 141s		12.66
01 2220 640 004	The wall in the middle of		15.49
01 2220 640 004	A warp in time		12.94
01 2220 640 004	Werewolves		15.76
01 2220 640 004	Wild born		11.24
01 2220 640 004	Wishtree		14.64
01 2220 640 004	Zeus's eagle		12.46
01 2220 640 004	Zoobreak		12.86
Total FOLLETT SCHOOL SOLUTIO	ons, Inc.		2,370.45
GARRETT TIRE &TREADS	90003396	1874	360.44
01 2710 610 000	#119: 225/65R17 FS 102T all	season	251.44
01 2710 610 000	#119:Tire Fee		4.00
01 2710 610 000	#119:Pass Labor - balance	4.4/411	40.00
01 2710 610 000	#119:TR-413 Snap in valve ste		7.80
01 2710 610 000	#119:Scrap disposal - passeng #119:Pass labor - dismount/mo		18.00
01 2710 610 000		Juni	32.00
01 2710 610 000	#119:Shop supplies	4074	7.20
GARRETT TIRE &TREADS 01 2710 610 000	90003596	1874 Stom Evt	77.00 77.00
	#308: Flat Repair/Leak+Valve	Stelli Ext	437.44
Total GARRETT TIRE &TREADS			437.44
Home Depot U.S.A., Inc.	498958933	26115	348.22
01 2620 610 000	32 W Fluorescent Bulb		96.52
01 2620 610 000	EZTrap Duster		177.15
01 2620 610 000	Renown Red Buffing Pad		39.45
01 2620 610 000	Renown White Polishing Pad		35.10
Total Home Depot U.S.A., Inc.			348.22
Jaymar Business Forms, Inc.	057345	26116	166.11
01 2510 610 000	General Fund Check Stock		145.00

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount 01 2510 610 000 Shipping 21.11 166.11 Total Jaymar Business Forms, Inc. Johnson, Laura 244430 26117 96.30 01 1100 610 001 96.30 Classroom Storage Supplies Total Johnson, Laura 96.30 JW PEPPER & SON, INC. 03607335 26118 397.94 01 1100 610 001 0004 Afterburn by Randal Standridge - Score a 65.00 01 1100 610 001 0004 Afterburn by Randal Standridge - Additio 24.00 01 1100 610 002 0004 60.00 Amber Moon by Naoya Wada - Score and 01 1100 610 002 0004 Amber Moon by Naoya Wada - Additional 24.00 01 1100 610 002 0004 Ancient Voices by Michael Sweeney -45.00 01 1100 610 002 0004 Ancient Voices by Michael Sweeney - Addi 15.00 01 1100 610 001 0004 Bye, Bye Blackbird by Ray Henderson -40.00 Sc 01 1100 610 001 0004 Ain't Misbehavin' by Fats Waller and Har 42.00 01 1100 610 001 0004 Classical Flex Duets by various composer 10.50 01 1100 610 001 0004 Classical Flex Duets by various composer 10.50 01 1100 610 001 0004 Classical Flex Duets by various composer 10.50 01 1100 610 001 0004 Classical Flex Duets by various composer 10.50 01 1100 610 001 0004 Classical Flex Duets by various composer 13.95 Shipping and handling 01 1100 610 001 0004 26.99 JW PEPPER & SON, INC. 03608065 26118 15.00 01 1100 610 001 0004 Bye, Bye Blackbird by Ray Henderson -15.00 JW PEPPER & SON, INC. 03609165 26118 136.40 01 1100 610 001 0004 Ain't Misbehavin' by Fats Waller and Har 21.00 60.00 01 1100 610 001 0004 Dancing Men by Labarbera - Score and 01 1100 610 001 0004 21.00 Dancing Men by Labarbera - Additional sc 01 1100 610 001 0004 Classical Flex Duets by various composer 10.50 01 1100 610 001 0004 Classical Flex Duets by various composer 23.90 JW PEPPER & SON, INC. 549.34 K-12 SCHOOL SUPPLIES LLC 72940 26119 133.10 01 1100 610 004 Desk tapes traditional cursive 7.49 01 1100 610 004 4.49 dots on black name plates 21.57 01 1100 610 004 multiplication flash cards 01 1100 610 004 division flash cards 21 57 01 1100 610 004 confetti welcome banner 3.59 01 1100 610 004 confetti name plates 4.49 01 1100 610 004 confetti accents 5.39 3.09 01 1100 610 004 throw kindness like confetti poster posi 01 1100 610 004 additon flash cards 0-12 7.19 01 1100 610 004 addition flash cards 13-18 14.38 01 1100 610 004 subtraction flash cards 0-12 14.38 01 1100 610 004 subtraction flash cards 13-18 14.38 01 1100 610 004 confetti writing bulletin board set-colo 11.09 Total K-12 SCHOOL SUPPLIES LLC 133.10 County of Dawson Cozad City Schools District Board Report - Detail after checks are printed

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O11	Strict Board Report - Detail aff	er checks are printed	
	nposted; Batch Description Invoices	to Pay July 2019; Fund	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description	Number	Amount
01 1100 430 001 0006	Labor for HS		599.88
KEARNEY QUALITY SEW & VAC, INC.	44028	26120	463.89
01 1100 430 002 0006	Labor at MS		449.91
01 1100 430 002 0006	Serger Knife Set		10.99
01 1100 430 002 0006	Small Parts		2.99
KEARNEY QUALITY SEW & VAC, INC.	44229	26120	1,556.00
01 1100 610 002 0006	Janome School Mate / Sewi	ng Machine	1,556.00
KEARNEY QUALITY SEW & VAC, INC.	C7806765-0	26120	0.00
01 2530 550 004	Copier Toners All Colors		0.00
Total KEARNEY QUALITY SEW & VAC	C, INC.		2,619.77
KELLY'S HARDWARE	0055143	26121	22.47
01 2620 610 001	Materials for Building Mainte	enance	22.47
KELLY'S HARDWARE	0055213	26121	9.78
01 2620 610 002	Tile spreader		3.79
01 2620 610 002	tile grout		5.99
KELLY'S HARDWARE	0055289	26121	32.99
01 2630 610 000	3 GL Weed Sprayer		32.99
Total KELLY'S HARDWARE			65.24
KLOEPPING, SUSAN	2018-2019	26122	200.00
01 2650 333 001	Reimb fuel for Treasurer 20		200.00
KLOEPPING, SUSAN	2018-2019-1	26122	500.00
01 2310 340 000	2018-2019 District Treasure	r Services	500.00
Total KLOEPPING, SUSAN			700.00
KSB SCHOOL LAW	6371	1875	2,929.50
01 2330 317 000	Tele JA re sale of property	1010	63.00
01 2330 317 000	Tele re personnel; email sar	me· legal sam	472.50
01 2330 317 000	Email re personnel; review p	-	189.00
01 2330 317 000	Email MS re personnel		94.50
01 2330 317 000	Email MS re personnel		31.50
01 2330 317 000	Teleconf MS/JC re personne	el; legal rsrch	315.00
01 2330 317 000	Teleconf w AMGL office, em	ails, teleconf	1,102.50
01 2330 317 000	Teleconf MS re personnel; e	emails same	157.50
01 2330 317 000	Draft personnel docs, emails	s w MS re sam	472.50
01 2330 317 000	Text mssages w MS re pers	onnel	31.50
Total KSB SCHOOL LAW			2,929.50
Loomis Public School	07082019	26123	500.00
01 2630 610 000	Water Wheel w pullout gund cont	art+hoses	500.00
Total Loomis Public School			500.00
MATHESON TRI-GAS, INC.	51477241	26124	79.35
01 1100 610 001 0009	Helium, ballon grade	-	20.40
01 1100 610 001 0009	C-25, high grade AWS		40.80
01 1100 610 001 0009	Hazard materials charge		18.15
Total MATHESON TRI-GAS, INC.			79.35
MCGRAW-HILL SCHOOL EDUCATION H	HOLDINGS, 1083966780001	26125	363.69
01 1100 640 004	Reading Mastery workbook	A 1st grade	333.27

County of Dawson Cozad City Schools District

### **Board Report - Detail after checks are printed**

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011			
	Jnposted; Batch Description Invoices		
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 640 004	Shipping		30.42
Total MCGRAW-HILL SCHOOL EDUC HOLDINGS, LLC	CATION		363.69
MEAD LUMBER CO	3387183	26126	42.09
01 2620 610 004	Pastel Paint /GL		36.99
01 2620 610 004	Paint Tray Liner		5.10
MEAD LUMBER CO	3396940	26126	23.91
01 2620 610 001	Poly Brush 1"		1.41
01 2620 610 001	Roller Catch		3.74
01 2620 610 001	Mask Tape 1"		18.76
MEAD LUMBER CO	3406718	26126	16.20
01 2620 610 001	Wallpaper Stripper		8.92
01 2620 610 001	Scraper Blade		7.28
MEAD LUMBER CO	3412485	26126	50.16
01 2620 610 001	Long Mask Tape 1"		42.21
01 2620 610 001	Sanding Sponge		3.16
01 2620 610 001	Sand fine Sponge		4.79
MEAD LUMBER CO	3440753	26126	3.84
01 2610 610 000	Mason Hex Screws		3.84
MEAD LUMBER CO	3469120	26126	303.06
01 2620 610 004	Ceiling Tiles	20.20	303.06
MEAD LUMBER CO	3477774	26126	36.99
01 2620 610 000	Paint	20120	36.99
MEAD LUMBER CO	3478903	26126	17.16
01 2620 610 004	Construction Adhesive	20120	17.16
Total MEAD LUMBER CO	Construction Adhesive		493.41
TOTAL WIEAD EUNIDER GO			495.41
MERIDIAN RENTALS	061450	26127	5.00
01 2630 610 000	Sharpen Saw Chain		5.00
MERIDIAN RENTALS	061508	26127	18.99
01 2630 610 000	Gal Bar Oil		8.99
01 2630 610 000	Sharpen 2 Chains		10.00
Total MERIDIAN RENTALS			23.99
MIDWEST DOOR & HARDWARE	093872	26128	1,562.00
01 2620 430 002	Rekey 24 cores and keys, p		1,562.00
Total MIDWEST DOOR & HARDWAR	•		1,562.00
MIKE'S ELECTRIC, INC.	996	26129	749.95
01 2610 430 001	Garage Lights, Labor & Fixt	ure	750.00
01 2610 430 001	Discount, COA		(0.05)
Total MIKE'S ELECTRIC, INC.			749.95
MODERN SCHOOL SUPPLIES INC	M0038685	26130	542.68
01 1100 610 001 0001	Office Chair		212.79
01 1100 610 001 0001	12" Scales		39.64
01 1100 610 001 0001	Drafting Tape		77.28
01 1100 610 001 0001	Basswood Country Panels		70.16
01 1100 610 001 0001	Basic Compass		61.36
01 1100 610 001 0001	Triangle Set		56.70
01 1100 610 001 0001	Pencils		24.75
Total MODERN SCHOOL SUPPLIES			542.68
			3 12.00

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 17

011	Board Report - Detail ait	er checks are printed	
	osted; Batch Description Invoices	to Pay July 2019; Fund	Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description	rumbor	Amount
MTI Enterprises Inc.	716070	26131	610.00
01 1100 610 002 0007	Showkit for MS musical		99.00
01 1100 610 002 0007	Non-refundable materials fe	e	396.00
01 1100 610 002 0007	Shipping		40.00
01 1100 610 002 0007	Video License		75.00
Total MTI Enterprises Inc.			610.00
NASCO	414141	26132	872.35
01 1100 610 001 0006	Marbled Bowl Sets-Orange		39.95
01 1100 610 001 0006	Marbled Bowl Sets-Red		39.95
01 1100 610 001 0006	Marbled Bowl Sets-Turquois	se	39.95
01 1100 610 001 0006	Marbled Bowl Sets-Green		39.95
01 1100 610 001 0006	Rachael Ray 14-Piece Porce Cookware	elain	159.95
01 1100 610 001 0006	Rachael Ray 14-Piece Porce Cookware	elain	159.95
01 1100 610 001 0006	Rachael Ray 14-Piece Porce Cookware	elain	159.95
01 1100 610 001 0006	Rachael Ray 14-Piece Porce Cookware	elain	159.95
01 1100 610 001 0006	Essentials Silicone Spatulas	s-Set of 8	34.95
01 1100 610 001 0006	Essentials Silicone Spoons	- Blue	5.95
01 1100 610 001 0006	Essentials Silicone Spoons-	Orange	5.95
01 1100 610 001 0006	Essentials Silicone Spoons-	Green	5.95
01 1100 610 001 0006	Essentials Basting Brushes-	Set of 4	19.95
NASCO	415578	26132	80.90
01 1100 610 001 0006	Crayola Colored Pencils		80.90
NASCO	428027	26132	5.95
01 1100 610 001 0006	Essentials Silicone Spoons	- Red	5.95
Total NASCO			959.20
NATIONAL ART & SCHOOL SUPPLIES IN	C. 699151	26133	24.51
01 2510 610 000	Dry Erase Markers - Chisel		4.56
01 2510 610 000	Magic Mending (Scotch) Ta	•	17.28
01 2510 610 000	Post-It Notes - 3" X 3" Size -		2.67
NATIONAL ART & SCHOOL SUPPLIES IN	C. 699153	26133	9.72
01 1100 610 004	Post-It Notes - 1 1/2" X 2" S	ize - Plain	9.72
NATIONAL ART & SCHOOL SUPPLIES IN	C. 699153-1	26133	167.60
01 1190 610 005	Post-It Notes - 3" X 3" Size -	- Plain	2.67
01 1190 610 005	Magic Mending (Scotch) Tap	pe - 3/4" X 129	103.68
01 1190 610 005	Tape Dispenser		2.28
01 1190 610 005	Stapler		6.89
01 1291 610 005	Large Glue Sticks - Clear - E	Elmers Class	24.00
01 1291 610 005	Overhead Marking Pens - W Blac	/aterbase -	28.08
NATIONAL ART & SCHOOL SUPPLIES IN	C. 699185	26133	488.85
01 1100 610 002	Post-It Notes - 3" X 3" Size -	- Plain	5.34
01 1100 610 002	Post-It Notes - Dispenser Re		10.77
01 1100 610 002	Post-It Notes - 3" X 5" Size -	- Lined	14.19
01 1100 610 002	Stapler		20.67
01 1100 610 002	Markers - Permanent - Fine		5.34
01 1100 610 002	Dry Erase Marker Set - Con		2.34
01 1100 610 002	Dry Erase Markers - Expo Lo Blac		54.00
01 1100 610 002	Dry Erase Markers - Expo Lo	ow Odor - Red	24.56

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 18

011	S DISTRICT BOARD Report - Detail a	nter checks are printed	
07/14/2019 12:25 PM	Unposted; Batch Description Invoices	s to Pay_July 2019; Fund	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 610 002	Dry Erase Markers - Expo	Low Odor -	12.30
01 1100 610 002	Dry Erase Markers - Expo Purp	Low Odor -	12.48
01 1100 610 002	Dry Erase Marker Cleaner		19.48
01 1100 610 002 0005	Dry Erase Marker Set - Co	nical Tip (Expo	2.34
01 1100 610 002 0005	Sharpie Fine Point Marker	- Black	18.40
01 1100 610 002 0006	Dry Erase Markers - Expo	Low Odor -	18.00
01 1100 610 002 0006	Erasers - Whiteboard - 3M		9.84
01 2410 610 002	Dry Erase Markers - Expo	Low Odor -	30.00
01 2410 610 002	Sharpie Fine Point Marker	- Black	27.60
01 2410 610 002	Bic Round Stic Pens - Med	ium Point - Bla	5.82
01 2410 610 002	Masking Tape - 1" X 60 Yd	. Rolls	53.73
01 2410 610 002	Stapler		27.56
01 2410 610 002	Post-It Notes - 3" X 3" Size	- Plain	5.34
01 2410 610 002	Post-It Notes - 3" x 3" Size	- Assorted	35.28
01 1200 610 002	Magic Markers Assortment	- Permanent	5.85
01 1200 610 002	Dry Erase Markers - Expo Purp	Low Odor -	6.24
01 1200 610 002	Dry Erase Marker Set - Ch	isel Tip (Low O	11.40
01 1100 610 002 0007	Crayola Fabric Markers - F	ine Line 10-Co	27.60
01 1100 610 002 0007	Magic Markers Assortment	- Permanent	11.70
01 1100 610 002 0007	Markers - Permanent - Fine	e Point	10.68
Total NATIONAL ART & SCHOOL S	SUPPLIES INC.		690.68
NE ASSOCIATION OF SCHOOL BOA	ARDS INV-03856- Q4T5G6	26134	305.00
01 2310 330 000	School Law Seminar - J Ca	arlson	155.00
01 2310 330 000	New Board member Conne	ections - K Goff	75.00
01 2310 330 000	New Board member Conne Egglest	ections - J	75.00
NE ASSOCIATION OF SCHOOL BOA	ARDS INV-03941- T2X5K3	26134	225.00
01 2510 330 000	2019 NAEP Workshop - R	Priel	75.00
01 2510 330 000	2019 NAEP Workshop - B	Gengenbach	75.00
01 2510 330 000	2019 NAEP Workshop - C	Haynie	75.00
NE ASSOCIATION OF SCHOOL BOA	ARDS INV-03941- T2X5K3-1	26134	50.00
01 2510 810 000	NAEP Membership - C Hay	ynie	50.00
Total NE ASSOCIATION OF SCHO	OL BOARDS		580.00
NE COUNCIL OF SCHOOL ADMINIS	TRATORS 59939	26135	75.00
01 1100 330 001	2019 NCE preconference	M Irvine	75.00
NE COUNCIL OF SCHOOL ADMINIS	TRATORS 59940	26135	283.00
01 1100 330 001	2019 NCE Conference - M	Irvine	200.00
01 1100 330 001	2019 NCE Extended Confe Irvine	erence - M	50.00
01 1100 580 001	2019 NCE Meal - FACS Ba Irvine	nquet - M	33.00
NE COUNCIL OF SCHOOL ADMINIS	TRATORS 59941	26135	275.00
01 1100 330 001	2019 NCE Conference, D I		200.00
01 1100 330 001	2019 NCE Pre conference	D Beans	75.00
Total NE COUNCIL OF SCHOOL ADMINISTRATORS			633.00

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount NEBRASKA ESU COORDINATING COUNCIL AEPA001169 26136 531.00 01 2220 640 001 World Book Power Pack 531.00 NEBRASKA ESU COORDINATING COUNCIL 531.00 NEBRASKA LIBRARY COMMISSION 29432 26137 1,416.25 01 2220 640 001 SIRS Knowledge Source 07.01.19-1,416.25 06.30.20 NEBRASKA LIBRARY COMMISSION 1,416.25 NEBRASKA RURAL COMMUNITY SCHOOLS 2019-20 Member 26138 850.00 **ASSOCIATION** 01 2310 810 000 2019-20 NRCSA Dues Renewal 850.00 850.00 Total NEBRASKA RURAL COMMUNITY SCHOOLS **ASSOCIATION** NOVEL IDEAS, INC 3805A 26139 6,017.00 01 1100 640 004 Adventures in Language 1 1,230.00 01 1100 640 004 Adventures in Language 2 915.00 01 1100 640 004 Adventures in Language 3 1,050.00 01 1100 640 004 Adventures in Language 4 1,275.00 01 1100 640 004 Adventures in Language 5 750.00 01 1100 640 004 Who Stole the Wizard of Oz 140.00 The Most Beautiful Place in the World 01 1100 640 004 70.00 01 1100 640 004 Ramona Quimby, Age 8 40.00 01 1100 640 004 Shipping & Handling 547.00 6.017.00 NOVEL IDEAS, INC Total PACHECO, BRIANA 060119 26140 153.00 01 2620 340 001 Dance recital stage tech assistant 153.00 153.00 Total PACHECO, BRIANA PAPER TIGER SHREDDING 116339 1876 66.00 01 2610 420 002 Paper shredding services - MS 0.00 01 2610 420 001 Paper shredding services - HS 0.00 01 2610 420 004 Paper shredding services - EL 44.00 Paper Shredding services - DO 22.00 01 2610 420 000 66.00 Total PAPER TIGER SHREDDING PAULSEN, INC. 141401 1877 1,037.32 01 2710 430 000 #309B- Parts/Supplies 272.32 01 2710 430 000 #309B-Brakes Poping sound, park brake 270.00 01 2710 430 000 #309B- Engine 270.00 01 2710 430 000 #309B- Put tires on, greased & check noi 90.00 01 2710 430 000 #309B- Pull right rears to get tire fix 135.00 PAULSEN, INC. 141402 90.00

#310- DOT Inspection

142232

#308- Dot Inspection

#308- Shop Supplies

142233

#310- Brakes

#308- Fix Windshield Pit

#308-Verify Popping in Brakes + grease

#310- Replace 1 running light; Bulb

01 2710 430 000

PAULSEN, INC.

01 2710 430 000

01 2710 430 000

01 2710 430 000

01 2710 430 000

PAULSEN, INC.

01 2710 430 000

01 2710 430 000

1877

1877

1877

90.00

90.00

45.00

315.00

184.51

5.20

4.51

90.00

455.20

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 20

County of Dawson Cozad City Schools District 011	t Board Report - Detail after	checks are printed	
	ted; Batch Description Invoices to	Pay July 2019; Fund	d Number 01
Vendor Name	Invoice Number	Check	Amount
Account Number	Detail Description	Number	Amount
01 2710 430 000	#310- DOT Inspection		90.00
Total PAULSEN, INC.	·		1,767.03
PAXTON PATTERSON	371833	26141	174.65
01 1100 610 001 0001	Band Saw Blades		32.40
01 1100 610 001 0001	Band Saw Blades		27.60
01 1100 610 001 0001	Band Saw Blades		21.40
01 1100 610 001 0001	Band Saw Blades		21.50
01 1100 610 001 0001	Bolt Cutter		41.00
01 1100 610 001 0001	Hack Saw		30.75
Total PAXTON PATTERSON			174.65
PLUM CREEK MEDICAL	061419	26142	170.00
01 2710 340 000	CDL Physical B HIRD		170.00
Total PLUM CREEK MEDICAL			170.00
PONY EXPRESS CHEVROLET BUICK	285585/1	26143	106.08
01 1300 340 001	Install School Brake System		102.00
01 1300 340 001	Shop Supplies		4.08
PONY EXPRESS CHEVROLET BUICK	802138 1	26143	76.12
01 2710 610 000	117: SL-N-OUTLET		76.12
Total PONY EXPRESS CHEVROLET BUIC	K		182.20
Priel, Ramona	08387	26144	8.00
01 2510 610 000	Surge Protector		8.00
Total Priel, Ramona			8.00
PUMP & PANTRY	60006593	86	1,929.88
01 2730 626 000	#309 - Fuel		34.59
01 2730 626 000	#111 - Fuel		126.69
01 2730 626 000	#119 - Fuel #120 - Fuel		277.58
01 2730 626 000 01 2730 626 000	#121 - Fuel		272.69 119.08
01 2730 626 000	#118 - Fuel		311.93
01 2650 626 000	#204 - Fuel		64.57
01 2730 626 000	#117 - Fuel		409.42
01 2650 626 000	#102 - Fuel		28.64
01 2730 626 000	Rebates and reversals		(2.66)
01 2730 626 000	#116 - Fuel		14.54
01 1300 626 001	Driver's Education - Fuel		272.81
Total PUMP & PANTRY			1,929.88
QuaverMusic.com, LLC	18117-1	26145	680.00
01 1100 111 001	Quaver's Beyond Marvelous G Music	General	1,680.00
01 1100 111 001	Quaver's Paid by Foundation		(1,000.00)
Total QuaverMusic.com, LLC			680.00
RAPID WHOLESALE	0855279	26146	72.77
01 2410 610 001	Bunn VPS Coffee Maker Filter		24.88
01 2410 610 001	Bunn VPS Coffee Maker Deca	inter -	27.22
	Brown		
01 2410 610 001	Shipping		20.67

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Λ	1	1

011			
07/14/2019 12:25 PM	Unposted; Batch Description Invoices	to Pay_July 2019; Fund	l Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
RAPID WHOLESALE	0855315	26146	24.88
01 1100 610 004	Bunn VPS Coffee Maker Fil	ters	24.88
Total RAPID WHOLESALE			97.65
Really Good Struff	6898395	1878	41.93
01 1100 610 004	Pineapples Accents		11.99
01 1100 610 004	Desktop Helpers		20.99
01 1100 610 004	Shipping		8.95
Really Good Struff	6914745	1878	69.72
01 1100 610 004	Removable School Tools Se Des	elf-Adhesive	49.99
01 1100 610 004	1st Grade Level Pencils		8.78
01 1100 610 004	Shipping		10.95
Really Good Struff	6914998	1878	131.89
01 1100 610 004	simply stylish calendar bulle	tin board s	12.99
01 1100 610 004	black polka dots magnetic b	order	9.99
01 1100 610 004	white wood straight border t	rim	3.99
01 1100 610 004	dots on chalkboard boder tri	m	3.99
01 1100 610 004	E2 read color coded plastic	mag. letter	52.99
01 1100 610 004	zaner-bloser 100 grid w/ nur	mber line vin	32.99
01 1100 610 004	Postage & Processing		14.95
Total Really Good Struff			243.54
Reyes, Roxanne	MAY-JUN2019	26147	19.14
01 2650 333 001	Mileage 05.06.19 through 0	6.13.19	19.14
Total Reyes, Roxanne			19.14
ROCKIT EVENT PROS LLP	0508	26148	1,500.00
01 2320 890 000	Deposit: Kick off event 8/23/	′19	1,500.00
Total ROCKIT EVENT PROS LLP			1,500.00
S&S WORLDWIDE, INC	IN100143795	26149	77.68
01 1100 610 004	Construction Paper - Sulphi	te - Assorted	77.68
Total S&S WORLDWIDE, INC			77.68
SCHOOL DATEBOOKS	S19-0156412	26150	287.12
01 1100 610 004	Image Student Planners		271.35
01 1100 610 004	Shippling		15.77
Total SCHOOL DATEBOOKS			287.12
School Health Corporation	3583995-00	26151	613.30
01 2130 610 000	SH Hot/Kold pack 4x6, 24/c	ase	45.63
01 2130 610 000	Maxi pads regular, 24/pkg		36.60
01 2130 610 000	Penlight with pupil gauge, 6	/pkg	9.61
01 2130 610 000	Sharps syringe container pro	o-tec, 1 gal	8.34
01 2130 610 000	Washcloths disposable, 500	/case	70.74
01 2130 610 000	Bags ziploc sandwich, 90/bo	Х	9.98
01 2130 610 000	Contact Lens case with sna	p on lids	5.94
01 2130 610 000	Bleeding control dressing 3x	<b>&lt;</b> 4	222.40
01 2130 610 000	Hygea wipes 48s flushable s	5.375x6.25in	6.44
04 0400 040 000	Cups clear plastic, 3.5oz 10	0/tube	7.56
01 2130 610 000	oupo oloui piaolio, o.ooz 10		
01 2130 610 000	Sensitive eyes plus 12oz ba		20.37

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 011

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011			
07/14/2019 12:25 PM	Unposted; Batch Description Invoices t	o Pay_July 2019; Fun	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2130 610 000	Strips fabric 1.25 oval coverl	et, 100/bo	7.76
01 2130 610 000	Strips fabric-flex 2x4 XL SH	50/box	18.75
01 2130 610 000	Strips fabric-flex 1x3 SH 100	/box	91.92
01 2130 610 000	Aquaphor ointment, 1.75 oz	tube	23.97
01 2130 610 000	Elastic bandages, 3in x 5yd v	with velcro,	14.83
School Health Corporation	3583995-01	26151	207.03
01 2130 610 000	Caladryl Clear lotion itch relie	ef, 6oz	35.56
01 2130 610 000	Coehsive bandage 3in x 5yd	latex free, t	52.40
01 2130 610 000	Kotex security tampons, regu	ular, 18/box	26.40
01 2130 610 000	Licemeister school, 10/pack		92.67
School Health Corporation	3593708-00	26151	108.00
01 1100 610 002	Hand Sanitizer with Aloe- 8 o	oz Pump Bott	72.00
01 1200 610 002	Hand Sanitizer with Aloe- 8 o	oz Pump Bott	36.00
Total School Health Corporation			928.33
SCHOOL SPECIALTY	208122970251	26152	54.68
01 1100 610 004	Dice- White w/ Black Dots, s	et of 36	6.04
01 1100 610 004	Rulers- 12", pack of 12		17.26
01 1100 610 004	180 Days of Language		17.35
01 1100 610 004	Building Words Book		14.03
SCHOOL SPECIALTY	208122970253	26152	20.30
01 1100 610 004	Bulletin Board Wall Decor 24	lpcs .	8.64
01 1100 610 004	White Wood Shimmer		7.77
01 1100 610 004	Clipboards		3.89
SCHOOL SPECIALTY	208123051077	26152	(7.77)
01 1100 610 004	White Wood Shimmer		(7.77)
SCHOOL SPECIALTY	208123056891	26152	25.92
01 1100 610 004	White Wood Shimmer		25.92
SCHOOL SPECIALTY	308103307777	26152	34.03
01 1190 610 005	Manila File Folders - Letter S		30.82
01 1291 610 005	Mounting Squares - 1" - Foal		3.21
SCHOOL SPECIALTY	308103307782	26152	1,480.75
01 1100 610 001	Legal Pads - 8 1/2" X 11 3/4"		11.90
01 1100 610 001	Marker Board - 4' X 8' - Porc	elain	594.62
01 1100 610 001	Balance - Electronic		330.20
01 1100 610 001	Bunsen Burner Connecting F	Hose	61.00
01 1100 610 001	Beaker Brush	-14:	29.00
01 1100 610 001	Hydrogen Peroxide - 30% So Flasks - 125 mL Cap	Diution	45.80 30.13
01 1100 610 001	Flasks - 250 mL Cap		31.26
01 1100 610 001 01 1100 610 001	Flasks - 500 mL Cap		19.10
	·		36.60
01 1100 610 001 01 1100 610 001	Flasks - 1000 mL Cap Mavalus Tape - Red - 1" x 32	1" 1" Cor	2.30
01 1100 610 001	Laboratory Parafilm 4"	24 - 1 COI	21.20
01 1100 610 001	Penmanship Paper - 8 1/2" >	/ 11" \\/ith	25.10
	Red	C 11 Willi	
01 1100 610 001	Beakers - 1000 mL Cap		90.98
01 1100 610 001	Beakers - 600 mL Cap		17.95
01 1100 610 001	Beakers - 50 mL Cap		19.82
01 1100 610 001	Twin Pocket Portfolios With I		20.67
01 2220 610 001	Legal Pads - 8 1/2" X 11 3/4"		5.95
01 2220 610 001	Legal Pads - 5" X 7 1/4" - WI		2.69
01 2220 610 001	Report Card Envelopes - 6"		7.50

White Envelopes - No. 6 3/4 Size

8.55

01 2410 610 001

011		
07/14/2019 12:25 PM	Unposted; Batch Description Invoices to Pay_July 2019; Fu	ınd Number 01
Vendor Name	Invoice Number Check Number	Amount
Account Number	Detail Description	Amount
01 2220 610 001	Security Envelopes - Security Tinted-Red	37.61
01 2410 610 001	Manila File Folders - Letter Size	30.82
SCHOOL SPECIALTY	308103309547 26152	1,757.43
01 1100 610 004	Hanging File Folders - Legal Size	13.17
01 1100 610 004	Pocket Folders - Assorted Colors	31.57
01 1100 610 004	Twin Pocket Portfolios With Fasteners -	13.78
01 1100 610 004	Security Envelopes - Plain - No. 10	188.05
01 1100 610 004	Coin Envelopes	21.92
01 1100 610 004	Book Rings - Loose Leaf - 1" Diameter	2.89 15.90
01 1100 610 004 01 1100 610 004	Book Rings - Loose Leaf - 2" Diameter Book Rings - Loose Leaf - 3" Diameter	3.78
01 2620 610 004	Glass Cleaner - w/Ammonia - Aerosol	27.70
01 1100 610 004	Desk - Open Front - Fusion Maple - Hard	1,342.00
01 1100 610 004	Bulletin Board Storage Box	6.01
01 1100 610 004	Single Roll/Raffle Tickets	3.52
01 1100 610 004	Index Cards - 3" X 5" - Ruled - Blue	1.04
01 1100 610 004	Sheet Protectors - Top-Loading	24.00
01 1100 610 004	Mavalus Tape - White - 1" x 360" - 1" Co	48.30
01 1100 610 004	Mavalus Tape - Red - 1" x 360" - 1" Core	6.90
01 1100 610 004	Mavalus Tape - Yellow - 1" x 360" - 1" C	2.30
01 1100 610 004	Mavalus Tape - Blue - 1" x 360" - 1" Cor	2.30
01 1100 610 004	Mavalus Tape - Green - 1" x 360" - 1" Co	2.30
Total SCHOOL SPECIALTY		3,365.34
SCOTT ELECTRIC	1440694 26153	5.50
01 1100 610 004	Transparency Film - Specific Use - Copie	5.50
Total SCOTT ELECTRIC		5.50
SENTINEL TECHNOLOGIES	P644982 26154	7,011.12
01 2580 734 000	Meraki Acces Points and Switches	24,753.00
01 2580 734 000	Meraki 5 year subscription option	10,302.60
01 2580 734 000	eRate Category 2 WiFi updates, Funding Y	(28,044.48)
SENTINEL TECHNOLOGIES	P644983 26154	15,692.40
01 2580 734 000	Meraki 5 year subscription option	15,692.40
Total SENTINEL TECHNOLOGIES		22,703.52
Sonny's Super Foods	JULY2019 26155	19.09
01 2310 610 000	BGenenbach; tea DO board meeting snack	19.09
Total Sonny's Super Foods		19.09
Sparks, Steven	06182019 26156	125.00
01 2630 430 004	Tree stump grinding	125.00
Sparks, Steven	06262019 26156	300.00
01 2630 430 000	Tree stump grinding at DO	225.00
01 2630 430 002	Tree stump grinding at MS	75.00
Total Sparks, Steven		425.00
STAPLES ADVANTAGE	3414941007 26157	308.25
01 1100 610 004	File Folders - Poly - Letter Size - Top	9.99
01 1100 610 004	Pocket Folders - Green	3.70
01 1100 610 004	Facial Tissue	59.97

011	Board Report - Betair arte	r checks are printed	
07/14/2019 12:25 PM	Unposted; Batch Description Invoices to	Pay_July 2019; Fund	Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description	Hamboi	Amount
01 1100 610 004	Facial Tissue (Premium White	e)	35.99
01 6968 610 004	Hand Sanitizer - 2 Liter Bottle	,	141.00
01 1100 610 004	Composition Books		57.60
STAPLES ADVANTAGE	3414941008	26157	37.90
01 1190 610 005	Pocket Folders - Blue		3.70
01 1190 610 005	Pocket Folders - Green		3.70
01 1190 610 005	Pocket Folder - Red		3.70
01 1190 610 005	Plastic Cutlery - Teaspoons		26.80
STAPLES ADVANTAGE	3414941008-1	26157	57.30
01 1100 610 004	Pocket Folder - Red		3.70
01 1100 610 004 STAPLES ADVANTAGE	Plastic Cutlery - Teaspoons 3415880806	26157	53.60 43.40
01 1200 610 001	Pocket Calculator - 10 Digit S		43.40
STAPLES ADVANTAGE	3416458435	26157	733.69
01 2510 610 000	Compressed Gas - Ozone Sa		29.99
01 2510 610 000	Pocket Folder - Red		3.70
01 2620 610 000	Disinfecting Wipes		700.00
STAPLES ADVANTAGE	8054799600	26157	502.75
01 1100 610 002	Pocket Calculator - 8 Digit So	olar LCD -	75.60
01 1100 610 002 0007	Painter's Tape - 1" - Blue		28.98
01 2220 610 002	Wireless Presenter		36.15
01 2410 610 002	File Folders - Poly - Letter Siz	ze - Top	19.98
01 2410 610 002	Pocket Folder - Red		22.20
01 2410 610 002	Facial Tissue		319.84
Total STAPLES ADVANTAGE			1,683.29
STAPLES BUSINESS CREDIT	1624650056	87	231.86
01 1100 610 002	Hon Comforttask task swivel	chair-burgun	231.86
STAPLES BUSINESS CREDIT	1624650056-1	87	(16.15)
01 2510 610 000	Date/Message Stamp, black i	nk	(4.49)
01 2510 610 000	Swingline chrome stapler		(10.60)
01 2510 610 000	Discount		(1.06)
Total STAPLES BUSINESS CREDIT			215.71
STUDENT ASSURANCE SERVICES, I	NC. 2019-2020	26158	1,542.00
01 2610 520 000	Student Accident Ins 8.1.19 th	nru 8.1.20	1,542.00
Total STUDENT ASSURANCE SERV	VICES, INC.		1,542.00
SUPERIOR DISPLAY BOARDS	00169938	26159	197.00
01 1100 610 001	Dry Erase Periodic Table Pull	Down Chart	195.00
01 1100 610 001	Freight		2.00
Total SUPERIOR DISPLAY BOARDS	5		197.00
TEACHER DIRECT	INV/2019/16497/0 7	26160	314.04
01 1100 610 004	Black Fire Organizer		10.88
01 1100 610 004	Colorful Plastic Clipboard		19.40
01 1100 610 004	Stikki Dots		6.36
01 1100 610 004	Stikki Clips		7.56
01 1100 610 004	Contemporary Cursive North Pla	Star Desk	6.88
01 1100 610 004	Extra Large Clear Self Adhes	ive Nameplat	12.48
01 1100 610 004	Heavy Duty Anchor Chart Pa	•	13.88
01 1100 610 004	Flip Chart Markers 8pck		8.88

County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 25

011	Board Report - Betain after	checks are printed	•
07/14/2019 12:25 PM	Unposted; Batch Description Invoices to	Pay_July 2019; Fun	d Number 01
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 610 004	Solar System		11.88
01 1100 610 004	Place Value		11.48
01 1100 610 004	Interactive Notebook Math		9.48
01 1100 610 004	STEM Book		13.88
01 1100 610 004	Interactive Notebook Science		9.48
01 1100 610 004	Hyper Assortment Cardstock		8.38
01 1100 610 004	White Cardstock		8.38
01 1100 610 004	Timer		7.48
01 1100 610 004	Literature Organizer Documen	t Sorter- 24	87.88
01 1100 610 004	Black Work Office / Privacy Bo	ard 4 pack	59.40
Total TEACHER DIRECT			314.04
TEXTBOOK WAREHOUSE	SI0626826	26161	3,437.85
01 1100 640 004	RM Workbook A Kindergarten		367.50
01 1100 640 004	RM Workbook B Kindergarten		953.35
01 1100 640 004	RM Workbook C Kindergarten		1,039.50
01 1100 640 004	Rm Workbook A 1st Grade		399.50
01 1100 640 004	RM Workbook C 1st Grade		134.75
01 1100 640 004	RM Workbook B 3rd Grade		7.35
01 1100 640 004	RM workbook 4th Grade		36.90
01 1100 640 004	RM Workbook B 1st Grade		310.50
01 1100 640 004	Transitions Workbook		108.25
01 1100 640 004	Decoding Workbook		80.25
TEXTBOOK WAREHOUSE	SI0627917	26161	36.75
01 1100 640 004	RM Workbook B 3rd Grade		36.75
TEXTBOOK WAREHOUSE	SI0629343	26161	2,629.59
01 1100 640 004	RM Workbook A 3rd Grade		635.25
01 1100 640 004	RM workbook 4th Grade		1,622.16
01 1100 640 004	RM workbook 5th Grade		158.13
01 1100 640 004	Corrective Workbook		214.05
Total TEXTBOOK WAREHOUS	SE		6,104.19
TIME MANAGEMENT SYSTEMS	S, INC. 223485	26162	174.00
01 2510 643 000	AOD maintenance - June 2019		174.00
Total TIME MANAGEMENT SY	YSTEMS, INC.		174.00
TRI CITY TRIBUNE	063019	26163	277.72
01 2570 540 000	6/05: Help Wanted Ad		72.00
01 2310 540 000	6/13: Notice of meeing 6/17		11.31
01 2570 540 000	6/13: Help Wanted Ad		54.00
01 2310 540 000	6/27: Minutes of meeting 6/17		140.41
TRI CITY TRIBUNE	20190624	26163	31.50
01 2510 610 000	Tri-City Trib Subscription		31.50
Total TRI CITY TRIBUNE			309.22
TRICOR DIRECT INC	9339910058	26164	351.49
01 2610 610 004	TC Sign, 12x12: White reflective	·	267.95
01 2610 610 004	TC Sign, 12x12: White reflective	e, "Buses	53.59
01 2610 610 004	Shipping		29.95
Total TRICOR DIRECT INC			351.49
VEX ROBOTICS	383245	26165	505.84
01 1100 610 002 0007	Vex Controller		99.99

Checking Account ID

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142,116.53

Board Report - Detail after checks are printed 011 07/14/2019 12:25 PM Unposted; Batch Description Invoices to Pay\_July 2019; Fund Number 01 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount 01 1100 610 002 0007 Vex Joystick 149.99 01 1100 610 002 0007 2 Wire Extension Bundle 59.94 01 1100 610 002 0007 3 Wire Extension Bundle 59.96 39.98 01 1100 610 002 0007 Robot Battery 01 1100 610 002 0007 **Motor Controllers** 79.92 01 1100 610 002 0007 Shipping 16.06 Total VEX ROBOTICS 505.84 Waypoint Bank 737390 26166 17.50 01 2610 610 000 Reimburse Postage envelope for Keys 17.50 17.50 Total Waypoint Bank WEATHERPROOFING TECHNOLOGIES INC 95616153 26167 1,250.00 01 2620 430 001 Repairs to HS roof section #6 for leaks 1,250.00 WEATHERPROOFING TECHNOLOGIES INC 95616154 26167 1,250.00 01 2620 430 001 Repairs to EL roof section #2 for leaks 1,250.00 Total WEATHERPROOFING TECHNOLOGIES INC 2,500.00 WOODWORKER'S SUPPLY 9398616-2 26168 42.77 01 1100 610 001 0001 100 grit sanding belt 42.77 01 1100 610 001 0001 Portable Sander 0.00 WOODWORKER'S SUPPLY 9398616-5 26168 19.43 01 1100 610 001 0001 orbital sander pad 19.43 62.20 Total WOODWORKER'S SUPPLY YANDA'S MUSIC & PRO AUDIO 405747 26169 56.95 01 2620 610 001 Rackmount Kit for Storage 56.95 Total YANDA'S MUSIC & PRO AUDIO 56.95 **Fund Number** 142.116.53 County of Dawson Cozad City Schools District Board Report - Detail after checks are printed Page: 1

011	Bourd Report Bott	an unter encone are printed	
07/14/2019 12:26 PM L	Jnposted; Batch Description Invo	pices to Pay_July 2019; Fund	Number 06
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 6	Fund Number 06	NUTRITION FUND	
OPAA! FOOD MANAGEMENT OF NEBI	RASKA, LLC NE00021974	26364	12,237.60
06 3100 340 000	Student Lunches		0.00
06 3100 340 000	Student Breakfasts		0.00
06 3100 340 000	Headstart Breakfasts		0.00
06 3100 340 000	Snacks		0.00
06 3100 340 000	Ala Carte sales		0.00
06 3100 340 000	Adult Lunches		0.00
06 3100 340 000	Adult Breakfasts		0.00
06 3100 340 000	Commodity credit		0.00
06 3100 340 000	Summer Ala Carte sale	es (adult lunches)	515.36
06 3100 340 000	Summer Student Break	rfasts	3,650.64
06 3100 340 000	Summer Student Lunch	nes	8,455.62
06 3100 340 000	AZ staff meals paid by	Foundation	(384.02)
Total OPAA! FOOD MANAGEMENT C NEBRASKA, LLC	)F		12,237.60
Fund Number 06			12,237.60
Checking Account ID 6			12,237.60

# SCHOOL DISTRICT NO. 11 COZAD CITY SCHOOLS

### **Activities Account**

Beginning balance June 1, 2019

\$224,197.33

Income:

Receipts

9896.60

Interest

33.89

\$ 9,930.49

Disbursements:

\$ 16,906.79

Closing balance June 30, 2019

\$217,221.03

Homestead Bank #058

\$217,221.03

Respectfully submitted,

Susan Kloepping

District No. 11 Treasurer

County of Dawson Cozad City Schools District 011

### **Board Report - Detail after checks are printed**

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011	Board Report - Betain	arter checks are printed	
07/14/2019 01:07 PM	Posted - All; Check Date 06/15/20	•	
Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 5	Fund Number 05	ACTIVITY FUND	
ARAPAHOE HIGH SCHOOL	3578	40435	60.00
05 2190 610 001 0115	over payment to Camp		60.00
Total ARAPAHOE HIGH SCHOOL			60.00
BONSALL, BRADY	3589	40436	100.00
05 2190 610 001 0115	Working XC Camp		100.00
Total BONSALL, BRADY			100.00
CARDMEMBER SERVICES	April2019-1	40423	1,333.27
05 2190 610 001 0330	TCT Anderson's		859.87
05 2190 610 001 0330	STU Stumps		316.70
05 2190 610 001 0516	Papa Johns		99.43
05 2190 610 001 0516	Walmart Lincoln		43.37
05 2190 610 001 0516	Phillips 66 U Stop Lincoln	1	13.90
CARDMEMBER SERVICES	March2019-2	40423	62.30
05 2190 610 001 0516	H&J Grocery-Eustis		62.30
CARDMEMBER SERVICES	May2019-6	40423	6,015.85
05 2190 610 001 0149	Walmart Supercenter Lex	(Split)	13.43
05 2190 610 001 0148	Walmart Supercenter Lex	(Split)	13.43
05 2190 610 001 0148	Walmart Supercenter Lex	· · /	57.19
05 2190 610 001 0149	Walmart Supercenter Lex	(Split)	57.19
05 2190 610 001 0101	Sports Attack		3,298.90
05 2190 610 001 0417	Tractor Supply		31.98
05 2190 610 002 0702	Walmart.com		44.97
05 2190 610 001 0508	Travel Guard Group		132.40
05 2190 610 001 0508	United Irvine Flight		254.60 176.55
05 2190 610 001 0900 05 2190 610 001 0600	ConverseUS Casey's General Store		78.67
05 2190 610 001 0000	Walmart Lex		45.24
05 2190 610 001 0502	Little Caesars		48.00
05 2190 610 001 0502	WM Supercenter Lex		113.85
05 2190 610 001 0600	Caseys Gen Store Lex		142.42
05 2190 610 001 0502	Little Caesars		60.00
05 2190 610 001 0401	Eustis Pool Hall		128.35
05 2190 610 001 0600	Lex Runza		199.88
05 2190 610 001 0502	Amazon		284.82
05 2190 610 001 0507	Amazon.com		143.35
05 2190 610 001 0900	Fabletics		547.95
05 2190 610 001 0600	National Association		40.00
05 2190 610 001 0600	Amzn Mktp US		102.68
Total CARDMEMBER SERVICES			7,411.42
CITY OF COZAD	33	40424	1,126.85
05 2190 610 001 0142	Turface & Field Marker C	halk	1,126.85
Total CITY OF COZAD			1,126.85
FUNDRAISING UNIVERSITY	3576	40437	2,292.00
05 2190 610 001 0101	Cookie Dough Fundraiser	r for VB	2,292.00
Total FUNDRAISING UNIVERSITY			2,292.00
JENNY, BRAD	3590	40438	100.00
05 2190 610 001 0115	Fee for working Cozad's 2	XC Camp	100.00

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 07/14/2019 01:07 PM Posted - All; Check Date 06/15/2019 To 07/14/2019; Fund Number 05 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount Total JENNY, BRAD 100.00 JENSEN PUBLISHING 052319 40425 100.00 05 2190 610 001 0116 2019 Huskerland Prep Report 100.00 Total JENSEN PUBLISHING 100.00 Jody Laird 1534 40426 50.00 05 2190 610 001 0527 Embroider C 50.00 Total Jody Laird 50.00 KELLY'S HARDWARE 53363 40427 33.99 05 2190 610 001 0148 Measuring Tapes 17.00 05 2190 610 001 0149 Measuring Tapes 16.99 KELLY'S HARDWARE 55046 40427 16.96 05 2190 610 001 0100 Stadium flag hardware 16.96 Total KELLY'S HARDWARE 50.95 MAHONEY, RYAN 3594 40439 100.00 Fee for working XC Camp 05 2190 610 001 0115 100.00 100.00 Total MAHONEY, RYAN MEAD LUMBER CO 3230139 40428 57.48 White Marking Spray 05 2190 610 001 0148 28.74 05 2190 610 001 0149 White Marking Spray 28.74 Total MEAD LUMBER CO 57.48 NEBRASKA FCCLA PO3584 40433 761.00 05 2190 810 001 0508 8 NE sets sail special event 600.00 05 2190 810 001 0508 7 Members 154.00 05 2190 810 001 0508 Adults 7.00 NEBRASKA FCCLA 761.00 PAULSEN, INC. 140849 40434 149.25 05 2190 610 001 0107 149.25 sand & gravel east side of field 149.25 Total PAULSEN, INC. RICE, TODD 3595 40440 1,150.00 05 2190 610 001 0116 FB camp @ North Platte 1,100.00 05 2190 610 001 0116 7 on 7 contact camp 50.00 Total RICE, TODD 1,150.00 ROBERTSON, JENNIFER PO3582 40429 750.00 05 2190 610 001 0502 Reimbursement Casey's Fundraising 750.00 Cards 750.00 Total ROBERTSON, JENNIFER Sonny's Super Foods June2019-2 40430 385.11 05 2190 610 001 0329 Acct #2056 Pen Pal Picnic 95.31 05 2190 610 001 0502 Acct #2056 Track Concession 121.63 05 2190 610 001 0600 Acct #2056 Chamber Party 48.68 05 2190 610 001 0502 Acct #2056 Track Concession 47.12 05 2190 610 001 0502 Acct #2056 Concession Stand Supplies 4.88

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County of Dawson Cozad City Schools District Board Report - Detail after checks are printed 07/14/2019 01:07 PM Posted - All; Check Date 06/15/2019 To 07/14/2019; Fund Number 05 Vendor Name Invoice Number Check Amount Number Account Number **Detail Description** Amount 05 2190 610 001 0329 Acct #2056 Supplies for senior tea 05 2190 610 001 0148 Acct #2056 Invite Hospitality 05 2190 610 001 0149 Acct #2056 Invite Hospitality Sonny's Super Foods June2019-6 40430 68.62 05 2190 610 001 0329 54.69 Acct #2055 Supplies for Senior Tea Acct #2055 Safety Patrol Pizza Party 05 2190 610 004 0801 Sonny's Super Foods May2019-5 40430 10.08 Acct. #2056 Cheer Tryout Snacks 05 2190 610 001 0502 Total Sonny's Super Foods 463.81 UNIVERSAL CHEERLEADERS ASSOCIATION REG-0010486447 40431 2,649.00 05 2190 810 001 0502 Cheer Camp 2,649.00 UNIVERSAL CHEERLEADERS 2,649.00 Total **ASSOCIATION** UNIVERSITY OF NEBRASKA - LINCOLN 062419 40441 184.00 24.00 05 2190 810 001 0516 Agriscience 05 2190 810 001 0516 **Enviromental & Natural Resources** 

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Meals Evaluation & Tech

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# Cozad Early Education Center

Pre-Kindergarten Handbook The policies and procedure contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it. The ultimate purpose of education is to help students become an effective citizen in their community.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and rule revisions at any time to assure the well being of all students.

The Family Education Rights and Privacy Act allow parents to examine all gathered student records upon request.

### **Table of Contents**

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# 2019-2020 CEEC Staff

James Ford Special Education Director/Building Administrator

Kylee Malcom Special Education Teacher

Jacque Yocom Pre-Kindergarten Teacher

Kylee Kuecker Early Childhood Coordinator/Pre-Kindergarten Teacher

Tricia Regelin Pre-Kindergarten Teacher

Peg Butler School Nurse

Bethany Hyatt School Psychologist

Kiley Wrage Speech Pathologist

Stephanie Flint Guidance Counselor

Jessica Botts Physical Therapist

Danette Anderson Occupational Therapist

Kendra Menagh Para-professional

Brianda Prado Para-professional

Megan Wetovick Para-professional

Alyssa Leahy Para-professional

Brenna Richie Secretary

David Mead Custodian

# Calendar/Attendance

The pre-kindergarten program will be in operation during all regular school hours with the exception of some Fridays, which staff will need to be afforded some extra time to complete and meet requirements of the rules and regulations for early childhood programs set out from the Nebraska Department of Education. These days will be listed in the calendar given to families. Parent notes will be used to inform you of any other schedule changes. In the event of early dismissals or cancellations the pre-kindergarten will also dismiss unless otherwise indicated. Please listen to KRVN, watch NTV News, look at the school webpage http://cozadschools.net, or look at the Cozad Community Schools Facebook and Twitter pages for school cancellations. Please refer to the school calendar for information about scheduled school dismissals.

### **Hours of Operation**

7:45\* – 8:00 Breakfast 8:00 – 8:10 Arrival 11:30 – 12:00 Lunch 3:10 Dismissal

\*\*Doors do not open until 7:40 a.m. Staff will not be on duty until breakfast begins at 7:45.\*\*

### **Attendance**

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office by calling 784-3381.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal.

# Family Involvement

We believe that continuity between the home and the early childhood environment is essential for your child's optimal development

Frequently written and verbal communication between the staff and families allows parents and staff to form strong partnerships. Please read newsletters and calendars to stay informed about what is happening at school. We encourage families to participate in monthly events designed to include you in your child's education. We try and schedule these at different times to accommodate the various work schedules of our families.

Home visits will be scheduled twice a year to help us get to know your child and family. Home visits are a great opportunity to discuss your child's strengths and learn the family's individual needs, concerns, and interests.

Parent-Teacher conferences are also scheduled twice a year. This is an opportunity for you to learn more about what your child is learning at school.

Parents are encouraged to participate in the early childhood program. You are welcome to visit school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. You may also wish to occasionally join your child for lunch. If you plan to visit school, please contact your child's teacher.

The CEEC program is guided by the Early Childhood Advisory Board; if you wish to participate on this board please let your child's teacher know so that you can receive additional information.

CEEC website <a href="http://cozadceec.weebly.com/">http://cozadceec.weebly.com/</a> is where you can view photos of your child throughout the year interacting in class.

# **Preschool Tuition**

For the 2019-2020 school year there will be a tuition on a sliding scale. Full price will be \$250 per month. If you qualify for reduced meals, the price will be \$125 per month and if you have free meal status, there will be no fee charged. If your child currently receives special education services, you will not be charged. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year and may be filled out at anytime during the school year to update meal status. Failure to pay tuition may result in removal from the program unless alternative arrangements have been made with the district.

We ask that payment is made by check, money order or cash by the 1st of each month.

# **Procedures**

### **Drop-Off and Pick-Up Procedures**

### **Parking**

Parking around the Cozad Early Education Center is limited. There is a small parking lot just East of the school off of the alley and additional parking spaces on the street at the West end of the building. Please park in designated areas and avoid parking in areas reserved for the handicapped, school bus loading and emergency vehicles. The blue curb area directly in front of the school is only for parents dropping off children with a physical handicap, which prohibits them from walking easily. The red area directly in front of the building is for bus loading and emergency vehicles. Parking in these areas could result in law enforcement fines.

### Sign-In

Upon arrival, students must be signed in. Any notes for the day can be made in the sign-in book or given to the teacher. The staff will sign in students arriving on the bus. We understand that this is a new experience

for many children and they may be reluctant to have their parent leave. However, we have found that when parents give their child a reassuring hug and leave promptly, it can be less traumatic for the child.

### Sign-Out

At the time of dismissal, parents must sign children out. The staff will sign out students leaving on the bus. This helps us assure safety. If someone other than the parent will be picking up the child, the staff must have authorization to release the child to that person. If a child is not picked up at the dismissal time, the staff will make every effort to contact the parent. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate the parents, guardians, or emergency contacts.

# Lunchroom

### BREAKFAST/LUNCH/FOOD ISSUES NATIONAL SCHOOL MEALS PROGRAM

Cozad Community Schools has an agreement to participate in the National School Meal Program and accepts responsibility for providing free and reduced price meals to eligible children in the district under its jurisdiction. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

Food services are provided to meet the nutritional needs of all children; therefore, a child who uses these services is encouraged to eat the entire meal. For those who bring a sack lunch from home, water will be available or milk may be purchased for \$.40. Parents of a student with a negative balance will be contacted to bring a deposit for their meal.

Breakfast is provided every morning from 7:45 until 8:00. Staff are on duty in the cafeteria during the breakfast and lunch periods. Students are expected to be self-disciplined and each person is responsible for his/her own behavior. Those not exhibiting such behavior may be excluded from the cafeteria.

Students may have guests for lunch if they call school no later than 8:30 a.m. and bring the exact amount of money needed to eat.

### **COMPUTERIZED MEAL PROGRAM**

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.55 breakfast; \$2.90 lunch. Adult meal prices are \$2.35 breakfast; \$3.75 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if student qualifies. Milk may be purchased individually for \$.40. Families will be notified by email or text when the account reaches a low balance, or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at www.cozadschools.net District>Board Policies

### **Lunch Time Guidelines:**

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at www.cozadschools.net District>Board Policies

### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

# Other CEEC Information:

### Birthdays and Holidays

Healthy treats for birthdays can be brought to school with prior approval from pre-kindergarten staff. Birthday invitations may not be distributed at school unless ALL children in the class receive one. Please inform the staff if you will be bringing special treats on holidays or other special days.

### Clothing and Supplies

Students are expected to be clean in dress and appearance. Dress should be suitable for classroom, school activities and weather. Students will not be permitted to wear clothing that is inappropriate for school (midriffs, spaghetti straps, sagging pants, unacceptable jeans, shorts or cut-offs). All children will need a complete change of clothing including underwear, socks, shirt, and pants to be stored in their locker. Extra clothes are needed even after they conquer potty training, as you never know when spills or accidents will occur.

We plan to go outside as much as possible during the school year. Please send appropriate clothing for your child to play outside.

### Lost and Found

Lost articles are kept near the office. If you think your child has lost an article at school, please contact your child's teacher or look in the lost and found tub. Please do not bring valuables (money, jewelry, toys) to school.

### Birth Certificate

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065 or www.dhhs.ne.gov. There is a fee per certificate. **Please note:** the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of birth on it and is signed by the director of vital statistics. If a

certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Change of Address/Enrollment Policy

The school should be notified of any change of address or phone number. Emergency situations do arise and this information is vital to the school. Also please notify us in writing of any change or plans for moving so there is sufficient time for accumulating student records. Parental permission is needed before student records can be sent. The CEEC Pre-Kindergarten Program is exclusively for those students residing in the Cozad Community Schools District. However, students who have been in the program for at least the first quarter, and whose family plans to option them into the district as a kindergartener, will be allowed to complete the year in the pre-kindergarten program.

### **Behavior Support Plan**

We believe that children are learning at all times and their behavior needs to be directed in a positive way. Our school district has implemented The Teaching Pyramid: A Model for Supporting Social Competence and Preventing Challenging Behavior in Young Children. We rely on well-planned classroom routines, engaging curriculum and experienced staff to help children make good choices and interact appropriately with their peers. We provide a quiet place within the classroom for children who need help with their behavior and also time to think about the choices they are making. Adults support learning appropriate behavior practices through social stories, visuals and positive relationships.

In the event that a child's behavior is noticeably disruptive to the class, harmful to self or to other children, the child may be temporarily removed from the class to work individually on developing appropriate classroom behavior. For any child who engages in repeated patterns of challenging behavior that clearly interfere with the child's social-emotional development, the staff will initiate the Prevent, Teach, Reinforce for Young

Children (PTR-YC) model. In this model all staff members involved with the child work with the parents to develop a plan for individualized positive behavior support.

Children are never subjected to physical or emotional harm. They are treated with respect and dignity. Our goal is to help each child develop the internal self-control and problem-solving skills to manage better as they grow and become adults.

### **Periodical Drills**

The Cozad Public School system is required to do periodic drills for Evacuations, Tornado, Lockdowns, Fire and Bus. Fire drills will happen monthly, while others are quarterly or seasonal. In the event of a real event the Superintendent would contact families through the school notification system with further information.

# **Health Services**

### Student Illness

Cozad Community Schools' goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include:

- Temperature of or greater than 100° F
- Vomiting or diarrhea
- Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted.

Please inform the school nurse of health related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:

- Temperature of 100°F or more in the past 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea in the past 24 hours
- The child is too ill to accomplish normal school activities

### Communicable Diseases

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law (updated July 2010). Entire list is available through the school nurse.

- Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication
- Pinkeye until eye is normal in appearance or with doctor's note
- Impetigo until treatment is begun
- Influenza for the duration of the illness

- MRSA exclusion unnecessary unless directed by physician, keep lesions covered at school.
- Ringworm if affected areas cannot be covered, exclude until treatment started
- Strep until fever free without the use of fever reducing medication and under treatment for 24 hours (includes strep throat, scarlatina and scarlet fever)

### Guidelines for Head lice

Parents of students with live head lice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment.

Avoid head to head contact, sharing of personal items and sleepovers. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone.

Contact the school nurse or refer to cozadschools.net for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

### **Emergency Health Situations**

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s). Examples could include:

Unconscious

Respiratory distress or not breathing

Severe bleeding

- Neck or spinal injury
- Seizure without history of seizures or prolonged seizure

### Health Services (cont.)

# Emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis)

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an EpiPen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Live Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact Peg Butler RN, our school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

### Health Services (cont.)

### **Immunizations**

Immunizations against the following diseases are required for every child:

- 4 doses of DTP, DTaP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 1 dose of MMR or MMRV vaccine given on or after 12 months of age
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella or MMRV vaccine given on or after 12 months of age or written documentation (including year) of chickenpox disease
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students must show proof of immunization upon enrollment in Cozad Community Schools. Any student who does not comply with the immunization requirements will not be permitted to attend school. Students with medical conditions or sincerely held religious beliefs which do not allow immunization may complete a waiver statement which is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

### **Medication Guidelines**

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, date, route of administration and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the exception of diabetic medications, epi-pens or asthma inhalers with the correct documentation completed by the health care provider, parent and student.

### Health Services (cont.)

### School Health Screening

Pre-Kindergarten through 4th grade, 7th grade and 10th grade students are screened for vision, hearing and dental defects, height & weight according to standards set forth by the State of Nebraska. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1st of that school year.

### **Physical Examination**

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office.

### **Vision Examination**

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. An optometrist, physician, and physician assistant or advanced practice registered nurse must sign a certificate or form stating results of the evaluation. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

# Assessment:

### Results Matter in Nebraska

The Cozad Early Education Center participates in the Nebraska Results Matter Program. Results Matter in Nebraska is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children birth to age five (B-5). Districts and ESUs are expected to serve children within inclusive classrooms that represent a full range of abilities and disabilities and the social, linguistic, and economic diversity of families within the community. Results Matter measures child progress and program quality to accomplish these purposes: improve experiences, learning, development, and lives of young children birth to age five and their families.

This is accomplished through the completion of the Teaching Strategies Gold Assessment throughout the school year. This assessment is based on observations of children within the classroom. The results of this assessment will be used to inform you of your child's progress in the preschool program. You will receive updates of your child's progress in November and May. The dates may not correspond with other report card dates.

### Child Assessment and Program Evaluation

The CEEC pre-kindergarten program is involved in on-going child assessment and program evaluation.

Child assessment is based on observations of children in the classroom and recorded on the Teaching Strategies GOLD website. Individual child results are shared with parents in November and May. Program results will be posted on the school website in May.

Program evaluation is based on the results of an outside observation utilizing the CLASS PreK Rating Scale or the ECERS-3. The results of this evaluation will also be available on the school website.

Parents will also be asked to complete a survey about the program at least once a year. These results will be reviewed by the advisory board and used for program improvement.

# Non-Discrimination in Education Programs and Activities

It is the policy of the Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title iX of the 1972 Educational Amendment, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of the district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries and questions may be direct to the High School Principal, 1710 Meridian, Phone: 308-784-2744.

### Multicultural

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- Affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- Valuing multiple cultural perspectives; and
- Providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within CEEC, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

# Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.



# Cozad Community Schools Activity Handbook 2019-2020

# **Superintendent:**

High School Principal: Bill Beckenhauer Middle School Principal: Brian Regelin Activities Director: Jeremy Yilk Activities Secretary: Roxanne Reyes

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# **ARTICLE 1:**

# **CCS Activities Mission and Vision**

## Section 1: OVERVIEW OF PROGRAMS

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

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

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

# **Section 2: MISSION STATEMENT**

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

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

# **Section 3: ACTIVITIES PROGRAM VALUES**

# **VALUE # 1: COMPETITORS**

Principal 1: Pursue Excellence
Outcome 1: Better Student-Athletes, Better People
Principal 2: Embrace High Expectations

Outcome 2: Level of Performance Rises in Practice & Competitions Principal 3: Set Challenging Goals and Visualize Success
Outcome 3: Clear Benchmarks for Team & Individual Performance

# **VALUE # 2: TOUGHNESS**

Principal 1: How You Do Anything is How You Do Everything
Outcome 1: Level of Performance Increases Due to Improved Daily Habits
Principal 2: No B-C-E (Blame-Complain-Excuse) Language
Outcome 2: Ownership of Performance and Of One's Life
Principal 3: Circumstance Free Effort and Attitude

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

#### **VALUE #3: LOVE**

Principal 1: Sweep the Sheds: Never Be too Big to Do The Little Things Right!
 Outcome 1: Servant Leadership Flows From the Top Down; Out-Do Others in Service
 Principal 2: C-P-S (Consistent, Positive, & Specific) Feedback Given to Student-Athletes
 Outcome 2: Train Student-Athletes Who Correct Negative Behaviors or Positive Performance
 Principal 3: Be a Good Ancestor; Plant Trees You Will Never See!
 Outcome 3: Step Into Lives of Student-Athlete & Invest Beyond the Field or Court for Eternity

# Section 4: ACTIVITIES PROGRAM GOALS

- 1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
- 2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.
- 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 comprised of 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: CCS STUDENT SPORTSMANSHIP AT ACTIVITIES

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.

The following is a summary of the Code of Sportsmanship which has been established by the Nebraska School Activities Association. Students will:

- 1. Respect, cooperate, and respond enthusiastically to cheerleaders.
- 2. Ensure fellow student's behaviors are appropriate.
- 3. Respect the property of the school and the authority of the school officials.
- **4.** Show respect for an injured player when he/she is removed from the contest.
- 5. Not applaud errors by opponents or penalties inflicted upon them.
- **6.** Not heckle, jeer, or distract members of the opposing team.
- 7. Never criticize the players or coaches for the loss of a game.
- **8.** Avoid vulgar language and obnoxious behavior.
- 9. Conduct her or himself in such a manner that attention is drawn not to the spectator section but to the participants playing the game.

Consequences for students choosing not to follow the sportsmanship guidelines may be but are not limited to the following:

- 1. Removal from the contest for one or more dates.
- 2. Detention and/or Saturday school.
- **3.** Suspension (in-school or out-of-school)

Consequences will be determined by the administrator in charge. A student may receive one or all three of the consequences stated above. In summary, students should regulate their actions at all times so that they will be a credit to the team they support, knowing the school gets praise or blame for student conduct since fans represent the school the same as does the athlete.

All student spectators should adhere to the following expectations:

- 1. NO standing or running onto the floor or field during the games.
- 2. NO offensive signs, banners, or noise makers are permitted.
- 3. NO smoking at any school activity at home or away.
- **4. NO** obscene or vulgar behavior will be permitted. Cheer loudly, but keep the cheers positive.

# **ARTICLE 2:**

# **CCS Activities Assignments**

# **Sections 1: SPORTS AND ACTIVITIES**

**FALL SPORTS** 

# **FOOTBALL**

Head Coach: Brian Cargill

Assistants - High School: Scott Adkisson, Eric Ide, Ron Bubak, Trey Botts, David Squires, Dreu Young (V)

Head Freshman: Trey Botts

8th Head / Assistant: Derek Hammerlun / Chris Tvrdy 7th Head / Assistant: Terry Warner / Zach Stauffer

# **VOLLEYBALL**

Head Coach: Neleigh Niles

Assistants - High School: Stephanie Rush / Hannah Gilg 8th Head / Assistant: Carly Rexing / Kylie Corkern 7th Head / Assistant: Teresa Savick / Ashley Simpson

## **SOFTBALL**

Head Coach: Ashley Ford

Assistants: Kent Bartlett, Kasey Danielson, Natalie Hausechild (V)

#### CROSS COUNTRY

Head Coach: Jacob Brummer

Assistants: Nick Auwerda, Barry Mraz, Alisa Favinger, Anne Burkholder (V)

#### **GIRLS GOLF**

Head Coach: Teresa Osborn

Assistants: Greg Cornelius, Art Becker

# **WINTER SPORTS**

## **GIRLS BASKETBALL**

Head Coach: Zach Stauffer

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

8th Head / Assistant: Taylor Jenner / Hannah Gilg 7th Head / Assistant: Brent Frauen / Ashley Simpson

# **BOYS BASKETBALL**

Head Coach: Drew Danielson

Assistants - High School: Tim Novacek, David Squires 8th Head / Assistant: Brent Frauen / Lucas Everett 7th Head / Assistant: Darrell Francescato/ Terry Warner

# WRESTLING

Head Coach: Derek Hammerlun

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

Jr. High Head Coach: Barry Mraz
Jr. High Assistant: Chris White

# **SPRING SPORTS**

# **BOYS GOLF**

*Head Coach:* Tim Davis *Assistant:* Tim Hansen (V)

# **GIRLS TRACK**

Head Coach: Trey Botts

Assistants - High School: Drew Danielson, Zach Stauffer, Brian Cargill

Jr. High Head Coach: Jim Terry

Jr. High Assistants: Alish Favinger, Laura Johnson, David Squires

#### **BOYS TRACK**

Head Coach: Jacob Brummer

Assistants - High School: Bill Pinkelman, Scott Adkisson, Ron Bubak

Jr. High Head Coach: Jim Terry

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

# **ACTIVITIES**

ACA-DECA/QUIZ BOWL NATIONAL HONOR SOCIETY VOCAL MUSIC

Nick Auwerda, Woody Blackmore, Woody Blackmore, Amanda Rossell Stacie Blackmore

ANNUAL ONE ACT WEIGHT TRAINING

Tuyet Sansone-Wilcox Kyle Vincent, Mercedez Guerra, Nick Coaches

Auwerda

<u>C-CLUB</u> <u>PEP CLUB</u> <u>CHEER TEAM</u>

Jeremy Yilk Karen Klein, Pam Laird

DANCE TEAM SCHOOL PLAY/MUSICAL INSTRUMENTAL MUSIC

Michelle Irvine Mark Messner, Stacie Blackmore, Mark Messner

Mercedez Guerra

<u>CONCESSIONS</u> <u>SKILLS USA</u> <u>SMASH</u>

Dawn Beans Kelli Teahon, Marcie Kostrunek

<u>SPEECH</u> <u>DIGITAL JOURNALISM</u> <u>STAND</u>

Gavin Skiles, Tuyet Sansone-Wilcox, Tuyet Sansone-Wilcox TBD, Nick Auwerda

Woody Blackmore

Jennifer Wall

FCCLA STUDENT COUNCIL TRI-M

Michelle Irvine Dawn Beans Stacie Blackmore

FFA SENIOR CLASS JUNIOR CLASS

McKenzie Koeing Jann Kloepping, Dawn Beans Melissa Hartman, Laura Johnson

SOPHOMORE CLASS FRESHMAN CLASS

Jacob Brummer, Derek Hammerlun 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.
- 3. Concerns about your child's behavior.

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

# ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- 1. Playing time.
- **2.** Team Strategy.
- 3. Play calling.
- **4.** Other student athletes.

#### **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 sport parent.

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

# **ARTICLE 4:**

# **CCS Activities Guidelines**

# **Section 1: ACADEMIC ELIGIBILITY**

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

- 1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
- 2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
- 3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.

4. Eligibility lists are created on Friday and apply to the following week's activities. Students will remain ineligible for the duration of that time.

#### **Section 2: SPORTS SEASONS**

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

## NSAA Dates for the 2019-2020 School Year are:

FALL	OPENING PRACTICE	CLOSE OF SEASON
Football	August 12, 2019	Football Playoffs
Girls Golf	August 12, 2019	State Meet
Softball	August 12, 2019	State Tournament
Cross Country	August 12, 2019	State Meet
Volleyball	August 12, 2019	State Tournament
WINTER	OPENING PRACTICE	CLOSE OF SEASON
WINTER Wrestling	OPENING PRACTICE  November 18, 2019	CLOSE OF SEASON State Meet
Wrestling	November 18, 2019	State Meet
Wrestling Basketball (B/G)	November 18, 2019 November 18, 2019	State Meet State Tournament

# **Section 3: PRE-PRACTICE REOUIREMENTS**

- A. All athletes must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):
  - 1. Parent release form which is on the back side of the school's physical form. Forms may be picked up at local doctor offices or from the high school and middle school offices. The following information is required to be signed off on the Parent Release Form:
    - **a.** Parental permission to participate in sports.
    - **b.** Athlete agreement to activity guidelines as described in Activities Handbook.
    - **c.** Parental agreement to activity guidelines as described in Activities Handbook.
    - **d.** Parental signature regarding athletic insurance and emergency information.
  - 2. Completed physical exam form.
  - 3. Completed NSAA form (HS Only)
  - 4. Concussion Test (If Applicable for Athlete)
  - **5.** Medical Release Form
  - **6.** Drug Testing Policy Consent
  - 7. \$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, Pep Club, C-Club, FCCLA, FBLA, Multicultural Club (HMLO), and Student Council must meet the following requirements:
- 1. Return to the high school or middle school office the parent release form to be obtained from their sponsor or their building principal, giving the following information:
- 2. 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:
  - 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 <u>any</u> 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. Exception: When the student is absent from school he/she does not need to notify the sponsor; however, most sponsors appreciate knowing the reason why the student is absent from school.

## 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 2019-2020 Moratorium is December 22 through December 26, 2019.

## **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. <u>School Representation</u>: 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 REOUIREMENTS**

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. Perfect practice attendance throughout the season with **NO** unexcused absences.
- 2. No behavior or discipline problems throughout the season.
- 3. Participation in at least a ½ of the varsity game quarters.
- 4. 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. 24-30 Summer lifting days
- **2.** 5 or more speed camps
- 3. Attend team camps/non contact and contact
- **4.** Plays in 12 or more varsity quarters
- 5. Freshman must complete the varsity season and earn 26 points to letter
- 6. All Seniors that meet the lifting requirements and 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 reason 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. Scoring five points in a dual or three points in a triangular.
- **2.** Scoring one point in an invitational (four or more teams).
- 3. Scoring in Southwest Conference, District, State meet.
- **4.** Participate in track three years.
- 5. In order to letter, you must complete the track season unless injured or ill.
- **6.** The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
- 7. 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 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 of 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 if 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.

# 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 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 competition outside the school in a sport he/she is not a participant for the 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 the high school. Likewise it is possible for fall sport participants in football, volleyball, golf, or cross country or softball to continue to play basketball after their high school season started. 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. <u>Off-Season (Summer Guidelines)</u>: 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 student 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. <u>Summertime School-Sponsored Camps/Clinics</u>: 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. <u>Summertime Conditioning Program</u>: 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 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. <u>Summertime Regulations for Athletes and Coaches:</u> 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. <u>Summertime Use of School Equipment</u>: 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 prescribe 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.** <u>Conditioning Program</u>: 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 Student 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 Student is ineligible if nineteen years of age before August 1 of current school year. (Student 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 current school year.)
- 5. 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- **6.** 2.5.1 Student 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 Student 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 transfer to the school in which he/she intends to enroll for the 2016-2017 school year prior to May 1, 2016; 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, 2016. 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, 2016, 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 exception 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, have been post-concussion tested, and are cleared to return to light aerobic exercise per the return to play protocol.

# **ARTICLE 7:**

# CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND 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 substance 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:

- 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.
- 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. <u>Category III Discipline covers (3.4.5) above:</u>

- 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 determine 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 miss five weeks of contests before being eligible to participate (may overlap into next sport). (If athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be second offense suspension.
- **3.** Third Offense: The student will be suspended from all school activities for the remainder of high school career. Student 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. <u>Category IV Discipline covers (6) above</u>:

# 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 incurring 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 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. Student may regain eligibility by successful completion of chemical abuse treatment but will remain on activities probation for the remainder of 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 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: HAZING

Cozad High School has adopted a firm stance against "Hazing" activities that may occur in order to be a member of a group. Hazing is defined as:

"Hazing is a process, based on a tradition that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, degrading, intimidating, and exhausting, all of which results in physical and/or emotional discomfort. Hazing is about group dynamics and proving one's worthiness to become a member of the specific group."

Students are highly encouraged to report such activities to the head coach/sponsor of their groups or organizations. Consequences will be determined by school administration based on the severity of the act.

# Article 8: CCS ACTIVITIES CONCUSSION INFORMATION

# Section 1: CONCUSSION INFORMATION and LINKS

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 trainer, 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 as resources those 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 <a href="https://www.cozadschools.org">www.cozadschools.org</a>

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

# 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
  - **i.** 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 chemicals 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 piates (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 wish 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 determine 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 miss five weeks of contests before being eligible to participate (may overlap into next sport). (If athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be second offense suspension.

# d. Third Positive Result

The student will be suspended from all school activities for the remainder of high school career. Student 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 Referral.

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in section 7b of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a *first offense only*, subsequent positives following a referral will continue to actions stated in 7c and 7d. A student may only self-refer 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 Nam	e (print)	
Home Phone	Work Phone	
AS A STUDENT:		
Conduct and Expectations, herein face if I do not honor my commitme understand that when I participate intesting, and if I refuse, I will not be	ation in athletics and parking on school grounds is a privilege after Code of Conduct. I have read the Code of Conduct and ent to the Code of Conduct. I understand and realize that the n any athletic program, and/ or receive a parking permit, I wil allowed to practice, participate or park. I have read the consequent within the Cozad Community Schools.	d thoroughly understand the consequences that I will be is risk of injury in participating in activities. I I be subjected to initial and random urine drug
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
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## 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**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 Elementary Student/Parent Handbook 2019-2020

#### INTRODUCTION

The policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in their community. Developing and accepting the responsibilities and obligations of good citizenship will help them participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our schools which will prepare you to live a better life and finally take your place in this complex society. Remember that success is directly proportional to your efforts.

The Family Educational Rights and Privacy Act allow parents to examine all gathered student records upon request.

#### School Mission Statement:

Welcome to Cozad Elementary School. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment. This handbook is to be used by students, parents and staff as a guideline to the rules, regulations, and general information about Cozad Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

#### **GOALS AND OBJECTIVES**

The goals and objectives of the Cozad Elementary.

- 1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
- 2. Exploration of new and better means of education;
- 3. Effectiveness in all phases of the curriculum;
- 4. Ways and means to encourage professionalism among its staff members;
- 5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
- 6. The means whereby the community can make use of its facilities;
- 7. A means to communicate with the public so as a better understanding of the schools and its needs exist;
- 8. A staff necessary to fulfill the above objectives.
- 9. Facilities necessary for the above objectives.

#### **MUTUAL RESPECT**

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

## NON DISCRIMINATION IN EDUCATION PROGAMS AND ACTIVITES

It is the policy of Cozad City Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to Bill Bechenhauer, H.S. Principal, 1710 Meridian, Phone: 308-784-2744.

# CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

- \*Personal electronic devices (cell phone, ipad, Mp3) are not to be used during school hours, or in the school building including lunch, recess and after school. Please wait until you have exited the school building before using any device.
- \*Devices brought to school are to be kept in the student's assigned locker.
- \*Loss, theft or damage to the device is the student's responsibility. Please consider this policy carefully, when allowing students to bring valuable items to school.
- \*Violation of device guidelines will result in confiscation. Return of the device to the student or parent will occur at the discretion of the building principal **TELEPHONE**

#### Arrangements for the day should be made by the student and parents before the child comes to school.

If for some reason a parent must talk to their child or child's teacher, please do so after school (3:20) or leave a message with the office. The call may be returned at a time when there is no conflict with lesson presentation. If the nature of the call is an emergency, please identify it as such and immediate action will be taken.

# **CHANGE OF ADDRESS**

The school should be notified of any change of address or home phone number. Emergency situations often arise and this information is vital to the school. Also, please notify us in writing of any change or plans for moving so there is sufficient time for accumulating student records. Parental permission is needed before student records can be transferred or requested by schools.

# **ATTENDANCE**

A student is considered tardy when they arrive in the classroom after 8:05. Regular school attendance is not only a NEBRASKA STATE LAW, but more significantly important to every child's education.

If a student is ill or going to be absent from school, we request that a parent or guardian notify the office. A child arriving at school after 10:00 AM or leaving before 2:00 PM will be counted ½ day absent. Absences due to medical reasons are excused if accompanied by a signed and dated note from the doctor. Medical and dental appointments should be made outside of school hours if at all possible.

# **EXCESSIVE ABSENCES:**

Attendance in school is vital to student learning, success and eventual graduation from high school. Attendance habits are set early for students, even prior to kindergarten.

Cozad Elementary will send written communication to parents/guardians when students are absent after 10 days, 15 days and 20 days. The school year calendar is set at 175 student days, students that reach the 15 days absence threshold have already missed approximately 8% of academic class time. At this time the school will

contact the family to schedule an attendance meeting. When students reach 20 absences, the school will provide this information to the county attorney which will include information regarding the willingness of families to meet with school personnel to solve attendance problems. The school will send a letter to parents/guardians prior to contacting the county attorney.

## **ATTENDACE MEETINGS:**

Meetings between parents/guardians and school personnel will address barriers to school attendance families are experiencing. These barriers will be identified and addressed with all participants providing input and solutions to the problem. A collaborative plan will be constructed that will help solve the attendance concern.

#### MAKE UP WORK

Parents wishing to get texts and assignments for a child who is ill should contact the school early in the day so the teacher has ample time to prepare the material. Make up work will be available after 2:00 PM. Upon returning to school makeup work needs to be started immediately, by attending study halls (lunch and recess). Work must be completed in 2 days. If the student is absent only part of a day homework should be completed and ready for the next school day, or as assigned by the teacher.

# **HOMEWORK**

Time will be given to students to complete assignments in school. Every child is different and therefore some may have homework, while others have none. Rest assured that any homework that your child has, is for their benefit. Parent assistance in checking assignment sheets is appreciated.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice a year (refer to the school calendar). Special conferences may be arranged by contacting your child's teacher. If you have concerns, please feel free to contact the teacher any time during the school year.

Accessing your student's POWERSCHOOL information (grades, attendance, etc...) may be arranged by contacting the District Office @ 784-2745.

#### REPORT CARDS

Report cards are sent home following the close of each nine-week period. The report card is designed to aid the parent in determining the progress of the child. This is a good time to sit down and talk with your child about expectations.

PROGRESS REPORTS for 3rd, 4th & 5th grades will be sent out according to the schedule in the school calendar.

A variety of grade cards are used at different levels of the elementary schools to report quarterly achievement.

The scales used on these report cards are:

1st, 2nd grade Art, Music, PE	3rd, 4th & 5th Grade
E 94.5 - 100	A+ 99 – 100
E- 92.5 - 94	A 95-98
G+ 90.5 - 92	A- 93 - 94
G 86.5 - 90	B+ 91 - 92
G- 84.5 - 86	В 87-90
S+ 82.5 - 84	B- 85 - 86
S 79.5 - 82	C+ 83 -84
S- 76.5 - 79	C 80-82
N 70 - 76	C- 77 -79
U 0-69	D+ 74 -76
	D 72-73
	D- 70-71
	F 69 and low

# **TIME SCHEDULE - ELEMENTARY SCHOOLS**

# E1 and E19 doors will open at 7:30

7:30 - 8:00 A.M	Breakfast
8:00 A M.	Arrival Time
8:00 A.M.	First Bell
8:05 A.M.	Tardy Bell
11:00 - 11:30	First Lunch Period
11:50 - 12:20	Second Lunch Period
12:25 - 15:55	Third Lunch Period
3:20 P.M.	Dismissal (All Grades)

#### **FIRE & TORNADO DRILLS**

Fire & tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

- 1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
  - Your teacher will also go over the procedure with you.
- 2. Walk! No talking. Move quickly and in an orderly manner to designated areas.
- 3. Always follow the instructions of your teacher, without question!

# **HEALTH SERVICES**

#### Student Illness

Cozad Community School's goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include:

- Temperature of or greater than 100° F
- · Vomiting or diarrhea
- Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical
  consultation is warranted.

Please inform the school nurse of health related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:

- Temperature of 100°F or more in the past 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea in the past 24 hours
- The child is too ill to accomplish normal school activities

#### Communicable Diseases

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law. (updated July 2010) Entire list is available through the school nurse.

Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication

Pinkeye until eye is normal in appearance or with doctor's note Impetigo until treatment is begun Influenza for the duration of the illness

MRSA exclusion unnecessary unless directed by physician, keep lesions covered at school.

Ringworm if affected areas cannot be covered, exclude until treatment started

Strep until fever free without the use of fever reducing medication and under treatment for 24 hours (includes strep throat,

scarlatina and scarlet fever.

# **Guidelines for Head lice**

Parents of students with live headlice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment.

Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone.

Contact the school nurse for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident. Emergency Health Situations

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s).

Examples could include:

-unconscious -respiratory distress or not breathing -severe bleeding

-neck or spinal injury
 -seizure without history of seizures or prolonged seizure
 Emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis)

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an EpiPen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. EpiPens and albuterol provided by the school in compliance with the Emergency Response to Live Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building.

If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact Peg Butler RN, our school nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

## <u>Immunizations</u>

Immunizations against the following diseases are required for every child:

3 doses of DTP, DTaP, DT or Td vaccine, one given on or after the  $4^{\text{th}}$  birthday

3 doses of Polio vaccine

2 doses of MMR vaccine given on or after 12 months of age and separated by one month

3 doses of Hepatitis B vaccine

2 doses of Varicella vaccine given on or after 12 months of age or written documentation (including year) of chickenpox disease

Every student entering 7<sup>th</sup> grade and beyond (8 – 12 grades) must have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine (Tdap) after the 10<sup>th</sup> birthday. Students must show proof of immunization upon enrollment in Cozad Community Schools. Any student who does not comply with the immunization requirements will not be permitted to attend school. Students with medical conditions or sincerely held religious beliefs which do not allow immunization may complete a waiver statement which is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

# **Medication Guidelines**

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, date, route of administration and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the exception of diabetic medications, epi-pens or asthma inhalers with the correct documentation completed by the health care provider, parent and student.

Students with insulin diabetes, asthma or severe allergies causing anaphylaxis may self- manage their health condition after developing a medical management plan in conjunction with the student's medical care provider and parent/guardian. (Asthma Allergy Action Plan or Diabetes Plan) The parent or guardian shall be aware that: 1 The district and its employees and agents are not liable for any injury or death arising from a student's self-management of his/her condition; and 2. Shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-management of his/her condition. 3. Any injury to others as a result of the student's self-medication shall be the parent's responsibility. The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological doses, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

#### School Health Screening

Pre School through 4<sup>th</sup> grade, 7<sup>th</sup> grade and 10<sup>th</sup> grade students are screened for vision, hearing and dental defects, height & weight according to standards set forth by the State of Nebraska. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1<sup>st</sup> of that school year.

#### **Physical Examination**

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office.

#### Vision Examination

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state, are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. A certificate or form stating results of the evaluation must be signed by an optometrist, physician, physician assistant or advanced practice registered nurse. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

#### **Birth Certificate**

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065 or <a href="www.dhhs.ne.gov">www.dhhs.ne.gov</a> There is a fee per certificate. Please note: the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

# ADMINSTRATIVE GUIDELINES FOR POLICY #5018 PARENT INVOLVEMENT

Cozad Elementary intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015. In general, the written district parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand. \*\*An interpreter will be provided to assist meaningful, understandable conversations during twice yearly parent-teacher conferences, as well as during other scheduled meetings throughout the school year.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities. \*\*During the annual AfterZone Family Night, parents are informed as to the role of our Title 1 program, primary instructor, as well as goals of implementation.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy. \*\*Parents are invited to help develop our policy, through their participation, suggestions, and concerns.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities. \*\*Parents will be strongly encouraged to communicate with their child(ren) teachers with any concerns or other information pertinent to helping them succeed.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. \*\*The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand. During parent-teacher conferences, information is given regarding academic progress as well as methods of assessment used to make educational decisions.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners. \*\*Support personnel are encouraged to communicate with parents of the students they are serving, as well as invited to attend any meetings with which parents will be present.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

# **GENERAL RULES AND REGULATIONS**

\*Students should not arrive on the school grounds before 8:00 A.M. (Exceptions are bus and breakfast students). The doors will be locked until we are ready to serve breakfast at 7:30 A.M. When students arrive at school they are to report to designated areas. Loitering in the hallway is prohibited. Breakfast is served from 7:30 A.M. until 8:00 A.M.

\*Your child is dismissed at 3:20. Please make arrangements to have them picked up at that time. An alternative plan needs to be developed if a responsible party can't be here to pick them up by 3:45. The school will make every effort to contact a ride for your child. If no one can be found by 3:45, Law Enforcement will be called to pick up your child.

\*It is Elementary policy to take students outside when the temperature is 20 degrees and above. This would include all recesses, and after school. Wind chill will be taken into consideration when making the daily decision.

\*No candy or gum is allowed in the classroom or on the playground. (Exception: birthdays and special occasions with the teacher's permission.)

\*Out of respect for other students, we discourage deliveries of flowers, balloons, candy bouquets etc. NO deliveries accepted on Valentine's Day, Feb 14th \*No hard balls, skateboards, roller skates or scooters on the playground.

\*Bikes may be ridden to school but must be walked on and off the playground for safety reasons.

\*At all times, students are expected to act appropriately and show respect to all school personnel and property.

\*Inappropriate language on the school campus is forbidden.

\*No swinging or throwing of backpacks.

\*Valuable items (trading cards, personal sporting equipment, toys etc...) need to be left at home. They are not allowed at school. The school will not be responsible for damage or theft of these items.

For the safety of the students and staff on the school grounds there will be:

\*No kicking of snow or throwing snowballs.

\*No throwing of rocks or similar objects.

Detention will be given as a consequence for breaking this rule. Continuous abuse of this rule is subject to in or out of school suspension.

#### **RULES FOR AFTER SCHOOL**

- Bus students must stand in the bus line, all others are to be against the building or in the designated areas.
- No running and/or chasing after school.
- No playing after school. Students are to go directly home or to a place specified by the parents, unless given teacher permission to re-enter the building. All students must leave the school grounds after school unless attending. AfterZone.
- Students will only cross the street at safety patrol locations.
- After the bus leaves, all remaining students will be brought inside to the hallway beside the office. Parents will have to come into the building to pick up their children.
- Law Enforcement will be called for children remaining at school after 3:45 P.M.

# PLAY GROUND RULES

- Any staff member or teacher on duty is in charge.
- Students must leave the playground after school and go home.
- During the day, students must ask permission to leave the playground for any reason.
- Candy and gum are not allowed unless given special permission from the teacher.
- Swings are to be used in an appropriate manner.
- Slides are to be used in an appropriate manner.
- No riding or using bikes, skates, scooters, etc. on the playground.
- No throwing rocks or sticks.
- Water repellent snow boots are required for snow play, snow pants at your discretion
- Jump ropes are to be used for jumping rope only.
- No jumping off any of the playground equipment.

# BREAKFAST/LUNCH FOOD ISSUES NATIONAL SCHOOL MEALS PROGRAM

Cozad Community Schools has an arrangement to participate in the National School Meal Program and accepts responsibility for providing free and reduced price meals to eligible children in the district under its jurisdiction. Free and reduced price meal applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

#### COMPURTERZIED MEAL PROGRAM

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.55 breakfast, \$2.90 lunch. Adult meal prices are \$2.35 breakfast, \$3.75 lunch. Reduced priced meals are \$.30 breakfast, \$.40 lunch, if a student qualifies. Milk may be purchased individually for \$.40. NO a la carte or extra item charges are allowed on an account with a zero or negative balance. Families will be notified by email or text when the account reaches a low balance, or may contact the District Office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal changes for additional information at <a href="https://www.cozadschools.net">www.cozadschools.net</a> District>Board Policies.

#### **Lunch Time Guidelines:**

The National School Meal Program Competitive Food Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Refer to Policy 5052 School Wellness Policy for additional information at <a href="https://www.cozadschools.net">www.cozadschools.net</a> District>Board Policies.

# LUNCHROOM RULES AS POSTED IN THE CAFETERIA:

Quiet voices, visit with your neighbors only.

Pick up fork, spoon, napkin, straw & milk while in serving line.

Good table manners ALWAYS!

If you drop something, pick it up.

Be patient and respectful to all staff and students at all times.

#### NON DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: ttp://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

#### **OPEN ENROLLMENT OPTION**

Cozad Community Schools consider option enrollments requests. A completed application shall be presented to the Superintendent of Schools.

# SCHOOL INSURANCE

The School District does not provide any type of health or accident insurance for injuries incurred by your child at school.

# LOST AND FOUND

Lost articles are kept in or near the office in each school building. If you think your child has lost an article at school, please contact your child's teacher or the secretary at the building concerned. Please clearly mark all of your child's personal items. Those who ride the bus may need to check with both schools.

#### LIBRARY

Students are scheduled to go to the school library on a weekly basis, but are allowed other visits as permitted by their teachers.

#### **BOOKS LOST OR DAMAGED**

Students that damage or deface textbooks and/or library books will be charged the replacement cost of the text.

#### STUDENT APPEARANCE

Students are expected to be clean in dress and appearance. All students should take pride in their personal grooming and refrain from dress or grooming that would set them apart from other students. Dress should be suitable for classroom, school activities and weather (coats, boots, gloves, hats). Students will not be permitted to wear clothing that shows an inappropriate amount of bare skin or underwear (Midriffs, spaghetti straps, sagging pants). Apparel with offensive writing or drawing will not be allowed. Authority to deal with improper dress will rest with the administration. (More information under ADDITIONAL STUDENT CONDUCT RULES)

#### STUDENTS AFTER SCHOOL

The school tries to dismiss students punctually, however, there are times when it is necessary to keep them after regular school hours for completion of daily work, for behavior, conferences or for other important matters. If a child is kept after school past 4:00, (s)he will be required to call home and notify parents of his/her whereabouts. Detention for reasons of discipline will be made up the day following the offense for which the detention was assigned. The school reserves the right to contact law enforcement when students are left at school after dismissal or when the school has been unable to locate parents or emergency contacts.

## **MULTICULTURAL**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to
- African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, and discrimination and stereotyping based on race;
- · valuing multiple cultural perspectives; and
- providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis. To promote and support multicultural education within Cozad Elementary/CEEC, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

#### **PHYSICAL EDUCATION**

Students are required to take part in all physical education activities unless the student has a physician's excuse or a note from the parent stating that religious beliefs make participation in certain activity impossible.

#### MUSIC

Students are required to participate in at least one vocal music program per year. An exception will be made for religious beliefs.

#### PETS

Animals and other pets are not permitted at school except for show and tell in the classroom. Safety precautions and allergies of some children make this rule necessary.

#### **LOCKERS**

Cozad Elementary School retains ownership of all student and school lockers. These lockers can be searched at any time when there is "reasonable suspicion" that the lockers might contain some form of contraband.

#### **WEATHER**

Generally, even in severe weather, Cozad Community Schools will try to remain open. In the event schools are to be closed notification will be provided by Channel 13, radio station KRVN, Bloomz, Apptegy phone messaging, and school district social media sites. The decision to keep the schools closed will be made as early as possible. If the students are to be dismissed early, notification will be given on the radio station.

It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not suspended.

It is Elementary policy to take students outside when the temperature is 20 degrees and above. This would include before school, all recesses, and after school. Wind chill will be taken into consideration when making the daily decision.

What Not To Do. Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media <u>VISITATION</u>

We encourage patrons to visit school at any time. Please contact your child's teacher prior to the visit. Do not bring other children with you during the visit. The first and last months of the school year are not good months to visit. Please adjust your schedule accordingly.

# **Visitation Guidelines:**

- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors including those whose visits are pre-arranged will be asked to sign a visitor's log and will be issued a visitor's badge. Visitors are required to
  wear the badge at all times while in the school building.
- All visitors are required to sign out in the visitor's log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrators and teachers, who will indicate the best time for such activities and required training.
- Parents/Guardians are welcome to visit their child's classroom to view a lesson. However in order to ensure that the educational process is not interrupted, the district requires that parents/guardians make arrangement at least 72 hours in advance by notice to the principal.
- Visitors should not interact with students or participate in the lesson unless invited to do so by the teacher.
- Do not attempt to engage the teacher in conversation during the lesson.
- Arrive and leave on time.
- The visitor may provide oral or written feedback to the teacher when convenient to all parties.
- Limitation of Visits:
  - Administrators are authorized to limit the visiting of school/classes when in their judgment the visit by an individual is disruptive/inappropriate to classroom learning.

#### SCHOOL PSYCHOLOGIST

Our school psychologist provides many services such as consultation with parents and teachers, formal and informal assessment, direct intervention with students and/or families and educational program to help parents, school personnel and others to be more effective in their roles.

# **TESTING**

Cozad Elementary students in grades 2, 3, 4, 5 will receive the MAPS (Measures of Academic Progress) test to evaluate basic academic skills. All students will be progress monitored during the school year to measure academic progress and guide classroom instructions.

#### INVITATIONS

If children choose to bring invitations to private parties to school, they must bring one for every child in their classroom, or not bring them to school at all. They are to be handed out after school, not during class.

## **ACTIVITY TICKETS**

A student activity ticket is available at the beginning of school. It entitles the buyer to free admission to all home athletic events at the Middle School and Senior High School. The ticket is not good for any of the tournaments that are held at the High School. The cost of the ticket is \$35.00. Please purchase your elementary student's ticket in the office at Cozad Elementary School

#### Members of the Board of Education:

Name	Contact Information
Ann Burkholder	784-2056
Joel Carlson	784-2589
Michelle Starman	784-3445
Judy Eggleston	308-529-2500
John Peden	784-2483
Kiley Goff	308-672-5148

## Section 1 Administrative Staff:

Name	Position
	Superintendent
Bill Beckenhauer , Brian Regelin, Jeremy Yilk	Secondary Principals
Dale Henderson	Elementary Principal
James Ford	SPED Director/Building Administrator

# **Guidelines Are Subject To Change**

Procedures and regulations set forth may be altered or revised as dictated by necessity.

# STUDENT CONDUCT AND DISCIPLINE POLICIES

The common goal of students, parents, faculty and administration of Cozad Elementary/CEEC is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Cozad Elementary/CEEC will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE COZAD ELEMENTARY RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

# DISCIPLINE

Each student will be handled in a fair and appropriate manner.

General Rules:

1st Offense ----- Verbal warning or loss of recess

2nd Offense----- Detention

3rd Offense------ In-school-suspension
4th Offense ------ Out-of-school suspension

All Cozad Elementary students are expected to comply with the various rules and regulations set forth in the school handbook as approved by the Cozad Board of Education. Students need to accept responsibility for their actions and the resulting consequences.

STUDENTS WILL:

- a. Follow school rules as stated in the student /parent handbook.
- $b.\ Follow\ classroom\ rules\ for\ appropriate\ behavior.$
- c. Comply with directives and instructions given by those in authority.
- SEQUENTIAL CONSEQUENCES FOR NOT FOLLOWING RULES:
- a. Loss of recess time (at the discretion of the staff member).
- b. Detention after school. The student will call the parent(s) to notify.
- c. In-school suspension (for I-3 days) either in another classroom or in the Principal's office. The student will be placed on a specific behavioral plan after conference with parents.
- d. Short term suspension from school and school functions for as many as five
   (5) days, depending on circumstances. The student and parents will meet with the principal and staff prior to reinstatement.
- e. Long term suspension from school and school functions for six (6) to

nineteen (19) school days. The student and parents will meet with the principal and staff prior to reinstatement.

## **COMPLAINT PROCEDURES:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff, school programs or activities are set forth below. Other procedures exist to address discrimination, harassment, and bullying of students.

#### Complaint procedure

- Step1. Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2. Appeal to the Principal if the matter is not resolved at Step 1.
- Step 3. Appeal to the Superintendent if the matter is still unresolved.
- Step 4. Appeal to the Board of Education if the matter is still unresolved. Written appeal should be made within five (5) days of the Superintendent's decision.

## **Conditions Applicable to All Levels of Complaint Procedure:**

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

#### PART I: FORMS OF SCHOOL DISCIPLINE

#### **Short-Term Suspension:**

Students may be excluded by the Principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- 1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
- Other violations of rules and standards of behavior adopted by the Cozad Elementary/CEEC Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

#### The following process will apply to short-term suspensions:

- 1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- 3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

#### Long-Term Suspension:

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

# Expulsion:

- Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
- 4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during

an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### Other Forms of Student Discipline:

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### STUDENT CONDUCT

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Cozad Elementary, all students are expected to refrain from the following conduct:

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:

The failure to refrain from the following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- 1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
- 6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- 7. Public indecency;
- 8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended:
- 9. Truancy or failure to attend assigned classes or assigned activities;
- 10. Tardiness to school, assigned classes or assigned activities;
- 11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- 12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process. (Further dress code information is provided in a later section).
- 13. Willfully violating the behavioral expectations for those students riding Cozad Elementary buses.
- 14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
- 16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
- 17.
- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
- 18. In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

#### Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic events.

#### Student Appearance Policy:

Students at Cozad Elementary are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

Clothing or jewelry that is gang related;

Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);

Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;

Clothing or jewelry that could be used as a weapon (chains, spiked apparel)

Clothing or jewelry that exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particular message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

# Harassment and Bullying Program—Levels:

It is the policy of Cozad Elementary that "bullying" type behavior is not permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 10 for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

- (i) Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.
- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) <u>Step Three</u>: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) <u>Step Four:</u> If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all student.

#### DRUG FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

## Drug and Alcohol Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers and or guidance staff. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

# Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian

concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- 1. Possession of any controlled substance, possession of which is prohibited by law.
- 2. Possession of any prescription drug in an unlawful fashion.
- 3. Possession of alcohol on school premises or as a part of any of the school's activities.
- 4. Use of any illicit drug.
- 5. Distribution of any illicit drug.
- 6. Use of any drug in an unlawful fashion.
- 7. Distribution of any drug or controlled substance when such distribution is unlawful.
- 8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

#### Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff:

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### **Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

#### **Disciplinary Sanctions:**

- 1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
- 2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
- 3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention:

The Cozad Community Schools District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

**Administration:** The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

# Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the ESSA Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and

activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

#### Harassment and Bullying Policy:

It is the policy of Cozad Community Schools that "bullying" type behavior is not to be permitted.

# Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Cozad Elementary free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

- 1. Level I: The guidelines for a Level I placement are listed below.
- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each morning.
- c. The student will eat on campus at an assigned table.

- d. The student will report to an assigned room at the end of the day, and remain until 3:30 pm. This will allow all other students to leave the school grounds in safety.
- 2. Level II: The guidelines for this level are listed below.
- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until 3:30 pm.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
- 3. Level III: This is a long term assignment. The guidelines are listed below.
- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

#### **BOARD POLICY 5135.9 Anti-Bullying**

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

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Section 79-2, 140, 79-2, 141(4)

#### BOARD POLICY 5145.7; 4113.1 Sexual Harrassment

Sexual harassment of any employee, certificated or non-certificated, or <u>student</u> by any individual under the jurisdiction of the Cozad Community Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth in Board Policy 4113.1.

#### **COMPLAINT AND GRIEVANCE PROCEDURES**

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 of Cozad Community Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Cozad Community Schools 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.

#### Procedure for accepting and filing complaints of discrimination in Nebraska school meal programs.

#### Right to file a Complaint:

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

#### Acceptance:

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Program at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

#### **Verbal Complaints:**

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

Name, address, phone number, or other means of contacting the complainant

The specific location and name of the entity delivering the program service or benefit.

The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.

The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability

The names, titles, and addresses of persons who may have knowledge of the discriminatory action(s).

The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

# **GUIDANCE SERVICES**

The Cozad Community Schools employ guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

#### SMOKE-FREE ENVIRONMENT

Cozad Community Schools declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

#### VIDEO SURVEILLANCE

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

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

#### **BICYCLES**

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

#### **RULES FOR STUDENT RIDERS**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school house, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- 1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
- 2. No pupil shall stand or move from place to place during the trip.
- 3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated. Smoking is not permitted.
- 4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
- 5. No window or doors will be opened or closed except by permission of the bus driver.
- 6. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the bus driver.
- 7. The child should be waiting at his boarding station when the bus arrives.
- 8. There will be NO exchanging of trading cards etc... on the bus at anytime.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. Those students guilty of flagrant, repeated, or gross disobedience of misconduct on the bus are subject to suspension within the guidelines of the district's student suspension policy. Buses run on authorized routes only and may not depart from this route.

We will provide buses to activities that are school sponsored. There shall be at least 2 sponsors on each large bus trip. It will be their duty to control the students and maintain discipline.

#### A copy of all the following articles may be found in the Elementary office:

Managing Student Conduct
Network, e-mail, Internet, Other Computer Use Rules
Section 1 Notice of Non-discrimination
Use of Building and Grounds
Homeless Student Policy
Notification of Rights under FERPA
Recruiting Information
Notice Concerning Staff Qualifications
Privacy Protection Policy
Parental Involvement Policies
Anti-discrimination & Harassment Policy
Copyright and Fair Use Policy

Special Education Identification & Placement Due Process Procedure Article 10 – State and Federal Programs Parents Rights Afforded by Section 504 Title 1 School Wide Policy

# RECEIPT OF 2019-2020 PARENT-STUDENT HANDBOOK OF COZAD ELEMENTARY

This signed receipt acknowledges acceptance of the 2019-2020 Parent-Student Handbook of Cozad Elementary. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as the student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

I/we understand the school carries NO insurance of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally. (please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation) H.S. page 73, Middle School page 37, Elementary page 10.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING COZAD ELEMENTARY/CEEC HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date:	Date:	_
Student's Signature	Parent or Legal Guardian's Signa	 ture
Return to: Cozad Elementary		

420 East 14th

# COZAD MIDDLE/HIGH SCHOOL 2019-2020 PARENT/STUDENT HANDBOOK

Students, their families and potential employees of Cozad School District are hereby notified that the Cozad High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Cozad High School compliance with Title II, Title VI, Title IX and/or Section 504 may contact: Joel Applegate, Superintendent

Cozad High School 1710 Meridian Avenue Cozad, NE 69130 Telephone: 308-784-2744

Fax: 308-217-4505

Cozad Middle School 1810 Meridian Avenue Cozad, NE 69130 Telephone: 308-784-2746

Fax: 308-217-4506

# COZAD COMMUNITY SCHOOLS WEBSITE www.cozadschools.net

High School Principal: Bill Beckenhauer
Middle School Principal: Brian Regelin
Activities Director/Assistant Principal: Jeremy Yilk
Special Education Director: James Ford
High School Guidance Counselor/Program Director: Tamela Smith

Middle School Guidance Counselor: Bill Shaffer

# 2019-2020

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# Cozad Community Schools Parent/Student Handbook 2019-2020

#### Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Cozad Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Section 2 Members of the Board of Education

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

# Section 3 Administrative Staff

Name	Position
Bill Beckenhauer	High School Principal
Brian Regelin	Middle School Principal
Jeremy Yilk	Activities Director/Assistant Principal
James Ford	Special Education Director

# Section 4 Teaching Staff ~ Middle School

Name	Department
Stacie Blackmore	Vocal Music
Kylie Corkern	Art
Drew Danielson	Physical Education
Alisa Favinger	Math
Ashley Ford	Science

Brent Frauen	Social Studies
Natalie Hauschild	Science
Stacy Hickenbottom	Special Education
Kaleen Hodge	Special Ed/TLC
Marcie Kostrunek	Spanish/ESL
Marcy Lucas	Life Skills
Patty Margritz	English
Mark Messner	Band/Instrumental Music
Barry Mraz	Social Studies
Carly Rexing	Math
Arika Russell	Special Education
Heather Schultz	English
Kelli Teahon	Computers
Jennifer Walls	Library/Reading

# Support Staff ~ Middle School

Name	Building	Position
Tasia Aden	All Schools	ELL Para-Professional
Amy Buss	Middle School	Para-Professional
Peg Butler/Bev Krushenisky	All Schools	School Nurse
Marge Finnell	Middle School	Para-Professional
Bethany Hyatt	All Schools	School Psychologist
Christie Irish	All Schools	LAN Technology Support
Deb Klein	Middle School	Para-Professional
Teresa Osborn	All Schools	Media Specialist/Curriculum & Data Coordinator
Bill Shaffer	Middle School	Guidance Counselor
Lisa Smith	Middle School	Middle School Secretary
Jennifer Walls	Middle School	Library Aide
Jenny Wichelt	Middle School	Para-Professional
Patty Wolfe	All Schools	Technology Director
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU

# Section 5 Teaching Staff ~ High School

Name	Department
Nick Auwerda	Science/Physics
Dawn Beans	Business/Accounting/Vision Specialist
Stacie Blackmore	Vocal Music
Woody Blackmore	English
Trey Botts	Art
Jacob Brummer	Science/Chemistry
Ron Bubak	Math
Brian Cargill	Physical Education/Weight Training
Derek Hammerlun	Social Studies
Melissa Hartman	Spanish
Michelle Irvine	Family Consumer Sciences
Laura Johnson	Science/Biology
Karen Klein	Special Education
Jann Kloepping	English
McKenzie Koenig	Agricultural Education/FFA
Mark Messner	Band/Instrumental Music
Craig McCurry	Special Education
Bill Pinkelman	Trades & Technical Education (Woods)
Amanda Rossell	Social Studies
David Squires	Health
Chris Tvrdy	Math
Kyle Vincent	Social Studies
Tuyet Sansone	English/Journalism
Ben Vetrovsky	Information Technology/Business

# Support Staff ~ High School

Name	Building	Position
Tasia Aden	All Schools	ELL Para-Professional
Peg Butler/Bev Krushenisky	All Schools	Nurse
Lori Fletcher	High School	Para-Professional
Bethany Hyatt	All Schools	School Psychologist
Christie Irish	All Schools	LAN Technology Support
Teresa Osborn	High School	Media Specialist/Curriculum & Assessment Coordinator
Roxanne Reyes	High School	Activities Director Secretary
Tamela Smith	High School	Guidance Counselor/Program Director
Kristy Strohmyer	High School	High School Secretary
Patty Wolfe	All Schools	Technology Director
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU
Cheri Ziebel	High School	Para-Professional

# Section 6 ~ Student Council Members and Class Officers

Student Body President: Austin Werner

**Seniors** 

President: Megan Burkholder

Class Reps: Abigail Nelsen, Ayden Ourada, Morgan Schroeder, Annika Svajgr

Sponsors: Jann Kloepping & Dawn Beans

**Juniors** 

**President:** Tayler Chytka

Class Reps: Emma Coen, Jacob Engel, Landry Geiger, Joey Orellana, Gracie Schneider

Sponsors: Melissa Hartman & Laura Johnson

**Sophomores** 

**President:** Shaundra Wiederholt

Class Reps: Kevin Cruz, Brady Davis, Alyssa Kolbo, Alexa Nelsen, Brayden Wilkinson

Sponsors: Jacob Brummer & Derek Hammerlun

**Freshman** 

President: Kelsey Shotkoski

Class Reps: Mallory Applegate, Karyn Burkholder, Megan Dyer, Elle Pollat Alex Svajgr

Sponsors: Karen Klein & Nick Auwerda

#### Article 1 - Mission and Goals

#### Section 1 School Mission Statement

Cozad Creates Success

#### Section 2 Essential Learnings

The graduate of Cozad Community Schools will be able to perform and demonstrate:

- 1. Proficient levels of knowledge and skills of math, science, social science, language arts, study and learning skills, technology, and the arts sufficient to enter the world of work and/or to continue formal education.
- 2. Proficiency in expressive and receptive language in both oral and written communication.
- 3. An awareness of civic privileges and personal responsibilities.
- 4. The ability to use creative, higher-level thinking skills individually and cooperatively to solve problems in everyday personal and work life.
- 5. An awareness of skills necessary for emotional and physical wellness sufficient to live a quality and productive life.
- 6. The ability to adapt to a rapidly changing and complex world.
- 7. A respect for the dignity and worth of all people and strive to maintain equity and unity in a diverse society.

Section 3 Mutual Respect The Cozad Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

Section 4 Multicultural Policy Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;

- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and providing all students with opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

**Section 5 Nondiscrimination Statement** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 750-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

**Section 6 Complaint Procedures** The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

#### 1. Complaint Procedure:

- Step 1 Have a scheduled conference with the staff person involved in the complaint matter.
- Step 2 Appeal to the principal if the matter is not resolved at Step 1.
- Step 3 Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Step 4 Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

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

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

#### Article 2 – School Day

Section 1 DAILY SCHEI	DULE	Section 2 SHORT SCHE	DULE	Section 3 LATE START	
Office Opens	7:45	Period 1	8:10-8:48	Period 1	10:00-10:39
Library Opens	7:45	Period 2	8:51-9:29	Period 2	10:42-11:21
Teachers available	: 7:45	Period 3	9:32-10:10	Period 5A	11:24-12:03
Period 1	8:10-8:58	Period 4	10:13-11:50	1st Lunch	11:21-11:51
Period 2	9:01-9:49	Period 5A	10:53-11:30	Period 5B	11:54-12:33
Period 3	9:52-10:40	1st Lunch	10:50-11:20	2nd Lunch	12:03-12:33
Period 4	10:43-11:31	Period 5B	11:23-12:00	Period 3	12:36-1:15
Period 5A	11:34-12:22	2nd Lunch	11:30-12:00	Period 4	1:18-1:57
1st Lunch	11:31-12:01	Period 6	12:03-12:40	Period 6	2:00-2:39
Period 5B	12:04-12:52	Period 7	12:43-1:20	Period 7	2:43-3:25
2nd Lunch	12:22-12:52	Period 8	1:23-2:00		
Period 6	12:55-1:43				
Period 7	1:46-2:34				
Period 8	2:37-3:25				

#### Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Notification will be posted on Cozad Community Schools website: www.cozadschools.net and also on the Apptegy App.

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

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances.

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather 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.

What Not To Do: Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Every effort will be made to provide accurate and timely information through the media.

**Emergency Conditions:** 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.

#### Section 5 Closed Campus (Board Policy 5032)

MIDDLE SCHOOL: All students are required to remain on campus during the school day. Parents are welcome to have lunch with their student at school, but the student is not to leave the middle school grounds. The only exception to this is if the parents come to the middle school office on the day that they would like to take their child out to lunch and sign a release form for that day. In this release form the parent is agreeing that they would have their child back in school by the end of the lunch period.

HIGH SCHOOL: Driving is prohibited during the school day. High school students are required to park on the student parking lot located on the east side of the building, and the car is to remain there until the end of the school day. The school is a closed campus. If you go home for lunch, only your parent(s) may pick you up, but you are not to drive or walk off of campus. You are not to be in a vehicle with anyone with the exception of your parent(s). You must obtain permission from the office to go to your car or to be on the parking lot at any other time. Students who request to drive during the school day must have permission from their parents. Students who are required to drive for work study/aids purposes are to have written permission to do so from their parents/guardians.

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

### Section 1 Entering and Leaving the Building

**Beginning of School:** The first bell will ring at 8:05 a.m. allowing students to proceed to their lockers and classrooms. **During the School Day:** Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

**End of School:** Our regular school day ends at 3:25 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities may begin immediately following the school day. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

#### Section 2 Visitors

All visitors must report to the office, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Student visitors may not attend class, but are welcome to visit at lunch with permission from building administrator.

#### Section 3 Use of Tobacco Products (Board Policy 3016)

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

#### Section 4 Care of School Property

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

#### Fines are determined on books according to the following criteria

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

3. Students are responsible for the proper care and use of school technology and devices, including but not limited to: Computers, Chromebooks, iPads, cameras, and accessories. The 2018-2019 Responsible Use Agreement (RUA) can be found on the school website under the Student Menu, iPad Central, High School. School issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

#### Section 5 Lockers

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

#### Section 6 Searches of Lockers and Other Types of Searches

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

- a. Police Questioning and Apprehension Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.
- b. Sniffer (Drug) Dogs (Board Policy 3045) The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following: Lockers may be sniffed by sniffer dogs at any time. Vehicles parked on school property may be sniffed by sniffer dogs at any time. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

<u>Right to Search:</u> Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search private-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

Administrators and authorized school employees may confiscate and examine any student personal electronic devices on school grounds if there is reasonable suspicion of disruption in the educational process. As a student, by signing this document, you agree to unlock or provide access to personal devices in your possession while on school grounds upon request from an authorized school administrator or employee if reasonable suspicion of disruption of the educational process exists.

# The following rules shall apply to searches of students and of a student's personal property, including electronic communication devices, and to the seizure of items in a student's possession or control:

- 1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation, including but not limited to threats, harassment, bullying, or the transmission of pornography. The search must be conducted in a reasonable manner under the circumstances.
- 2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- 3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

#### Section 7 Video Surveillance

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video

surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

#### Section 8 Use of Telephone

There is a courtesy phone available for student use.

#### Section 9 Bicycles

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

#### Section 10 Student Valuables

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

#### Section 11 Lost and Found

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

#### Section 12 Accidents

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

#### Section 13 Laboratory Safety Glasses

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

# Section 14 Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## Section 15 Bulletins and Announcements

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

#### Section 16 Copyright and Fair Use Policy Board Policy 3020, 4020

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 Activity/Participation Fee

All students participating in one or more activities or sports must pay an **Activity Fee**. The fee is \$35 and should be paid on the first day of school. This fee entitles the student to receive their activity ticket for entrance to all home athletic events, except tournaments, and playoffs. If you should happen to lose your activity ticket, there is a two week waiting period from the time it is reported to the office before you may buy a duplicate. There is a \$5.00 replacement charge for all duplicate activity tickets.

#### Section 18 Activity Ticket

Any student **not** participating in an activity or sport can purchase an **Activity Ticket**. The ticket is \$35 and will entitle the student entrance to all home athletic events, except tournaments, and playoffs. If you should happen to lose your activity ticket, there is a two week waiting period from the time it is reported to the office before you may buy a duplicate. There is a \$5.00 replacement charge for all duplicate activity tickets.

#### Section 19 Dances

All dances must be approved by the Activities Director, and/or the Principal. When an organization wants to have a dance, the sponsor should see the Activities Director or Principal two weeks in advance of the date they desire the dance. General dance rules:

- 1. Students must check in when they come to the dance, and if they leave they must check out. After checking out of the dance, they are not to be admitted again.
- 2. Any student attending any school dance that has been or appears to be using alcohol or other illegal substances will be detained. Appropriate law enforcement officers will be called. Parents/Guardians will also be called to take the student home.
- 3. Students are to remain fully attired throughout the dance (i.e. shirts always on).

#### HIGHSCHOOL ADDITIONS

- 4. Dances should be planned to include the entire student body except the Junior Senior Prom. (Dates of Juniors and Seniors are not to be more than 20 years of age, nor younger than 9<sup>th</sup> graders.)
- 5. Students bringing a date to a school dance that is not a student at Cozad High School, must fill out a dance request form. When the guest checks into the dance, they will need to present a photo I.D. to verify they are not more than 20 years old.

## Section 20 School Emblem and Song

The emblem of our school is the Haymaker. Many cheers and songs are centered around this emblem. It is symbolic of the Cozad Hay Mills with the Haymaker standing tall and holding a pitchfork in his hands. Our publications and various organizations throughout the school use this symbol.

**School Song:** Now cheer for dear ol'Cozad  $\sim$  Forward in line  $\sim$  Classmates and comrades  $\sim$  Boosting all the time  $\sim$  Rah! Rah!  $\sim$  And when the band is playing  $\sim$  Sing joyfully  $\sim$  Join in our Haymaker victory!

### Section 21 Staying After School

Teachers may occasionally keep students after school to give them special help, to complete assignments, and/or for disciplinary reasons. The staff will attempt to have the student notify his/her parent/guardian of having to stay after school. It is the student's ultimate responsibility for contacting the parent/guardian about staying after school. Students are not to "hang-out" in the halls after school.

#### Section 22 Truancy/Skipping

Truancy is willful and determined absence from school. (For clarity, it will be considered "Truant" if you miss school all day, and it is "Skipping" if you miss school any time less than all day.) Either is usually a symptom of a more serious problem which the home and school cannot ignore. Work missed must be made up and the student must make up the time missed. A habitual truant/skipping student will be reported to the County Attorney.

#### Section 23 Withdrawing From School

Students who are moving from Cozad must withdraw officially from school. The student should report to the office at least one day before the student's last day in school and secure a "Student Transfer" form. This form must be signed by all of the student's teachers and the Librarian. All books must be returned before the teachers can sign the transfer form. Money that is owed, library fines or other fees, must be paid before the student can be cleared and his/her records sent on to his/her new school.

#### Section 24 Cheating

Cheating will not be tolerated. A cheating infraction can result in loss of grades, detention, or Saturday School.

#### Section 25 High School Royalty

All Royalty must be a senior. A student can be a King or Queen (or its equivalent) one time only. (Exception: Harvest of Harmony Queen. Not: A person chosen to be Harvest of Harmony Queen candidate and a Homecoming Queen candidate must decide which she is going to pursue when these events are on the same weekend.)

- **Homecoming** Any boy lettering in a sport and any girl lettering in a sport or a letter winner/member in good Standing in Pep Club (voted on by student body).
- Mid-Winter Each organization (not Pep Club) will choose one king and one queen candidate (voted on by the Student body).
- **Prom** All senior boys and all senior girls are eligible (pending eligibility guidelines) and voted on for king/queen by Juniors and seniors.

All junior boys and junior girls are eligible (pending eligibility guidelines) for "Attendants" and voted on by juniors and seniors.

#### Section 26 Activities

A comprehensive activity program is available to the students at Cozad. Participation is voluntary, but all students are encouraged to become active in a least one activity at the school in addition to their daily classes. The various groups include, but are not limited to student government, student publications, interscholastic sports, music, class plays, and student clubs. Students are restricted in the number of offices they may hold as well as an academic requirement. Students may hold only one of the following offices in High School and must have a cumulative grade point average of a 2.0 (beginning with the second semester grades of the Freshman year).

- \*Class President
- \*FBLA President or Secretary
- \*FCCLA President
- \*Pep Club President
- \*Student Council President
- \*Speech and Drama Club President

A student may not participate in an activity unless he/she is in school prior to 10:00 a.m. on the day of the activity. Exceptions may be made by the Activities Director and or Principal if arrangements are made in advance.

#### Section 27 Activities Eligibility:

Any student who is failing in two or more classes will be placed on a warning list for one week. During this week he/she is still available to participate. The following, 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.

#### Activities Available Include:

<u>Activities</u>	Sponsor/Coach Grade	<u>Grade</u>
Academic Decathlon/Quiz Bowl	Nick Auwerda	9-12
	Jennifer Walls	7-8
Annual/Yearbook	Tuyet Wilcox-Sansone	9-12
	Marcie Kostrunek	6-8
Band/Instrumental Music	Mark Messner	6-12
Basketball	Drew Danielson (Boys)	9-12
	Zach Stauffer (Girls)	9-12
	Taylor Jenner & Brent Frauen (Girls)	7-8
	Brent Frauen & Darrell Francescato (Boys)	7-8
C-Club	Jeremy Yilk	9-12
Cheerleading	Karen Klein & Pam Laird	9-12

Class Officer	See Class Officer List	9-12
Cross Country	Jacob Brummer	7-12
3	Alisa Favinger	7-8
Dance Team	Michelle Irvine	9-12
Digital Journalism	Tuyet Sansone	9-12
Drama	Kyle Vincent	9-12
Football	Brian Cargill	9-12
	Derek Hammerlun & Terry Warner	7-8
FCCLA	Michelle Irvine	9-12
FFA	McKenzie Koenig	9-12
Golf	Tim Davis (Boys)	9-12
Golf	Teresa Osborn (Girls)	9-12
HMLO	Tasia Aden	9-12
National Honor Society	Woody Blackmore	11-12
One Act	Kyle Vincent	9-12
Pep Band	Mark Messner	9-12
Pep Club	Karen Klein	9-12
Scholastic Club	(CCSA is a community wide organization)	9-12
Skills USA	Dawn Beans	9-12
Speech	Gavin Skiles	9-12
Softball	Ashley Ford	9-12
Student Congress	Bill Shafer	7-8
Student Council	Dawn Beans	9-12
TeamMates	Marcie Kostrunek & Tim Hansen	9-12
Tri-M/Acapella Choir	Stacie Blackmore	9-12
Track	Jacob Brummer (Boys)	9-12
	Trey Botts (Girls)	9-12
	Jim Terry (MS Boys & Girls)	7-8
Volleyball	Neleigh Niles	9-12
	Carly Rexing & Teresa Savick	7-8
Wrestling	Derek Hammerlun	9-12
	Barry Mraz	7-8

#### Article 4 - Attendance

### Section 1 Attendance Policy No. 5012.1, 5117

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

#### Section 2 Attendance and Absences

School Board Policy states that a student must be in attendance at least 90% of the time in order to receive credits for course work successfully completed. An exception to this policy would be when a student is suffering from a major illness or accident and is under a doctor's care. Absences because of death to a friend/relative may not count against the 90% attendance policy. Students have the right to appeal to the board if their credits have been removed because of excessive absences.

If a student has been or will be absent from school, a parent or guardian must contact the school by phone, note, or personal contact, and give the reason for the absence. Students are responsible for contacting their teachers in completing work missed. Students who know they will be absent should make every effort to make prior arrangements with the staff. If prior arrangements are not made, on return, the student is still responsible for work missed. Students will be allowed the number of days missed plus one day to make up work missed during an absence. If the school is not contacted or not excused by parents/guardians, the time missed will be made-up, and the grading of the make-up work will be left to the discretion of the class room teacher. Absence due to a school activity is considered an exception to the policy. In order for a student to have perfect attendance, the student must have no absences or tardiness. For High School students, College visits are considered a school activity. A Junior is given one excused per year and a Senior is given two excused per year. Exceptions are to be cleared through the Principal.

#### Section 3 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving

school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

### Section 4 Attendance is Required to Participate in Activities

All Cozad Middle School and High School students must be in attendance by 10:00 a.m. the day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

#### Article 5 - Scholastic Achievement

#### Section 1 Grading System

#### Cozad MIDDLE SCHOOL will use the letter grading system as follows:

A 93 - 100 Excellent B 85 - 92 Good C 77 - 84 Satisfactory D 70 - 76 Needs Improvement N/C Below 70 No Credit

#### Cozad HIGH SCHOOL will use the letter grading system as follows:

A+ 99-100 A 95-98 A- 93-94 B+ 91-92 B 87-90 B- 85-86 C+ 83-84 C 80-82 C- 77-79 D+ 74-76 D- 70-73 F 69 or below

Students with an Individual Education Plan may be graded on a modified grade scale if determined appropriate by the IEP team and documented in the student's IEP.

A 90-100% B 80-89% C 70-79% D 60-69% F Below 59%

Each teacher should define for students the grading procedures to be used in their classes.

# Section 2 High School Yearly Course Requirements

The total number of credit hours required for graduation will be 240 semester hours. Successful completion of one course for one semester is worth five credits unless otherwise specified. A student receiving a diploma from Cozad Community Schools must have passing grades in classes totaling 240\* credit hours in grades 9 through 12. Included in the 240 credit hours, a student must have completed and passed the following specified areas:

# Graduation Requirements 240 total credits (Board Policy 5128)

40 Language/Arts 35 Social Studies 30 Math 30 Science

#### \*Also includes 1 semester of PE & 1 semester of health

Students must have earned at least 170 credits to be considered a senior/100 credits to be considered a junior/45 credits to be considered a sophomore.

Students must be in attendance eight semesters in grades 9 through 12, and receive credit in all classes taken their final semester in attendance in order to participate in Commencement (Board Policy 5128.1) All credits earned outside the Cozad Community Schools must be granted by secondary and/or post-secondary schools which are fully accredited and/or approved by the Board of Education. Any other variations from the above requirements must be recommended by the principal and approved by the Board of Education. All cases of repeating a class will be considered on an individual basis. The final decision will be that of the Principal.

For a student with an Individualized Educational Plan the IEP goals must be successfully completed to meet graduation requirements.

The student's grade status at the beginning of the fall semester will be considered their grade status for the entire school year. Although electives are counted in computing total credit hours, students would not be required to repeat an elective class, which was failed. However, if a student failed Art 1, Chorus 8, Family Consumer Science 7 or 8, he/she could be prevented from taking the next sequential course, i.e. Art II, Chorus 9, Industrial Arts 9 and Family Consumer Science-9. It is recommended that students repeat topical courses rather than sequential courses. Students may be required to repeat one or both semesters of a class if they fail. Students will eliminate electives to repeat required classes. If a seventh grade student fails two classes and then has only one elective choice in the eighth grade, a conference with the teacher, counselor, and principal would be required to determine which class the student would benefit from most by repeating. This would also apply to similar situations in the eighth grade.

Cozad High School provides students the opportunity to recover credits in Summer School. A fee may be charged per class taken. Courses offered are for one semester credit recovery in only the core classes offered by CHS. If a student fails both semesters of a core class, the class will need to be retaken during the course of the regular school year. Students may earn up to ten credits during summer school by taking one semester of two different classes.

Cozad Community Schools recognizes and accepts credit from the University of Nebraska-Lincoln Division of Continuing Studies. These courses and credit may be used to meet graduation requirements either to replace deficiencies or to supplement courses not offered here. All course credit must be completed by April 15<sup>th</sup>. Juniors and Seniors may take college level courses for college credit, but those courses will not substitute for a high school course.

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numerical basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled.

# Section 3 Graduation Speakers

The three students with the highest GPA will be the graduation speakers. In case of ties for the top three spots, all students tied for the top three will be given the right to speak at graduation.

# Section 4 Graduation Ceremony

High School Seniors who have completed the necessary graduation requirements for Cozad Community Schools and are eligible for May graduation are permitted to participate in the graduation ceremony. These students are required to attend all practices and must be present at the ceremony. Mid-term graduates and Alternative Education graduates may not participate in the ceremony.

#### Section 5 Promotion, Retention, Grade Status

All cases of repeating a class will be considered on an individual basis so that the student will benefit rather than be punished by repeating a class. A conference with the student, parent/guardian, Counselor, or Principal would be required before any decision is made to require a student to repeat a course. Student grade status is considered to be the cohort year they enter high school.

#### Section 6 Schedule Changes

Students are not encouraged to change classes once they have made class choices. Changes will be allowed after following these steps: 1. The student must visit with the class instructor and the Guidance Counselor. 2. The student's parents must visit with the instructor and the Guidance Counselor regarding the proposed change. 3. A change of class is contingent upon space available, permission from the new instructor, parental/guardian approval and the approval of the Guidance Counselor or Principal. 4. Changes will be made only during the first week of each semester. Appropriate documentation (signatures of student,

parent/guardian, instructor, Guidance Counselor, or Principal) must accompany these changes. Students are encouraged to complete this process before a new semester begins.

#### Section 7 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

#### Section 8 Report Cards

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "I". Students have two weeks after the end of the quarter to make up incomplete work. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

#### Section 9 Parent-Teacher Conferences

Parent-teacher conferences will be held this year at the end of the first quarter and end of third quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

#### Section 10 Homework Center

#### MIDDLE SCHOOL HOMEWORK CENTER:

If your son/daughter did not complete an assignment for class your child may receive a Homework Center:

- (1) A student is assigned a Homework Center (after school) and will receive a slip to take home to their parents;
- (a). Because the assignment was turned in late, they will receive a 15% reduction in their grade(b) Student will be allowed to leave Homework Center as soon as the assignment is completed and turned into the supervising instructor.
- (2) If the student fails to attend Homework Center after school he/she will have one day in school suspension the following day and receive a 0% for the incomplete assignment.
- (3) Students who attend Homework Center, but did not finish their assignment have until 8:05 a.m. the following morning to hand in their assignment to the Middle School Office and will receive a 25% reduction in their grade.
- (4) If a student fails to complete the assignment by 8:05 they will receive a 0% Once a student reaches 5 Homework Centers in a given academic quarter, that student will be deemed "mandatory" for the remainder of the quarter. In this context, mandatory means that the student has proven that they are unreliable in getting their assignments turned in on time and therefore they will be required to attend Homework Center after school each day they receive a Homework Center. In addition, they will be required to stay until 4:00 (2:30 on Wednesday) each Homework Center they receive for the remainder of the quarter.

#### Section 11 Honor Roll

MIDDLE SCHOOL HONOR ROLL: The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters as well as first and second semester. Students will be recognized accordingly: Honor Roll will be awarded quarterly (all our exploratory classes are quarter classes in grades 6-7-8. Students in grades 6-7-8 will be named to honor roll if they have a 3.25 combined GPA. Students who fail a class are not eligible for the honor roll, regardless of their overall GPA.

**Principal's Recognition Dinner:** Teachers will nominate to the principal students who exemplify the type of behavior we value at the Cozad Middle School and these students will be recognized.

**HIGH SCHOOL HONOR ROLL**: High school students who achieve all "A s" (4.0) on their report card each nine week period will be so recognized; "High Honors": refers to students who maintain an average of 3.7 to 3.99; "Honors" refers to students with an average of 3.4 to 3.69. The numerical value given letter grades are as follows:

A = 4 points B = 3 points C = 2 points D = 1 point

# Classes to have an added value to the GPA starting the 2018-2019 School year:

English: Honors English 11, Honors English 12 Science: Physics, Physics II, Anatomy,

Physiology, & Honors Chemistry

Math: Trigonometry, Advanced Math/College Algebra, Calculus

Classes that are weighted, 1 point will be added. For example, an A is normally worth 4 points in GPA calculation. In the weighted classes, that A will now be worth 5 points in the GPA calculation. Weighted Courses:

A = 5 points B = 4 points C = 3 points D = 2 points

#### Section 12 National Honor Society

The National Honor Society chapter of Cozad Community Schools is a duly chartered and affiliated chapter of this prestigious national organization.

#### **Admission to the National Honor Society**

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Students in the 10th, 11th, or 12th grades are eligible for membership\*. [\*NOTE: Eligibility can be altered according to your local guidelines, thus limiting the year or years of eligibility – see the national handbook for clarification.] For the scholarship criterion, a student must have a cumulative grade point average of 3.4 or better on a 4.0 scale\* [see NOTE above] Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. [Note: These evaluations from faculty are not required and are options for chapters at the local level.] These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisers, Woody Blackmore.

#### **Removal from National Honor Society**

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

- 1. **Prior Conduct**. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction.
- 2. **Post-Induction Conduct**. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

### Section 13 Standardized Tests

Every year the CCSA provides us with expense and prize money for the NWEA/MAPS. This ensures that all of our students are given the opportunity to take this test. The test provides our school with evidence to show where we are strong and where more emphasis should be placed for improvement. It is expected that each student would do their very best during this assessment.

#### **Article 6 - Support Services**

#### Section 1 Special Education Identification And Placement Procedures

What Does Special Education Mean? Special education means specifically designed instruction, at no cost to the parent, to meet the unique needs of a child with a verified disability, including instruction conducted in the classroom, in physical education, in

the home instruction, in hospitals, and in institutions. Special Education includes speech-language pathology, or any other related service, including occupational therapy, physical therapy, travel/mobility training, and/or vocational education services.

How are Students with Disabilities Identified? All children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, shall be identified, located, and evaluated. A systematic method shall be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. For a school age students, a general education student assistance team (SAT) shall be used prior to referral for multidisciplinary team for evaluation. The SAT shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed.

**Independent Educational Evaluation** A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the school district. Each school district shall provide to parents, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and the school district's criteria applicable for independent educational evaluation.

**Re-evaluation** A reevaluation of each child with a previously verified disability shall be conducted at least every three years or more frequently if conditions warrant or if the child's parents(s) or teacher requests a reevaluation. The results of any reevaluations must be addressed by the child's IEP team in reviewing and, as appropriate, revising the child's IEP.

#### **Individual Education Program (IEP)**

The Individual Education Program (IEP) is a written plan for a child with a verified disability, which specifies the special education and related services necessary to assure that child a free, appropriate public education. An IEP shall be developed and implemented for each resident school child who receives special education and related services. The IEP team shall review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. The IEP Team participants shall include at least the following:

- 1. One or both parents
- 2. At least one regular education teacher if the child is, or may be participating in the regular education environment
- 3. At least one special education teacher
- 4. A representative of the school district
- 5. An individual who can interpret the instructional implications of evaluation results
- 6. Other individuals, at the discretion of the parent or school district
- 7. The child (when appropriate)
- 8. A representative of a service agency if the child is receiving services from an approved service agency. It is permissible for parents to bring other persons to the IEP meeting, although it is not required, it is common courtesy to inform the school prior to the rescheduling. The school district will provide parents with a copy of the IEP.

Placement of Children with Disabilities The Cozad Community Schools shall establish policies and procedures to assure that, to the maximum extent appropriate, children with disabilities are educated with children who are not disabled, and that special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Before any action is taken with respect to the initial placement of a child with disabilities, the Cozad City Schools shall be responsible for the provision of a comprehensive individual multidisciplinary evaluation of the child's development and educational needs. The Cozad Community Schools shall assure an array of special education placement options are available. Those options shall include: instruction in regular classes; supplemental services such as resource room; itinerant instruction or consultative services to be provided in conjunction with regular class placement; special classes; special schools; home instruction and instruction in hospitals and institutions.

<u>Transportation of Students Receiving Special Education</u> The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

#### **Access to Student Records**

Parents have the right to inspect and review any education records relating to their child, which are collected, maintained or used by the school district in providing educational services.

Parental Review of Programs Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

**Plans and Budget** With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Cozad Community Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Cozad Community Schools District Office.

#### Section 2 Health Services

#### **Student Illness**

Cozad Community School's goal is to keep students in school where they will benefit from their attendance while not putting other students at risk. School personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include:

- Temperature of or greater than 100° F
- Vomiting or diarrhea
- · Unexplained rash
- On the determination that the child's condition prevents meaningful participation in school, presents a health risk to the child or others or that medical consultation is warranted Please inform the school nurse of health related information that is important for your student's success in the classroom and/or safety at school. A child should not be sent to school if any of the following:
- Temperature of 100°F or more in the past 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea in the past 24 hours
- The child is too ill to accomplish normal school activities

#### **Communicable Diseases**

Children with any of the following communicable diseases must have either a doctor's permission slip, evidence of treatment or be excluded from school for the minimum amount of time listed as set by Nebraska State Law. (Updated July 2010) Entire list is available at www.cozadschools.net.

Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication

Pinkeye until eye is normal in appearance or with doctor's note

Impetigountil treatment is begunInfluenzafor the duration of the illness

MRSA exclusion unnecessary unless directed by physician. Keep lesions covered at school.

**Ringworm** if affected areas cannot be covered, exclude until treatment started

**Strep** until fever free without the use of fever reducing medication and under treatment for 24

hours (includes strep throat, scarlatina, aka; scarlet fever)

#### **Guidelines for Head Lice**

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

#### **Emergency Health Situations**

In the case of an accident which causes injury to a student or severe illness, the building administrator, and/or his designee in consultation with the school nurse, shall be responsible for determining the course of action regarding the notification of EMS and the parent/guardian or designated person(s).

Examples could include:

-unconscious -respiratory distress or not breathing -severe bleeding -neck or spinal injury -seizure without history of seizures or prolonged seizure

#### Emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis)

This protocol will be implemented in a school building if there is a breathing emergency while school is in session. 911 will be called; one dose of epinephrine via an Epi-Pen will be administered followed by up to three doses of albuterol via a nebulizer. Transfer to Cozad Community Hospital will follow any time this protocol is used. There are at least 3 unlicensed trained responders per building at CEEC, CE, CMS and CHS that may initiate this protocol. The protocol is a standing medical order that has been signed by the physicians at Cozad Medical Clinic. Epi-Pens and albuterol provided by the school in compliance with the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions protocol do not leave the school building and are not intended to replace a child's own prescribed medication for asthma or allergies. Only individually prescribed medications will accompany students on field trips or events outside the school building. If you know that your child has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact Peg Butler RN, our school

nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (2) instructions and (3) medications as directed by a physician (an asthma plan). In the event that your child experiences an asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided (if they are available). If you do not have an asthma plan on file with the school, we will defer to the regulatory protocol described above. If you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have questions or concerns regarding the protocol or your student's health issues, please contact Peg Butler RN, our school nurse.

#### **BOARD POLICY 5001.4:**

The Board recognizes that emergencies may arise that justify the use of emergency response to life threatening asthma and systemic allergic reactions ("anaphylaxis"). To this end the Board adopts the Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions Protocol ("Emergency Protocol") as required by state regulation and directs the administration to establish rules and procedures to implement the protocol.

#### **Immunizations**

Immunizations against the following diseases are required for every child:

- 3 doses of DTP, DtaP, DT or Td vaccine, one given on or after the 4th birthday
- 3 doses of Polio vaccine
- 2 doses of MMR vaccine given on or after 12 months of age and separated by one month
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine given on or after 12 months of age; or written documentation (including year) of chickenpox disease.

Every student entering 7<sup>th</sup> through 12<sup>th</sup> grade must have a booster immunization containing diphtheria and tetanus toxoids and acellular pertussis vaccine (Tdap) after their 10<sup>th</sup> birthday. Students must show proof of immunization upon enrollment in Cozad Community Schools. Any student who does not comply with the immunization requirements will not be permitted to attend school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

#### **Physical Examination**

Evidence of a physical examination by a physician, physician's assistant or advanced practice registered nurse is required within six months prior to the entrance of the child into kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for the child. Waiver forms are available in the school office. One of these documents are required prior to school entry.

#### **Medication Guidelines**

Whenever possible, medications should be provided outside of school hours. In the event it is necessary that your child take or have medication available at school, the parent/guardian must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office and must include the name of the child, medication name, dosage, time of administration, route of administration, date and parent signature. Medications must be provided in a pharmacy labeled container in the child's name, or a manufacturer labeled bottle clearly marked with the child's name. Repackaged medications will not be accepted. Medication administration must follow label instructions unless a physician's order is received stating otherwise. The school nurse or trained medication aides will be responsible for medication administration. All medications are to be kept in the school office with the exception of diabetic medications, epi-pens or asthma inhalers with the correct documentation completed by the health care provider, parent and student.

#### **School Health Screening**

7<sup>th</sup> grade students are screened for vision, hearing and dental defects, height, and weight according to standards set forth by the State of Nebraska. Students entering the Student Assistance Process at any grade level and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1<sup>st</sup> of that school year.

#### **Vision Exam**

Students entering school for the first time, including kindergarteners and transfer students to any grade from out of state are required to provide proof of a vision evaluation taken within six months prior to the student's entrance. A certificate or form stating the results of the evaluation must be signed by an optometrist, physician, or physician assistant or advanced practice registered nurse. Children are exempt from this requirement when the parent/guardian provides a written statement of objection.

#### **Birth Certificate**

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born.

Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065, or www.dhhs.ne.gov. There is a fee per certificate. Please note: the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the stat of birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing the date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Article 7 - Drugs, Alcohol and Tobacco

#### **BOARD POLICY 5104: DRUG AND SUBSTANCE USE PREVENTION**

#### Section 1 Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with the principles of effectiveness as required by law to respond to such harmful effects.

#### Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

#### Section 3 Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent or guardian and returned to the respective Principal. It shall contain in prominent letters the following language: "RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING COZAD COMMUNITY SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION. USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

# Section 4 Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor. In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

#### Section 5 Safe and Drug-Free Schools—Parental Notice of Right to Withdraw

Parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and

activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 6 Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Tobacco. These standards are in addition to the standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

- 1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
- 2. Possession of any prescription drug in an unlawful fashion.
- 3. Possession, use, distribution or being under the influence of alcohol.
- **4**. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
- **5**. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
- **6**. Possession, use or distribution of any tobacco product.

#### Section 7 Disciplinary Sanctions

### Use of Drugs and Alcohol:

- 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 school requires written confirmation that an assessment has been made. In addition to the assessment the student will incur a 5 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.
  - c. Students will be reinstated for activities at 8:15 a.m. on the 21st school day.
- d. The following agencies could be utilized: i. Center for Psychological Services Kearney ii. Richard Young Hospital Kearney iii. Lutheran Family Services North Platte iv. South Central Behavioral Services Kearney
- **e**. Students will be expected to complete school work in 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 school requires written confirmation that rehabilitation is in progress and a program will be initiated for the student.
- **c.** The intervention option would 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.

#### 3. Third offense: Expulsion

a. Intervention option: None

All state statutes regarding student expulsion and suspension will be enforced. The Board of Education's protection from liability will be extended to all staff to the extent that they act in accordance with this policy and observe the procedures consistent with it established within their respective buildings. Each alcohol or drug violation incurred by a student K-8 shall be counted as an offense and will be kept on record through the student's grade school and middle school history. Another and separate record will commence when the student enters the 9th grade, and each violation incurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th year school history.

#### Use of Tobacco:

Students shall not have or use tobacco or tobacco substitutes (cigars, cigarettes, chew, snuff, etc.) while on the school grounds or on school property or under direct supervision of the school.

- 1. First offense: Violation of this policy would result in an in-school suspension for two days.
- 2. Second offense: In-school suspension for 5 days.
- 3. Third offense: The student shall serve 3 days out of school suspension.

Section 8 Administration The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. Adopted June, 1998 Review 3/15/10 Revised 9/14/16

#### Article 8 – Student Rights, Conduct, Rules and Regulations

Section 1 Student Conduct and Discipline Policies

#### PART 1 FORMS OF SCHOOL DISCIPLINE:

#### **BOARD POLICY 5035 STUDENT DISCIPLINE**

#### **Development of Uniform Discipline System**

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

### **Student Code of Conduct**

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner. Any student placed In School Suspension (ISS), Short Term Out of School Suspension (STOSS), Long Term Out of School Suspension (LTOSS), or any student who is expelled, will not be able to attend or participate in any school activities during the time of his/her suspension or expulsion. Students should be aware that teachers are responsible for discipline within their classroom. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned. Students should expect that parents/guardians would always be notified by letter and/or telephone when disciplinary action is being taken.

#### **High School Progressive Discipline Plan**

The student code of conduct plan is progressive in nature. Students who are referred to the principal's office will be disciplined according to the items listed below. Each time a student is disciplined by either the administration or teaching staff, they will receive a specific number of points. Any points received shall be cumulative throughout the school year. Accumulation of 100 or more points in any combination of categories, throughout the school year, will result in recommendation to the Board of Education for expulsion.

#### **DEFINITIONS OF DISCIPLINE PLAN TERMS**

The following Definition of Terms is provided in order to help clarify.

Arson-The burning of, or attempt to burn, any buildings, or part of any building, structure, or property of the school district.

**Bomb Threat-**Raising or creating any false alarm of bomb in and to any buildings, or part of any building, structure, or property of the school district by any means or manner whatsoever.

**Bullying-**Treating another person abusively by words or actions using force or coercion.

Careless Driving/Speeding-Any driving which endangers oneself and one's property.

Cheating-To violate rules dishonestly (as on daily work or an examination).

**Detentions**-Time during the day (before or after school) when a student is required to report to a specified area to make up time. Examples of reasons would be misbehavior, tardies, lack of effort in class or classes, etc.

**Disrespect to Faculty Member-**lack of respect.

**Disruption of School/Class/Assemblies-**Examples include: Yelling and/or running in the halls, persistent talking in class, horseplay, throwing things, disruptive objects, etc.

**Explosives, Fireworks and Foul Substances**-Any Article containing an explosive or combustible substance-including fireworks-or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

**Expulsion**-The term "expulsion" means disciplinary action whereby a student:

Is separated by the Board of Education from school attendance for a period in excess of ten (10) days.

Is separated from school attendance for the balance of the then current semester or current year; or

Suffers a penalty which automatically prevents his or her completing within normal time his or her overall course of study in any school in the school district.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction as authorized or required by law, or removed from athletic activities, non-credit school activities or school-provided transportation.

Extortion-The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire-Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school.

**Fighting-**The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc).

Forgery-The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**Harassment/Intimidation-**Any act of threat by force or verbalization against another person.

**Inappropriate Behavior/Gestures-**Behavior on school grounds that is not acceptable as measured by the general standards of the school and community including words, gestures, pictures, spitting, unauthorized games, littering, loitering, etc.

Inappropriate Dress-See Dress Code provisions delineated earlier in the handbook

**Indecent Material-**The act of protrying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

Indecent Behavior-Any act of a sexual nature that is deemed unacceptable in a school setting.

**In-School Suspension-**Any disciplinary action whereby a student is separated from class attendance, but is required to be at school. In-school suspension generally lasts from one to three days.

**Insubordination-**Disregard for the authority of a staff member.

**Loitering-**Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Long Term Suspension-More than five school days, but less than twenty school days.

Mandatory Reassignment-Assignment to another education setting.

**Member of the Administrative Staff/Designee-**A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Minor Vandalism-Intentional damage to property or materials with a value of less than \$10.00.

**Misuse of School Materials/Equipment-**Misusing and/or using school materials in an authorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, home etc., food products, etc., misuse of computer accounts or materials.

Other School Personnel/Staff Members-All school district employees and functionaries except teacher. The term includes, but is not limited to, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus driver, etc.

**Physical or Verbal Assault**-The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

**Plagiarize**-To steal and pass off as one's own work without crediting the source, knowingly or unknowingly. **Possession or Illegal Use of Weapon**-The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

**Possession/Use of Tobacco-**Smoking by any students or the possession of smoking materials (chewing tobacco) is not permitted on school property. Smoking shall be defined as being in the immediate proximity of smoking materials (chewing tobacco) and exhibiting probable suspicion of intent Cozad Community Schools Substance Abuse Policy governs this rule.

**Profanity-**The use of language that is unacceptable to school/community standards.

Public Display of Affection-The showing of affection that is not appropriate in the school setting (such as kissing or embracing).

School Property-Any building, buildings, part of any building, structure, land or property of the school district.

**Short Term Suspension-**Up to and including five school days.

**Suspension-**Any disciplinary action whereby a student is separated from school attendance for a period of ten or less days and which does not constitute an expulsion. The term does not include situations in which a student is assigned a special course of study, enrolled in special classes or given homebound instruction authorized or required by law, or removed from athletic activities, on-credit school activities, or school provided transportation.

**Theft 1-**The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$20.00 but less than \$100.00.

**Theft 2-**The act of acquiring and/or being in possession of the property of another, without consent, at a value greater than \$100.00.

**Trespass**-Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart therefrom by members of the school staff, refusing or neglecting to depart from.

**Truancy**-The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Unlawful Intimidation of School Authority-Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism 1-Destruction of school property or property belonging to another at a value greater than \$20.00 but less than \$100.00.

Vandalism 2-Destruction of school property or property belonging to another at a value of more than \$100.00

**Threatening Behavior**-Any verbal, physical or written threat which insults or abuses any staff member or otherwise show disrespect.

Vulgarity-Offensive, lewd, obscene

#### PROGRESSIVE DISCIPLINE LEVELS

- A. Detention
- B. Detentions
- C. 1-5 Days in-School Suspension
- D. 5-10 Days In-School Suspension
- E. 1-5 Days Out-of-School Suspension
- F. 5-10 Days Out-of-School Suspension
- G. 10 Days Out-of-School Suspension
- H. Recommend Expulsion
- I. Police will be notified

<sup>\*\*</sup>Parents will be notified at levels C through I. In-School Suspension may be substituted by administration for Out-of -School Suspension.

Offense	Category	Points	1	2	3	4	5
1. Public Display of Affection	I	0	A	В	В	В	С
2. Dress Code Violation	I	0	A	В	В	В	С
3.Tardy to class	I	0	A	В	В	В	С
4. Inappropriate electronic devices in classroom	I	0	A	В	В	В	С
5. Sleeping in class	П	5	A	В	В	С	D
6. Disruption to class/school/assembly	П	5	A	В	В	С	D
7. Cheating	П	5	A	В	В	С	D
8. Inappropriate behavior/gestures	П	5	A	В	В	С	D
9. Profanity/Vulgarity	П	5	A	В	В	С	D
10. Failure to serve detention	П	5	В	В	В	С	D
11. Repeated violations Category I	П	5	A	В	В	С	D
12. Other	П	5	A	В	В	С	D
13. Skipping Class	III	10	В	В	С	С	Е
14. Defiance/Insubordination	III	10	В	В	С	С	Е
15. Threats to safety or other or self	III	10	В	В	С	С	Е
16. Leaving school grounds without permission	III	10	В	В	С	С	Е
17. Misuse school equipment/Grounds	III	10	В	В	С	С	Е
18. Trespassing	III	10	В	В	С	С	Е
19. Inappropriate racial comments	III	10	В	В	С	С	Е
20. Other	III	10	В	В	С	С	Е
21. Verbal assault/threat toward school personnel	IV	15	С	С	D	F	F
22. Theft 1	IV	15	E/I	E/I	F/I	F/I	G/H/I

23. Vandalism 1	IV	15	E/I	E/I	F/I	F/I	G/H/I
24. Other	IV	15	С	D	Е	G	Н
25. Fighting/causing injury to student	IV	20	C/I	D/I	E/I	G/I	H/I
26. Physical assault on student	IV	20	C/I	D/I	E/I	G/I	H/I
27. Use/Possession of Tobacco/Tobacco-like products a. Board Policy 5104	IV	20	С	D	Е	G	
28. Harassment/Intimidation/Bullying a. Board Policy 5026 b. Board Policy 5054	IV	20	С	D	Е	G	Н
29. Other	IV	20	С	D	G/I	G	H/I
30. Theft 2	V	25	F/I	F/I	G/I	G/I	H/I
31. Vandalism 2	V	25	F/I	F/1	G	G/I	H/I
32. Persistent Defiance of Authority	V	25	F	G	G/I	Н	Н
33. Acts forbidden by law	V	25	F/I	G/I	G/I	H/I	H/1
34. Other	V	25	G	Н	Н	Н	Н
35. Extortion	VI	50	G/I	G/I			
36. False fire alarm	VI	50	G/I	G/I			
37. Terroristic Threats	VI	50	G/I	G/I			
38. Possession/Use of Alcohol/Drugs a. Board Policy 5104	VI	50	G/I	H/I			
39. Other	VI	50	G/I	G/I			
40. Arson	VII	100	H/I				
41. Possession/Use of Weapons/Dangerous Instruments a. Board Policy 5135.3	VI	100	H/I	H/I			
42. Bomb Threat	VII	100	H/1				
43. Physical assault school personnel	VII	100	H/1				

# **Middle School Student Code of Conduct:**

# GROUP A

Being in an unauthorized area

Graffiti on body or clothing

PDA (Public Display of Affection

<sup>\*</sup>Improper care of school equipment

<sup>\*\*</sup>Tardy

<sup>\*\*\*</sup>Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing)

<sup>\*\*\*\*</sup>Theft under \$5.00

 $<sup>*****</sup>Food/drink \ outside \ authorized \ areas \sim Food/drink \ brought \ in \ from \ outside \ the \ school \ without \ proper \ permission$ 

<sup>\*\*\*\*\*\*</sup>Traffic Violation

#### **GROUP A CONSEQUENCES**

1st offense - Verbal Warning

**2nd offense -** Contact with parents

3rd offense - Detention

**4th offense** and beyond - One or more of the following options (detention, work with school personnel, ISS STOSS, LTOSS, parent conference, parent visitation)

#### **Special circumstances:**

- \*Tardiness handled according to stated policy
- \*\*Tardiness handled according to stated policy
- \*\*\*Student will remove inappropriate clothing, and parent/guardian must pick up the inappropriate clothing. (Time will be made up equal to the time out of class.)
- \*\*\*\*Replace item and detention
- \*\*\*\*\*Confiscation of food/drink, or taken to the commons, or take to the nearest trash receptacle.
- \*\*\*\*\*Prevent student from driving on school property, and possibly contacting appropriate law enforcement agency.

#### **GROUP B**

Lying to school personnel

Disrespectful/Rude/Insubordinate/Defiant attitude directed toward a staff member

Disturbance of a school function

In an unauthorized vehicle during lunch

Leaving school grounds without permission

Obscene language or gestures

Tampering with school records, bogus pass

Threatening to do bodily injury to someone other than school employee

Graffiti on school property

\*Cheating

\*\* Theft over \$5.00

\*\*\*Inappropriate use of the computer

#### **GROUP B CONSEQUENCES**

1st offense - detention

**2nd offense and beyond** - one or more of the following consequences (detention, work with school personnel, removal from class via ISS during the problem class or lunch time, ISS, STOSS, LTOSS, parent/guardian conference, parent/guardian visitation)

Special circumstance:

- \* Cheating-Student receives a 0% on the assignment
- \*\*ISS
- \*\*\*Lose the right to use computers for internet/e-mail purposes

#### **GROUP C**

Repeated violation of the rules above

Hazing

Fighting

Inappropriate racial remarks

Truant (missing all day)

Skipping (missing less than all day) \*Use/Possession of Tobacco

- \*Use/Possession of Tobacco
- \*\*Sexual Harassment Policy #5026

#### **GROUP C CONSEQUENCES**

One or more of the following consequences (ISS, STOSS, LTOSS, expulsion recommendation, parent/guardian conference, contact appropriate law enforcement agency when applicable, parent visitation)

- \*Refer to Tobacco Section
- \*\*To be handled in accordance with Board Policy 5104
- \*\*To be handled in accordance with Board Policy 5104

#### **GROUP D**

Physical assault on school personnel

Verbal assault/obscene language directed toward school personnel

Bomb threats

Damage to school or private property

Major injury to any student caused by a student

Use of violence, force, coercion, threat, substantial interference with school purposes

Stealing or threat to obtain money or anything of value

False fire alarms

Causing fires

Engaging in activity forbidden by law

\*Possessing a weapon Policy 5135.3

#### **GROUP D CONSEQUENCES**

One or more of the following consequences (STOSS, LTOSS, Recommendation for expulsion, Notification of appropriate Law Enforcement agency, parent/guardian conference, parent visitation)

\*Handled according to State/Federal Law (refer to Board Policy 5135.3 page 12)

#### **GROUP E**

Possession/consumption of any drug, alcohol, or look alike drug at school

#### **GROUP E CONSEQUENCES**

First offense: Refer to Board Policy 5104 & 5135 Second offense: Refer to Board Policy 5104 & 5135 Third offense: Refer to Board Policy 5104 & 5135

#### OTHER ISSUES RELATED TO THE DISCIPLINE POLICY

- -Parent visitation will take the place of any part/full day ISS, STOSS, LTOSS.
- -Co-curricular discipline will be in addition to the stated consequences.
- -These issues pertain to students at any school sponsored activity as well as during the normal school day.
- -ISS will not count against student's attendance. Make-up work will be allowed and graded during this time.
- -OSS will count against student's attendance. Make-up work will be allowed and graded during this time. ALL assignments must be completed upon return to school. Students will receive a zero for incomplete assignments.
- -Saturday School. Make-up work will be allowed and graded during this time.
- -When a civil law is broken, victims and their parents are encouraged to pursue the issue with the proper civil authorities.

#### POLICY NUMBERS 2221; 5135 STUDENT CONDUCT, SUSPENSION, AND EXPULSION

**Student Conduct** - This policy has been accepted by the Cozad Community Schools to enhance and promote the best possible learning environment for all students. This policy is enforceable whenever school is in session, during school sponsored activities and whenever school property is involved.

- (A) Each student is expected to attend school on time and regularly, to obey reasonable directives and requests of teachers, to observe good hygiene and be courteous to students and school personnel.
- (B) In the school or any school sponsored activity, students will be expected to conform to reasonable standards of speech and conduct, to refrain from violating the rights of others, defame the reputation of the school and not to engage in conduct that deprives other students of an orderly, safe environment conducive to learning.
- (C) It shall further be the policy of the Cozad Community Schools to comply with the Student Discipline Act of 1994, the Drug Free School Act, various statutes and other local ordinances. Cozad Community Schools shall ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long-term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures.

**Suspension** / Expulsion - The following types of student conduct shall constitute grounds for detention, short-term, long-term suspension (in or out of school), and expulsion or mandatory reassignment, when such activity occurs on school grounds or during

a school sponsored event off school grounds. The building principal shall be responsible for the enforcement of these policies. The following examples are intended to be only a partial listing of those actions in which an individual could be subject to discipline. Disciplinary action can occur for behavior not listed below.

- 1. Causing or attempting to cause injury and/or sexual assault, attempting sexual assault, or sexual harassment of any person.
- 2. Willfully causing or attempting to cause damage to property, stealing or attempting to steal property, or repeated damage or theft involving property.
- 3. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-801, of the Nebraska Statutes or material represented to be alcoholic beverages, narcotics, drugs, controlled substances or inhalant or being under the influence of any of the above: or possession of drug paraphernalia. Please review Board Policies No. 2221; 5135 for further information.
- 4. Failure to attend and/or repeated tardiness to assigned classes or assigned activities.
- 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- 6. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- 7. Use of violence, force, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes or to obtain money or anything of value from a student or school employee.
- 8. The use of language, written or oral, or conduct, including gestures, which are profane or abusive to students or staff members. Profanity or abusive language includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- 9. Public indecency as defined in Nebraska Statutes, except that subdivision shall apply only to students at least twelve years old.
- 10. Repeated violation of any of the rules adopted by the School District of the School.
- 11. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
- 12. Dressing in a manner wherein such dress is dangerous to students' health and safety or to the health and safety of others or is disruptive, gang related or indecent to the extent that it interferes with the learning and educational process. This shall include alcohol/drug or tobacco advertising.

In addition, a student may be suspended (short-term or long term), expelled, or mandatory reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

Cozad Community Schools will follow the practice of communicating to parents any major discipline infractions on the part of students. The discipline notice will describe the offense and explain the action taken by the administration. Hearing procedures and rights of appeal notice are available in the office of the counselor or principal. In the case of major infractions, notification of the right of appeal and hearing procedures will be forwarded to the student and parents/guardians with the notice of rule violation.

#### **PART 2 STUDENT CONDUCT:**

#### **BOARD POLICY 5037 Student Internet and Computer Access**

#### Cell Phones, Personal Listening Devices and other Electronic Media Devices

With administrative permission, students may use personal devices such as mobile phones, laptops, or other electronic communication devices on school grounds as per administrative guidelines.

Right to Search: Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

Such devices if brought to school are to be used primarily for academic purposes and at the discretion of the classroom teacher and administrators. Personal use of such devices will be limited to student free time and such use is at the discretion of the administrator and/or classroom teacher.

#### Staff guidelines for the confiscation of school or personal devices:

- 1. The device is audibly, visibly, or in other ways disruptive to the educational process.
- 2. The student is using the device in an inappropriate or disruptive way.
- 3. The student is using the device during class to engage in activities which are not authorized by the instructor.

#### **Student response to confiscation:**

1. Without the loss of instructional time or focus, the student will quietly hand over to any school employee the phone/device as indicated. Failure to comply with the request will be considered willful disobedience and consequences will follow handbook guidelines.

2. A student wishing to appeal may address the principal during non-instructional time.

#### Parental notification/responsibilities:

- 1. Notification that the phone/device was being used (or was visible) in violation of this policy to the parent/guardian will be the responsibility of the student.
- 2. The school is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time. Students bring these items to school at their own risk.

#### Consequences for violation of cell phone/electronic device policy are, but not limited to the following:

Violating the Electronic Device Policy for inappropriate use will be confiscation of the device and returned at the end of the day, unless the inappropriate use violates the student code of conduct in which the student code of conduct may supersede the Electronic Device Policy.

#### **BOARD POLICY 5033 STUDENT DRIVING AND PARKING**

Any student who violates the rules of safe driving on school property may have their driving privileges restricted (not allowed to drive on school property) by either the High School Principal or Superintendent. Repeated violations may result in suspension or expulsion for the student or students involved.

#### Parking

Students are to park appropriately in the student parking lot.

#### **BOARD POLICIES AFFECTING STUDENTS**

(Not already listed in the Hand Book)

#### 1325. Pamphlet, Bulletins, etc.

It shall be the policy of the Cozad Community Schools that no religious, political, or controversial materials shall be distributed through the school system.

#### 5130. Activity Ticket

It shall be the policy of the Cozad Community Schools to issue Student Activity Tickets only to those students who are actually enrolled and in attendance in the Cozad Community Schools or Affiliated with District 11. Any student who withdraws or is expelled shall turn in the Student Activity Ticket to the principal. The unexpired value of the ticket shall be returned to the purchaser. There will be no refunds after February 1.

#### 5008: Marital/Pregnancy Policy

Eligibility for participation in various school organizations shall be governed by the constitution and by-laws of that organization. Under no circumstances shall married and/or pregnant students be discriminated against within any of the organizations sponsored by the Cozad Community Schools. Students who are pregnant or parenting are encouraged to continue participating in the district's education and extracurricular programs. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

#### 3050: Technology in the Classroom

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.

#### **Detention Guidelines**

The location of the detention hall and the names of those assigned detention are posted in the Daily Announcements. The detention hall is open from 3:25 p.m. until 4:05 p.m. Rules for the detention room are as follows:

- 1. Students must come prepared to study/review assignments.
- 2. No eating, drinking, talking or sleeping is allowed.
- 3. If detention is not made up, student can be assigned Saturday School.

#### **BOARD POLICY 5135.3 FIREARMS AND OTHER DANGEROUS WEAPONS**

Any student attending the Cozad Community Schools who bring any type of firearm/weapon as defined in Section 921 of Title 18 of the United States Code shall be reported to school authorities. The policy of the school district shall require that the guilty student be expelled from school for a period of not less than one year. This expulsion may be modified by the Superintendent of Schools on a case-by-case basis. Circumstances surrounding each expulsion shall be kept in the student's cumulative file and shall include a description of the incident leading to the expulsion, type of weapon(s) and other pertinent facts supporting the action. \*Note: Students who are suspended and/or expelled, and who wish to appeal a decision will be given due process.

#### **Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

#### Student Appearance Policy: (Board Policy 5031)

Students at Cozad Community Schools are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that is gang related;
- o Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- o Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- o Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- o Head wear including hats, caps, bandannas, hairnets and scarves;
- o Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.
- o Any tattoos displaying gang signs or any other inappropriate words or pictures will be required to be covered at all times.
- o Clothing or jewelry that shows pictures of weapons (such as firearms, knives, etc).
- o Clothing such as heavy or winter coats.
- In order to maintain a safe and positive environment all bags, backpacks and purses are to be left in student lockers during class time.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. **The final decision regarding attire and grooming will be made by the Principal or Superintendent.** In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program. On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, or other apparel utilized, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary action under the Student Code of Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

**Harassment and Bullying Policy:** *Policy 5054* It is the policy of Cozad Community School that "bullying" type behavior is not to be permitted.

#### **BOARD POLICY 5030 Dating Violence**

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

Pursuant to Section 79-2,140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2,141(4,) shall be provided to staff deemed appropriate by the administration. The district will provide appropriate training to staff and incorporate within its educational program, age-appropriate education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. The administration will be responsible for reviewing the school district's Student Code of Conduct to insure that this policy is reflected therein. Legal Reference: Section 79-2,140, 79-2, 141(4) The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Section 79-2, 140, 79-2, 141(4)

#### **BOARD POLICY 5135.9: 5026 Sexual Harassment**

Sexual harassment of any employee, certified or non-certified, or **student** by any individual under the jurisdiction of the Cozad Community Schools is expressly prohibited as a violation of law and board policy. Persons determined to have engaged in sexual harassment shall be subject to disciplinary sanctions as set forth in Board Policy 5026.

#### Network, E-Mail, Internet and Other Computer Use Rules:

#### (a) General Rules:

- (i) The network is provided to staff and students to conduct research and for education in general. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, would be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

#### (c) Guideline for Use of Computers and the Network:

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- (i) Be polite. Do not become abusive in your messages to others.
- (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.
- (v) All communications and information accessible via the network should be assumed to be private property of others.
- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time. Social Media:
  - Social media sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment, and may be utilized in the classroom. Certain guidelines should be followed: Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online. Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution. If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately. All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.
- (d) <u>Penalties for Violation of Rules</u>: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

#### (e) Staff, Student and Parent Agreements:

Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

#### **PART 3 REPORTING STUDENT LAW VIOLATIONS:**

- (1) Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- (2) When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- (3) In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Cozad Middle School to notify the proper legal authorities when
- (4) A student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - (a) Knowingly possessing illegal drugs or alcohol.
  - (b) Assault.
  - (c) Vandalism resulting in significant property damage.
  - (d) Theft of school or personal property of a significant nature.
  - (e) Automobile accident. (f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

#### PART 4 THREAT ASSESSMENT AND RESPONSE (Board Policy 3039)

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. All staff and students must report any threatening statements or behavior to a member of the administration. 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.

#### PART 5 DUE PROCESS PROCEDURES:

Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long-term suspension, expulsion or mandatory reassignment.

- 1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
- 2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
- 3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal. (b)The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge. (c)A statement explaining the student's right to a hearing upon request on the specified charges. (d)A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing. (e)A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony. (f)A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written

notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing. 8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

#### **Hearing Procedure**:

- 1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- 2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- 3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days, after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- 4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- 5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Cozad City Schools Board of Education at any reasonable time prior to the hearing.
- 6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
- 7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- 8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
- 9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- 10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- 11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of

the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education. 13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members, shall within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

#### Article 9 - Extracurricular Activities - Rights, Conduct, Rules, and Regulations

Section 2 Student Fees

#### **BOARD POLICY 5130.2. STUDENT FEES**

The district's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution.

The district also provides activities, programs, and services that extend beyond the minimum level of constitutionality required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. For the purposes of this, "students" shall mean students, their parents, guardians or other legal representative.

The district's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the district. In accordance with the Public Elementary and Secondary Student Fee Authorization Act the board of education sets forth the following guidelines and policies; this policy is subject to further interpretation or guidance by administrative or board regulations which may be adopted from time to time.

The Cozad Board of Education realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas: (July 14, 2003)

#### (1) GUIDELINES FOR CLOTHING REQUIRED FOR SPECIFIED COURSES AND ACTIVITIES

Students have the responsibility to furnish and wear non-specialized attire: meeting general district grooming and attire guidelines; and/or reasonably related to the programs, courses, and activities in which the students participate where required attire is specified

in writing by the administrator or teacher responsible for the program, course or activity.

Example: Physical Education: All students: T-shirt, tennis shoes; sports socks and gym shorts.

Industrial Arts: In workshop areas: Long trousers or denim jeans, steel-toed boots, long-sleeved shirts.

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

#### (2) PERSONAL OR CONSUMABLE ITEMS

Equipment or supplies, of a specialized nature (such as graphing calculators) for certain courses may be provided to students by the district. Students are encouraged to purchase their own such equipment or supplies for their own use. Students, and their parents or guardian, will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

A deposit of up to 20% may be required for certain materials and supplies provided by the school for student use.

Teachers may not require students to supply various personal or consumable items for use in courses. The school will supply items required for coursework that is not brought by the students. However, staff may state that students are requested but not required to bring the following items for use in school:

Pencils, erasers, colored pencils, pens, paper, graph paper, tablets, notebooks, activity calendars, organizers, planners, crayons, markers, compass, protractor, calculator, white out, highlighters, scissors (Fiskars preferred), Elmer's glue, blank computer disks. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

- a. The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- b. Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such postsecondary courses.

#### (3) ADMISSION FEES AND TRANSPORTATION CHARGES

Admission fees and transportation charges, for spectators attending extracurricular activities, may be charged. (July 14, 2003)

- (4) EXTRACURRICULAR ACTIVITIES SPECIALIZED EQUIPMENT OR ATTIRE Extracurricular activities means student activities or organizations which are:
- (a) Supervised or administered by the district, (b) do not count toward graduation or advancement between grades, and (c) in which participation is not otherwise required by the district.

The district will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The district is not required to provide for the use of any particular type of equipment or attire (see below):

- a. Equipment or attire fitted for the student, and which the student generally wears exclusively, will be required to be provided by the participating student. (Example: cheerleading, and music activity uniforms and outfits, and t-shirts for teams or band members) b. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student.
- c. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as: golf clubs, softball gloves, and the like are required to be provided by the student participant.
- d. Items for the personal medical use or enhancement of the student are the responsibility of the student participant. (Example: braces, and the like)

Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. Examples are: blank audio or video tapes, reeds for musical instruments, makeup kits for drama, protective mouthpiece for sports (July 14, 2003)

Use of a musical instrument without charge is available under the district's fee waiver policy (Section 12); however, the district is not required to provide for the use of a particular type of musical instrument for any student. Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities.

#### (5) EXTRACURRICULAR ACTIVITIES – FEES FOR PARTICIPATION

The district may charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events. The district is not required to provide waivers to qualifiers for free and reduced-price lunches for extracurricular activity gate admission fees and spectator transportation charges. (July 14, 2003)

#### (6) POSTSECONDARY EDUCATION COSTS

"Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution. Students are responsible for postsecondary education costs such as tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

#### (7) TRANSPORTATION COSTS

Students are responsible for fees established for transportation services provided by the district, as and to the extent permitted by federal and state laws and regulations. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute. (July 14, 2003)

#### (8) COPIES OF STUDENT FILES OR RECORDS

A parent, guardian or students who request copies of files or records shall be responsible for the reasonable cost of copies reproduced in accordance with an established fee schedule. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge. Federal or state laws or regulations will be followed. No fee shall be charged to search for or retrieve any student's files or records.

#### (9) PARTICIPATION IN BEFORE AND AFTER SCHOOL OR PRESCHOOL SERVICES

Students are responsible for fees required for participation in before-and-after school or preschool services offered by the district, except to the extent such services are required to be provided without cost.

#### (10) PARTICIPATION IN SUMMER SCHOOL OR NIGHT SCHOOL

Students are responsible for fees required for participation in summer school or night school, and correspondence courses.

#### (11) BREAKFAST AND LUNCH PROGRAMS

Students shall be responsible for items which students purchase from the district's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the district or at school, a booster club, and the like. Students may be required to bring money or food for field trip lunches and similar activities.

#### (12) COURSE PROJECTS

Cozad Community Schools may not require students to purchase course projects or project materials where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elects to purchase the project through the completion of the course project purchase form. (see administrative guidelines – Course Project Purchase Form)

#### (13) SCHOOL STORE

The district's policy allows its schools the right to operate a school store. (July 14, 2003).

#### (14) WAIVER POLICY

The district's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization

Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

- (1) participation in extracurricular activities,
- (2) admission fees and transportation charges for student spectators attending extracurricular activities,
- (3) materials for course projects, and
- (4) use of a musical instrument in optional music courses that are not extracurricular activities.

Participation in a free or reduced-price lunch program is not required to qualify or participate in the use of fee waivers.

Materials for course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, which shall apply a standard based on providing materials which are equitable to those purchased by comparable students.

#### (15) DISTRIBUTION OF POLICY

The superintendent or the superintendent's designee shall publish the district's student fee policy in the student handbook or the equivalent. (Example: publication may be made in an addendum or a supplement to the student handbook) The student handbook or

the equivalent shall be provided to students of the district at no cost.

#### (16) STUDENT FEE FUND

The school board hereby establishes the Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue. Money collected from students, and subject to the Student Fee Fund, shall be expended from the Student Fee Fund, for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

- (1) participation in extracurricular activities,
- (2) post secondary education costs, and
- (3) summer school or night school.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed to the superintendent. (July 14, 2003)

#### **CERTIFICATION**

On the 18th day of July, 2016, the Cozad Community School's Board of Education held a public hearing at a meeting of the school board on the proposed Student Fee Policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provide in, the Student Fee Policy for the 2016-2017 school year.

The foregoing Student Fee Policy was adopted on July 18, 2016, after said public hearing, by a majority vote of the school board at an open public meeting in compliance with the public meeting laws.

#### **STUDENT FEES:** Administrative Regulation for Policy 5130.2

Prior to the beginning of the school year, the school district publishes through its student handbooks or addendums a listing of personal and consumable supplies that Cozad Community Schools recommends but does not require students to furnish for his/her use. Students who wish to have particular fees waived must submit a fee waiver application to the office of superintendent of schools. According to statute, not all of the following fees are subject to waiver.

#### **Fees Charged Within the District:**

Students have the responsibility to furnish personal consumable equipment or attire for participation in extracurricular activities, or for paying a reasonable usage cost for such equipment or attire. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy. (July 14, 2003). A list of extracurricular activities requiring specialized equipment or specialized attire to be provided by participating students, along with class/projects is available in the High School office.

#### **Sharing Information with Other Programs:**

The Free and Reduced Price Meal Applications and the Sharing Information with Other Programs waiver forms are mailed to each student's household before school begins in August.

#### **Course Project Purchase Form:**

A student who elects to purchase a course project may do so upon completion of the course project purchase form. These forms are available from the instructor or the high school office.

#### **Article 10 - State and Federal Programs**

#### Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with Cozad City Schools, and all others who interact with Cozad City Schools are hereby notified that the Cozad City Schools do not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

#### Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Cozad Community Schools, 1710 Meridian, Cozad, NE 69130, (308) 784-2745.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	School Nurse
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Nondiscrimination in Education programs and Activities: It is the policy of Cozad Community Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights, Title Ix of the 1972 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to H.S. Principal, 1710 Meridian, Phone: 308-784-2744.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973: The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

- 1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
- 2. Have the school district advise you of your rights under federal law.
- 3. Receive notice with respect to identification, evaluation or placement of your child.
- 4. Have your child receive a free appropriate public education.
- 5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student
- 6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
- 7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- 8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District
- 9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
- 10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

#### Section 5 Notification of Rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is 40 disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

#### NOTICE CONCERNING DIRECTORY INFORMATION (In accordance with Policy #5126)

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

#### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice, which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

#### Section 6 Notice Concerning Disclosure of Student Recruiting Information:

The ESSA requires Cozad Community Schools 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 Cozad Community Schools 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 parental consent. Cozad Community Schools will comply with any such request.

#### Section 7 Notice Concerning Staff Qualifications

The ESSA gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Cozad Middle School will give parents/guardians the following information about their child's classroom teacher:

- 1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
- 3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Cozad Middle School will give timely notice to you if your 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 Act.

#### Section 8 Student Privacy Protection Policy

It is the policy of Cozad Community Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

**Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:** Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings: The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by students of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program that has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled: The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ). Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

**Definition of Surveys of Matters Deemed to be Sensitive:** Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

- 1. Political affiliations or beliefs of the student or the student's parent;
- 2. Mental or psychological problems of the student or the student's parent;
- 3. Sex behavior or attitudes;
- 4. Illegal, anti-social, self-incriminating or demeaning behavior;
- 5. Critical appraisals of other individuals with whom the student has close family relationships;
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7. Religious practices, affiliations, or beliefs of the student or the student's parent;
- 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Parental Involvement Policies: (In accordance with Policy #5018)

#### A. General - Parental/Community Involvement in Schools:

Cozad Community Schools welcome parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Cozad Middle School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

- 1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- 2. Parents are encouraged to support the implementation of district policies and regulations.
- 3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher

conferences

- 4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
- 5. Parents are provided access to records of students according to law and school policy.
- 6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
- 7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of Educational progress and achievement.
- 8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
- 9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
- 10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
- 11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

#### Section 10 Homeless Students Policy: (In accordance with Policy #5014)

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

**No Stigmatization or Segregation of Homeless Students:** It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Superintendent, or designee, shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Cozad City School District, and the homeless child continues to live in the Cozad City School District, transportation to and from the school or origin shall be provided by the Cozad City School; and (2) if the homeless child lives in a school other than the Cozad City School but continues to attend the Cozad City School based on it being the school of origin, the new school and the Cozad City School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and costs for transportation shall be shared equally.

#### Section 11 Breakfast/Lunch/Food Issues National School Meals Program:

Cozad Community Schools has an agreement to participate in the National School Meal Program and accepts responsibility for providing free and reduced price meals to eligible children in the district under its jurisdiction. Free and Reduced Price Meal Applications are distributed to all households prior to the beginning of the school year. Free and reduced priced meals are available to all students who apply and qualify. An application for Free and Reduced Price Meals may be picked up at any time throughout the school year in the school offices.

Each family is given an account number in the school's computerized meal program. It may be accessed by any student in the family. A parent/guardian may send one check or cash for the entire family. Student meal prices are \$1.80 breakfast; \$3.10 lunch. Adult meal prices are \$2.35 breakfast; \$3.75 lunch. Reduced priced meals are \$.30 breakfast; \$.40 lunch, if student qualifies. Milk may be purchased individually for \$.40. **NO** a la carte or extra item charges are allowed on an account with a zero or negative balance. Families will be notified by email or text when the account reaches a low balance, or may contact the District office at 308-784-2745 for balance information. Checks or cash may be brought to the school offices or mailed to the

District Office, 1910 Meridian Avenue, Cozad, NE 69130. Refer to Policy 3012 School Meal Programs and Meal Charges for additional information at <a href="https://www.cozadschools.net">www.cozadschools.net</a> District>Board Policies

#### **Lunch Time Guidelines:**

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school in the cafeteria, whether brought from home or purchased in from food service. Vending Machines will be open only after school. No gum, candy, food beverage is to be brought onto school grounds unless for class project, with the principal's approval meeting Policy guidelines. Refer to Policy 5052 School Wellness Policy for additional information at <a href="https://www.cozadschools.net">www.cozadschools.net</a> District>Board Policies

#### **Non Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: ttp://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

#### The hearing procedure shall provide the following:

A publicly announced, simple method for making an oral or written request for a hearing. An opportunity to be assisted or represented by an attorney or other person.

An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

#### The following attachments will be available in the office of the Superintendent:

Eligibility criteria for free and reduced meals Parent letter and application Public release Collection procedure

#### **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 between this Student Handbook and Board Policy, Board Policy will take precedence.

CHS PARENT/STUDENT SIGN-OFF FORMS Parents/guardians are requested to review the information provided with your student and sign each of the completed forms. The forms and handbooks are distributed to the students on the first day of classes or can be accessed at www.cozadschools.net The sign- off sheets to be signed and returned to the school are "Activity Handbook"; "Emergency Medical Information Form"; "Parent Medical Release Form"; "Electronic Receipt of 2019-2020 Parent/Student Handbook of Cozad High School"; and "Insurance Waiver Form". A brief description of each of these documents (forms) are listed below.

- 1. Activities Handbook Sign-off sheet: The Activity Handbook explains our Athletic/Activity participation policies and procedures. All students must have this form completely filled out and on file in the office before they will be allowed to participate in their sport or activity.
- 2. <u>Medical History Release Sign-off sheet:</u> This form allows your child's medical history information (ie: allergic to bee stings, asthma, migraine headaches, seizures) to be shared with supervising staff members of Cozad Community Schools.
- 3. Emergency Medical (Release) / Medical Information sign-off sheet: These forms allow the school to give medical care in case of an accident or injury while out of town on a school sponsored activity. CHS/CMS coaches and sponsors are required to take a copy of this release from on all out-of-town trips so that if necessary, we can get medical treatment for your son or daughter without you being present at the hospital
- 4. Electronic Receipt of 2019-2020 Parent Student Handbook of Cozad Community Schools: This signed receipt acknowledges receipt of the 2019-2020 Parent Student Handbook of Cozad Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The student agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.
- 5. <u>Insurance Waiver Form:</u> This form provides information for accident insurance coverage on your child/children, prior to participation in any sports or school sponsored activity. Please sign the waiver form, if you feel your coverage is adequate.

PLEASE READ AND SIGN EACH OF THE FORMS BY FRIDAY, AUGUST 30, 2019



NAME:	MA	Class of:	

#### Student and Staff RESPONSIBLE USE AGREEMENT 2019-2020

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

#### Staff/Students must

- 1. Respect and protect the privacy of others.
  - · Use only assigned accounts.
  - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
  - Not distribute private information about others or themselves.
  - Not record or share photos, videos or other representations of others without their permission.
  - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.

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

- Observe all network security practices, as posted.
- Ensure that personal devices are secure when using school resources and the network.
- Use personal or school owned devices in the classroom only if authorized to do so by the teacher.
- Use personal or school owned devices only in appropriate and professional manners.
- Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
- · Report security risks or violations to a teacher or network administrator.
- Not destroy, damage, or alter data, devices, or equipment that does not belong to them.
- Conserve, protect, and share these resources with other students and Internet users.
- · Not intentionally attempt to avoid or bypass content filtering.

#### 3. Respect and protect the intellectual property of others.

- Be informed and follow correct and legal copyright rules and practices.
- Be ethical in citing sources and not plagiarize, cheat, or copy the work of others.

#### 4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher or school official.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- · Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

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

1. Design and post web pages and other material from school resources.

- 2. Responsibly use social media and internet communication resources in pursuit of stated academic goals and activities within the guidelines stated above.
- 3. Install or download software, if also in conformity with laws and licenses, and within the guidelines stated above.
- 4. Use the resources for any educational purpose.

#### Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, Twitter, Instagram, etc) can be useful tools in the educational
  environment. Students and staff may make use of social networking tools in or outside of the classroom, provided certain
  guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is inappropriate online.
  - Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
  - All student online activity making use of school equipment or websites must be in compliance with the district's Responsible Use Policy.
  - Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
  - o Stressing the importance to staff and students of building a positive online presence.
  - o Integrating digital citizenship instruction and modeling across the curriculum.
  - Using social media in the classroom and as a district to promote learning.

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

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

**Right to Search:** Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. *The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.* 

# User signature Date

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Parent/Guardian (if for student use)

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM

These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, please see www.commonsensemedia.org.

# Cozad Community Schools 2019-20 Mobile Device Take-home Agreement

Student:		Grade:
Last	First	Grade
Parent email (required)		
Parent Phone number(s) (required)		
One Chromebook & charger are being lent	to the parents or guardian of the	e student and are in good
working order. It is the student's responsibil	lity to care for the equipment an	d ensure that it is retained in
a safe environment. This equipment is, and	at all times remains, the proper	rty of Cozad Community
Schools of Cozad, Nebraska, and is herewi	th lent to the parents/guardian o	of the student for educational
purposes and only for the academic school	year. Student may not deface of	or destroy this property in any
way. Inappropriate use of the device may re	esult in the student losing his/he	er right to use this device. The
equipment will be returned to the school wh	en requested by Cozad Commi	unity Schools, or sooner, if the
student withdraws from Cozad Community	Schools prior to the end of the s	school year. Nebraska
statutes 79-737 and 79-2,127 allow the dist	rict to obtain reimbursement fro	m, or on behalf of, students
for any damage to, loss of, or failure to retu	rn school property. Borrower a	cknowledges and agrees that
Borrower's use of the district property is a p	privilege and that by Borrower's	agreement to the terms
hereof, Borrower acknowledges Borrower's	responsibility to protect and sa	feguard the district property
and to return the same in good condition an	nd repair upon request by Cozac	d Community Schools. By
signing the bottom of this document, I agree	e to follow the Cozad Communit	ty Schools' responsibilities
and rules at all times while using the school	issued device.	
I ACKNOWLEDGE AND I	INDEDCTAND MV	ORLIGATIONS:
TACKNOWLEDGE AND	DINDLISTAND WIT	ODLIGATIONS.
Student signature	Date	

Mobile Device Responsibilities and Rules can be accessed on the school website under Documents-Schools-High School

Date

Parent/Guardian signature

# Cozad Community Schools Mobile Device Responsibilities and Rules

As your child's parent or guardian, you have been loaned a Chromebook mobile device to improve and personalize your child's education. It is essential that the Cozad Community Schools **Responsible Use Agreement** (RUA) be followed by your child in ALL use of the Chromebook and student online activities to ensure the safe, efficient and ethical use of technology in your child's education. Violations of the Cozad Community Schools RUA or other electronic device policies in the student handbook by your child may result in the loss of student device take-home privileges. In addition, ANY online activity on the part of the student which violates district policy or the student code of conduct may be grounds for the revocation of student device take-home privileges. Such activity may include but is not limited to:

- Mis-using social media or communication tools, including but not limited to bullying, threatening or harassing others.
- Unauthorized transmission or recording of audio or video images of any other student.
- Using the district-owned device or using district-owned or managed accounts or network in the possession or distribution of inappropriate or pornographic electronic content.
- Using communication software, social networks, playing games or otherwise violating classroom rules while attending class, unless authorized by the instructor or school administrator.

In order for your child to use the Chromebook in class and to take it home, you must be willing to accept these responsibilities and terms. In addition, if your child will be taking the device home, we require a \$12 annual take-home use fee, payable to Cozad Community Schools. This fee contributes to repair and maintenance costs for student take-home devices and is not used for any other purpose. Until the fee is paid in full, the student may use the device only while at school.

If the mobile device is lost or damaged, school technology personnel must be informed at the earliest opportunity during normal school hours. Cozad Community Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

Most common repairs cost under \$30. The first such required repair of the year will be done free of charge. Subsequent repairs in the same year will be billed to the student.

In the case of loss, theft, or extensive damage from abuse or negligence which require replacement of the device, the cost may be up to \$220. Such incidents will NOT be covered by the take-home fee and will require that the parent or student pay the full cost of repair or replacement. Please note that damaged or lost chargers are NOT covered by the take home fee. Take-home privileges are only allowed for students with no outstanding fees or repair charges.

#### **Parent Responsibilities and Terms:**

As the child's parent or guardian, I agree that I...

- Will read the Responsible Use Policy and discuss it with my child.
- Will supervise my child's use of the device at home.
- Will make sure my child charges the device nightly and begins the school day with a fully charged battery.
- Will make sure my child brings the device to school each day and keeps it locked in their locker when not using it for a class.
- Will discuss appropriate use of the Internet and supervise my child's use of the Internet outside of school.
- Will not attempt to repair the device.
- Will report any problems or damage to the device to the building administrator or member of the technology staff.
- Will report loss/theft of the device to school and proper authorities (police) within 24 hours.

- Will not remove any apps or certificates from the device which were provided or distributed by Cozad Community Schools, unless directed to do so by school officials or technology staff.
- Will provide the school with current contact information, including email and phone number(s).
- Will not alter or remove the school device management certificates at any time.
- Will allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- Will make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Cozad Community Schools.

# **Student Responsibilities and Terms:**

As a student attending Cozad Community Schools, I agree that I...

- Will read the Responsible Use Policy and discuss it with my parent/guardian.
- Will adhere to the terms of the Cozad Community Schools Responsible Use Policy and school and district rules and guidelines each time the device is used, at home or at school.
- Will recharge the device nightly and begin the school day with a fully charged battery.
- Will bring the device to school each day and keep it locked in my locker when not using it for a class.
- Will make the device available for inspection by a teacher, administrator or other staff member upon request.
- Will use appropriate language in all communications.
- Will abide by copyright laws.
- Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Will follow the practices I am taught to keep myself and my information safe and secure online.
- Will report loss/theft of the device to parents, school and proper authorities (police) within 24 hours.
- Will not use the device to record (audio or visual) others without their permission.
- Will not change or attempt to change the configuration or settings of management certificates.
- Will not attempt to repair, alter or make additions to the device.
- Will report all problems and damage immediately to an administrator or technology staff.
- Will not remove or attempt to remove identification tags on the device or deface with permanent stickers, marking pens, etc.

# 2002 Organization of the Board

# 1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

# 2. Internal Organization and Officers

#### a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

#### b. Vice President

- At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

# c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

#### d. Treasurer

- i. A treasurer from the board will be designated on a year-toyear basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

# 3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve

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## 4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each school calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
  - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
  - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
  - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
  - v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

#### 5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
- iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 4/10	0/17
Revised on:	
Reviewed on:	

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  - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
  - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
  - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
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- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
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  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
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- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
- iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 4	/10/17
Revised on: $\_$	
Reviewed on:	

### 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.

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

writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

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

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

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

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

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

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

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

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

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

Adopted on: 3,	/20/17
Revised on:	
Reviewed on:	

### 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.

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

writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

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

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

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

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

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

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

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

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

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

Adopted on: 3	3/20/17
Revised on: _	
Reviewed on:	

### 2014

### Relationship with School Attorney District Legal Counsel

The board shall choose an attorney will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's attorney legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the school's attorney district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the school attorney district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the school attorney district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the school attorney district's legal counsel is involved.

Adopted on: 3/20/17	,
Revised on:	
Reviewed on:	

# 2014 Relationship with District Legal Counsel

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: 3/20/17	
Revised on:	_
Reviewed on:	

# 2017 Indemnification and Liability Insurance

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

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

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

Adopted on: $\_$	
Revised on:	
Reviewed on:	

#### 3003.1

# Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

### I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (Neb. Rev. Stat. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (Neb. Rev. Stat. §§ 13-2901 through 13-2914), energy financing contracts (Neb. Rev. Stat. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

# II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by

law of all persons supplying labor and material in the execution of the work provided for in the contract.

# III. Construction Projects with an Anticipated Cost of Under \$150,000 \$250,000

### A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$3,500 \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500 \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$3,500 \$10,000 and \$100,000 \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,500 \$10,000 and less than \$100,000 \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

B. Construction Projects with an estimated cost over of between \$150,000 \$100,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$100,000 or more are subject to state public lettings laws (Neb. Rev. Stat. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

# IV. Construction Projects with an Anticipated Cost Over \$150,000 \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$150,000 \$250,000 or more will be publicly solicited using the sealed bid method
  - 1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
  - 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - 3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
  - 4. The contract will be awarded to the lowest responsive and responsible bidder.
    - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
    - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
    - c) Any or all bids may be rejected if there is a sound documented reason.
  - 5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the

amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

### B. Advertising for Bids.

- 1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
- 2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

#### C. Bid Documents

- 1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
- 2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- 3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- 4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- 5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
- 6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
- 7. The board shall have discretion in determining which bidders

are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

- 8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

#### V. Other Contract Matters.

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

## **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

### C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

### **D. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

### **E. Settlements of Issues Arising Out of Contract**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### F. Record Keeping

#### 1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
- 2. Maintenance of Construction Records for Projects Financed with Federal Funds
  - a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

### VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
  - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
  - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

#### D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted on: 4/16/2018	
Revised on:	
Reviewed on:	
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#### 3003.1

# Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

### I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (Neb. Rev. Stat. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (Neb. Rev. Stat. §§ 13-2901 through 13-2914), energy financing contracts (Neb. Rev. Stat. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

# II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by

law of all persons supplying labor and material in the execution of the work provided for in the contract.

# III. Construction Projects with an Anticipated Cost of Under \$250,000

### A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$100,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

### IV. Construction Projects with an Anticipated Cost Over \$250,000

- A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method
  - 1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
  - 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - 3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
  - 4. The contract will be awarded to the lowest responsive and responsible bidder.
    - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
    - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
    - c) Any or all bids may be rejected if there is a sound documented reason.
  - 5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

### **B.** Advertising for Bids.

- 1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
- 2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

### C. Bid Documents

- 1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
- 2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- 3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- 4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- 5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
- 6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
- 7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

- 8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

### V. Other Contract Matters.

### **A.** Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **B.** Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

### C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

### **D. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

### E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### F. Record Keeping

#### 1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
- 2. Maintenance of Construction Records for Projects Financed with Federal Funds
  - a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

### VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
  - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
  - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

#### D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted on: 4	/16/2018	
Revised on:		
Reviewed on:		

# 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

### I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

### **II. Procurement System**

The District maintains the following purchasing procedures.

### A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

### **B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

### 1. Purchases up to \$3,500 \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500 \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

# 2. Purchases between \$3,500 \$10,000 and \$150,000 \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$3,500 \$10,000 and less than \$150,000 \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### 3. Purchases Over <del>\$150,000</del> \$250,000

### a) Sealed Bids (Formal Advertising)

For purchases over \$150,000 \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

# b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000 \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

### 4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000 \$250,000.

# C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

### **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

## **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

## F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

#### III. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Purchases covered by this policy are subject to the following additional provisions.
  - **1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

- 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- **3.** The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

#### C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

#### **D. Enforcement**

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

## **IV.** Property Management Systems

## A. Property Classifications

- **1.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
- 2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
- **3.** Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

- **4.** Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

#### **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

- **1.** Serial number;
- 2. District identification number;
- **3.** Manufacturer;
- 4. Model:
- **5.** Date tagged and individual who tagged it;
- **6.** Source of funding for the property;
- **7.** Who holds title:
- **8.** Acquisition date and cost of the property;
- **9.** Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- 10. Location, use and condition of the property; and

**11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

## **D. Physical Inventory**

- **1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

#### E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

#### F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

## **G.** Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

## H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

#### V. Other Contract Matters.

## **A.** Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

## **B.** Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

## C. Record Keeping

#### **1.** Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be trained retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

#### 2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

## D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 4/1	6/2018	
Revised on:		
Reviewed on:		

# 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

## I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

#### **II. Procurement System**

The District maintains the following purchasing procedures.

#### A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

## **B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

## 1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

## 2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

## 3. Purchases Over \$250,000

## a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

## b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

## 4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

## C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

## **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

## **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

## F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

#### III. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Purchases covered by this policy are subject to the following additional provisions.
  - **1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

- 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- **3.** The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

#### C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

#### **D. Enforcement**

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

## **IV.** Property Management Systems

## A. Property Classifications

- **1.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
- 2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
- **3.** Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

- **4.** Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

#### **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

- **1.** Serial number;
- 2. District identification number;
- **3.** Manufacturer;
- 4. Model:
- **5.** Date tagged and individual who tagged it;
- **6.** Source of funding for the property;
- **7.** Who holds title:
- **8.** Acquisition date and cost of the property;
- **9.** Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- 10. Location, use and condition of the property; and

**11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

## **D. Physical Inventory**

- **1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

#### E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

#### F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

## **G.** Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

## H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

#### V. Other Contract Matters.

## **A.** Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

## **B.** Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

## C. Record Keeping

#### **1.** Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

#### 2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

## D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 4/	16/2018	
Revised on:		
Reviewed on:		

## 3014 Use of School Property

- 1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.

#### 2. General Facilities Use Guidelines

- a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
- b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- d. The rental fees for school facilities shall be set by the board.
- e. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the

- district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- f. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- g. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

#### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

## 4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district may bear any costs associated with use by these groups (e.g., the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

## b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
  - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
  - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
  - (1) The facility use will occur during non-instructional time.

- (2) The district has facilities available to accommodate the group.
- (3) The use is voluntary and for the general benefit of the student participants.
- (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

## 5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
  - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

#### c. Denial of access

i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the

- superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
- ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. superintendent may request assistance enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
- iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.

#### 7. Proof of Insurance

- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- b. The district may require the non-curriculum related or nonstudent group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

#### 8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 07/16/18	
Revised on:	
Reviewed on:	

## Cozad Community Schools Usage Application and Agreement

Pursuant to Cozad Community Schools ("District") board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: track (collectively, the "facilities"). All other facility uses must be approved pursuant to the District's facility use policies and practices.

Applicant Last Name	First Name	Mido	dle Initial
Street Address	City	State	Zip
Birth date:	Home Phone:		
Work Phone:	Cell:		
Name of Emergency Contact: _			
Home Phone:	Work :	Cell: _	
Relationship of Emergency Contact:			
<ul> <li>Email of Emergency Con</li> </ul>	tact:		

**Rules and Regulations**: By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

**Services and Access**: The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours.

**Superior Interest in Usage**. The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the District, it will benefit the students and programs of the District.

**Compliance with Laws:** In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

Video Monitoring and Other Security Measures. The District uses security

measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

## RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE FACILITIES

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

**Declaration.** I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved. I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

**Responsibility for Supervision.** I understand that the facilities will be available to me only during hours designated by the administration, and that I am

responsible for my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

**Compliance with Rules.** I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

## THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name:	Age:
Date:	
Signature:	
PARENT OR GUARDIAN IF US	SER IS UNDER AGE 19:
all its terms. We execute it voluntari	I this Application and Release and understand ly and with full knowledge of its significance. AINS A RELEASE OF LIABILITY AND AN ND OUR CHILD.
Clearly PRINT the following information	n:
Child's Name:	Child's Birthdate:
Father's Name:	
Father's Signature:	Date:
Mother's Signature:	Date:

## Cozad Community Schools Facility Use Application

Applic	cant Name ("Applicant"):	
Orgar	nization Name ("Organization"), if applicable:	
	cant's Position within Organization:	
Addre	ess:	
Phone	e Number: Email:	
Descr	ription of Requested Use:	
	our organization a registered 501(c)(3) or other nonprofit?	¬ No
	of Requested Use: Time of Requested Use: t	
Facilit	ity/Room Request, if preferred:	.0
	cted Number of Attendees:	
СХРСС	ecca Namber of Accendees:	
	k any of the following needs which apply to your request. Note that	
	cional services necessary and may require the Applicant/Organization to	pay for such services
	condition of use:	
	Custodial (set up, tear down, sanitation)  Kitchen (Kitchen Staff (seeking, feed service, clean up)	
	Kitchen/Kitchen Staff (cooking, food service, clean up)	
Ш	Technology Assistance (sound, lighting, presentation)	
Liabili	lity Insurance, check applicable:	
	I/we have coverage of \$5 million per occurrence.	
	I/we have other coverage:	
	I/we have no insurance coverage	

#### Terms and Conditions of Use:

- 1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
- 2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
- 3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
- 4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits \$5,000,000.00 per occurrence, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

#### Fee Schedule:

**High School Gym or Auditorium:** Daily fee of \$100.00

**Elementary Gym:** Daily fee of \$70.00

**Kitchen:** Daily fee of \$50.00

Commons/Multi-Purpose Rooms: Daily fee of \$50.00

**Library:** Daily fee of \$50.00 **Classroom:** Daily fee of \$25.00

Track/Football Field: Daily fee of \$300.00

Custodial, Kitchen and Equipment Technician Services: \$25.00 per hour

**Student Technician Services:** current minimum wage rate per hour

Any changes to these fees must be approved by the Board of Education. The building Principal or Superintendent reserve the right to make exceptions to the above rates. All minimum fees are to be paid in advance. Any additional charges such as custodial, kitchen or technician services will be billed to the group/organization by the District. The contract information listed on the application may be used to communicate with the group in regards to payment of any outstanding fees.

Applicant's Signature:	Date:		
	FOR DISTRICT USE ONLY		
	TOR DISTRICT USE UNET		
ApplicationDenied	DeniedApproved, subject to the following:		
Insurance requirements are	nsurance and list district as additional insured.  e waived.		
Additional Services Requested/Required CustodialKitchenTechnologyNone Notified on:			
KITCHEN	reclinologyNone Notified on		
Admission feesAllowe	dNot AllowedMay charge parking		
Notes:			
District Representative:	<u>Date:</u>		
Deposit fees paid:	_byConfirmed by (initials):		
Services billed by (initials):			

## 3014 Use of School Property

- 1. Use of Specific Facilities by Application and Agreement
  - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: track. The district understands that it would not be feasible to require a patron to apply to use facilities like the track on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
  - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
  - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.

#### 2. General Facilities Use Guidelines

- a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
- b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
- d. The rental fees for school facilities shall be set by the board.
- e. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the

- district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- f. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- g. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

#### 3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

## 4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district may bear any costs associated with use by these groups (e.g., the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

## b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
  - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
  - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
  - (1) The facility use will occur during non-instructional time.

- (2) The district has facilities available to accommodate the group.
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- (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

## 5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
  - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
  - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
  - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

#### c. Denial of access

i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the

- superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
- ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. superintendent may request assistance enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
- iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.

#### 7. Proof of Insurance

- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- b. The district may require the non-curriculum related or nonstudent group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

#### 8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: 07/16/18	
Revised on:	
Reviewed on:	

## Cozad Community Schools Usage Application and Agreement

Pursuant to Cozad Community Schools ("District") board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: track (collectively, the "facilities"). All other facility uses must be approved pursuant to the District's facility use policies and practices.

Applicant Last Name	First Name	Mido	dle Initial
Street Address	City	State	Zip
Birth date:	Home Phone:		
Work Phone:	Cell:		
Name of Emergency Contact: _			
Home Phone:	Work :	Cell: _	
Relationship of Emergency Contact:			
<ul> <li>Email of Emergency Con</li> </ul>	tact:		

**Rules and Regulations**: By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

**Services and Access**: The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours.

**Superior Interest in Usage**. The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the District, it will benefit the students and programs of the District.

**Compliance with Laws:** In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

Video Monitoring and Other Security Measures. The District uses security

measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

## RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE FACILITIES

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

**Declaration.** I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved. I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

**Responsibility for Supervision.** I understand that the facilities will be available to me only during hours designated by the administration, and that I am

responsible for my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

**Compliance with Rules.** I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

## THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name:	Age:
Date:	
Signature:	
PARENT OR GUARDIAN IF US	SER IS UNDER AGE 19:
all its terms. We execute it voluntari	I this Application and Release and understand ly and with full knowledge of its significance. AINS A RELEASE OF LIABILITY AND AN ND OUR CHILD.
Clearly PRINT the following information	n:
Child's Name:	Child's Birthdate:
Father's Name:	
Father's Signature:	Date:
Mother's Signature:	Date:

# Cozad Community Schools Facility Use Application

Applicant Name ("Applicant"):			
Addre	SS:		
Phone	e Number: Email:		
Descr	iption of Requested Use:		
Date	ur organization a registered 501(c)(3) or other nonprofit?   □ Yes □ No □ No □ Requested Use: to		
Facilit	y/Room Request, if preferred:		
Expec	ted Number of Attendees:		
additi as a c	c any of the following needs which apply to your request. Note that the district may deem onal services necessary and may require the Applicant/Organization to pay for such services condition of use:  Custodial (set up, tear down, sanitation)  Kitchen/Kitchen Staff (cooking, food service, clean up)  Technology Assistance (sound, lighting, presentation)		
	ty Insurance, check applicable:  I/we have coverage of \$1 million per occurrence and \$5 million per occurrence. aggregate  I/we have other coverage:  I/we have no insurance coverage		

### Terms and Conditions of Use:

- 1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
- 2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
- 3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
- 4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$5,000,000.00 per occurrence aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

### Fee Schedule:

**High School Gym or Auditorium:** Daily fee of \$100.00

**Elementary Gym:** Daily fee of \$70.00

**Kitchen:** Daily fee of \$50.00

Commons/Multi-Purpose Rooms: Daily fee of \$50.00

**Library:** Daily fee of \$50.00 **Classroom:** Daily fee of \$25.00

Track/Football Field: Daily fee of \$300.00

Custodial, Kitchen and Equipment Technician Services: \$25.00 per hour

**Student Technician Services:** current minimum wage rate per hour

Any changes to these fees must be approved by the Board of Education. The building Principal or Superintendent reserve the right to make exceptions to the above rates. All minimum fees are to be paid in advance. Any additional charges such as custodial, kitchen or technician services will be billed to the group/organization by the District. The contract information listed on the application may be used to communicate with the group in regards to payment of any outstanding fees.

Applicant's Signature:		Date:	
	FOR DISTRICT USE ON	u v	
	FOR DISTRICT USE ON	IL I	
ApplicationDenied	DeniedApproved, subject to the following:		
InsuranceUser has provided sufficient proof of insuranceUser must obtain proof of insurance and list district as additional insuredInsurance requirements are waived.			
Additional Services Requeste		N	
CustodiaiKitche	ni echnology	None Notified on:	
Admission feesAllow	vedNot Allowed	May charge parking	
Notes:			
District Representative:		Date:	
Deposit fees paid: Services billed by (initials):	·	d by (initials):	

## 3016 Use of Tobacco Products

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

Adopted on:	7/17/2017
Revised on: _	
Reviewed on	

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Adopted on: 7/17	7/2017
Revised on:	
Reviewed on:	

#### 3039

### **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. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. 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.

### 2. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor, school nurse, teacher(s) and local law enforcement. 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.

### 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify

the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and 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.

## 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and 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 if that individual is a minor unless permitted by law.

## 5. 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.

Adopted on: /,	/16/18
Revised on:	
Reviewed on: _	

#### 3039

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Adopted on: .	//16/18
Revised on: _	
Reviewed on:	

## 3046 Service Animals at School

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials *may* ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do *unless* the answers to these inquiries are readily apparent. School officials *may not* ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

**Health and Vaccination.** The service animal must be in good health and immunized against diseases common to that type of animal. The owner or handler of the animal must submit have proof of current licensure from the local licensing authority and including proof of the service animal's current vaccinations and immunizations from a licensed veterinarian required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody

and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

### III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied **before** a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their

own benefit will not be	allowed or	school	grounds	or school	property	except
as otherwise required by	/ law.					

Adopted on: 7/	16/18
Revised on:	
Reviewed on: _	

## 3046 Animals at School

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### I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

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**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials *may* ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do *unless* the answers to these inquiries are readily apparent. School officials *may not* ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

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Service animals will not be allowed in school buildings or other school property until the school has approved the request.

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**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
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The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting

between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

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**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

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**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: 7/16/18
Revised on: \_\_\_\_\_\_
Reviewed on: \_\_\_\_\_

# 3050 Technology in the Classroom

### I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

### II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

- 1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any he considered record οf use will non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
- 2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.
- B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen in functionality" that actively or passively create or transmit audio or video recordings must have that function

disabled while the student using uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

C. Any classroom recordings made by a staff member will be made pursuant to district policy.

## III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.
- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

### C. Staff-Selected Applications.

- 1. Staff are permitted to select applications for use in the classroom.
- 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: 9/17/18

Revised on: $\_$	 
Reviewed on:	

# 3050 Technology in the Classroom

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- Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
- 2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.
- B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively or passively create or transmit audio or video recordings must have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology

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  - 1. Staff are permitted to select applications for use in the classroom.
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Adopted on: 9	/17/18	
Revised on:		
Reviewed on:		

## 3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on:	9/17/18
Revised on: _	
Reviewed on:	•

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Adopted on:	9/17/18
Revised on: _	
Reviewed on	•

## 3054 Law Enforcement Unit

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates Cozad Police Department to act as the district's Law Enforcement Unit.

**Authority of the Law Enforcement Unit.** The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; and
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

**Records of the Law Enforcement Unit.** All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

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# 4048 Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

## 1. Assessment Responsibilities

- Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
  - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
  - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
  - informing the board of education of changes to the Nebraska State Accountability Student-Centered Assessment System Security Procedures; and
  - signing and enforcing the Nebraska State Accountability
     Test Nebraska Student-Centered Assessment System
     Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
  - complying with the Nebraska State Accountability Student-Centered Assessment System Security Procedures;

- taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
- ensuring the security of all test materials.

## 2. Security Violations and Cheating

#### a. **Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

### b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 2	/18/19
Revised on:	
Reviewed on:	

# 4048 Assessment Administration and Security

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Adopted on: 2/18/19	
Revised on:	
Reviewed on:	

# 4052 Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

## **Employees Suspected of Sexual Misconduct Against a Minor or Student**

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: 2	2/18/19
Revised on: _	
Reviewed on:	

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Adopted on: 2/18/19	
Revised on:	
Reviewed on:	

#### 5002 Admission of Students

Students shall be admitted to the school district who are:

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

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

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

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

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

Adopted on: 3	/18/19	
Revised on: _		
Reviewed on:		

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- approved for option enrollment pursuant to policy;
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- legal residents of a district that has contracted with this district for their educational services;
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Adopted on: 3	/18/19	
Revised on: _		
Reviewed on:		

#### 5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by

the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 4	8/19
Revised on:	
Reviewed on:	

#### 5016 Student Records

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dopted on: 4/8/19	
evised on:	
eviewed on:	

# 5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: $\_$	
Revised on:	
Reviewed on:	

### Policy 5126: Student Directory Information

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone, number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and awards received, the most recent previous schools, names of parents and guardians, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

The period of time which a parent or eligible student has to notify the district, in writing, that he/she does not want information about the student designated as directory information, will be two weeks from the time this information is first received.

Revised: 1-18-2010 Reviewed 2-15-2010

# Administrative Guidelines for Policy 5126: Photographs

"Cozad Community School uses the following guidelines in having student pictures/filming taken and published. Cozad Community School allows for the taking and publishing of pictures/filming which would be normally related to school activities such as annuals, yearbooks, school calendar, extracurricular events, student recognition, and other such events. Parents/guardians will be notified of pictures or filming that would not typically be considered as a school activity allowing the parent right of refusal."

Updated 6.13.2005 Reviewed 1-18-2010 Reviewed 2-15-2010

#### 5022

### Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

#### **School Related Criminal Activity**

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

### **Non-School Related Criminal Activity**

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

### Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written

parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

#### **Child Abuse and Neglect**

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

#### **Student Records**

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: 4/8/19	
Revised on:	
Reviewed on:	

#### 5022

### Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

#### **School Related Criminal Activity**

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

### **Non-School Related Criminal Activity**

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

#### Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

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#### **Student Records**

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: 4/	8/19		
Revised on:		 	
Reviewed on: _			

#### 5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or quardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

#### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- 1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
- 2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

- The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
- 3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
- 4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

#### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less then twenty school days

(long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

#### **Expulsion**

- 1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- 3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

- 7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8. Engaging in bullying as defined in section 79-2,137 and in these policies;
- 9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- I. Using any object to simulate possession of a weapon; and
- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

## Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's quardian may request a hearing, to be signed by such parties and

delivered to the principal or superintendent in person or by registered or certified mail.

- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
- 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
- 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of state law the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
- 4. It is a violation of state law the Nebraska Criminal Code that endangers the health and welfare of staff or students;
- 5. It is a violation of state law the Nebraska Criminal Code that interferes with school purposes;
- 6. The report is required or requested by law enforcement or the county attorney.

Adopted on:	7/16/18
Revised on: _	
Reviewed on	

#### 5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

#### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- 1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
- 2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

- The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- 2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
- 3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
- 4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments must be completed upon return to school; students will receive a zero for incomplete assignments.

#### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less then twenty school days

(long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

#### **Expulsion**

- 1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- 3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- 6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

- 7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8. Engaging in bullying as defined in section 79-2,137 and in these policies;
- 9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
- 10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- I. Using any object to simulate possession of a weapon; and
- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

## Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and

delivered to the principal or superintendent in person or by registered or certified mail.

- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
- 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
- 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;
- 3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
- 4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
- 5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
- 6. The report is required or requested by law enforcement or the county attorney.

Adopted on:	7/16/18
Revised on: _	
Reviewed on	

# 5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

**Recordings Made by The District**. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Staff**. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

**Prohibited Recordings by Students.** Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

**Permitted Classroom Recordings by Students**. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on:	
Revised on:	
Reviewed on:	

## 6036 Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

**Effective Reading Teachers.** It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

**Reading Assessment.** Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

**Deficiency Identification.** Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

**Supplemental Reading Intervention Program.** The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

**Parent/Guardian Notification.** The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

**Reading Improvement Plan.** Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

**Reading Progress.** Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: $\_$	
Revised on:	
Reviewed on:	