



**COZAD**  
**MIDDLE / HIGH SCHOOL**  
**2018-2019**  
**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](http://www.cozadschools.net)**

**Superintendent: Joel Applegate**  
**High School Principal: Bill Beckenhauer**  
**Middle School Principal: Brian Regelin**  
**Activities Director/Assistant Principal: Jordan Cudney**  
**Special Education Director: Jill Beckenhauer**  
**High School Guidance Counselor/Program Director: Bruce Hird**  
**Middle School Guidance Counselor: Bill Shaffer**

# 2018-2019 TABLE OF CONTENTS

## Foreword

		Page
Section 1	Intent of Handbook	4
Section 2	Members of the Board of Education	4
Section 3	Administrative Staff	4
Section 4	Middle School Teaching and Support Staff	5
Section 5	High School Teaching and Support Staff	6
Section 6	Student Council	7
Section 7	District Calendar	8

## Article 1 - Mission and Goals

Section 1	School Mission Statement	9
Section 2	Essential Learning	9
Section 3	Mutual Respect	9
Section 4	Multicultural Policy	9
Section 5	Nondiscrimination Statement	9
Section 6	Complaint Procedures	9

## Article 2 - School Day

Section 1	Daily Schedule	10
Section 2	Shortened Schedule	10
Section 3	Severe Weather and School Cancellations	10
Section 4	Open-Closed Campus	11

## Article 3 - Use of Building and Grounds

Section 1	Entering and Leaving the Building	11
Section 2	Visitors	11
Section 3	Smoke-Free Environment	11
Section 4	Care of School Property	11
Section 5	Lockers	12
Section 6	Searches of Lockers and Other Types of Searches	12
Section 7	Video Surveillance	12
Section 8	Use of Telephone	12
Section 9	Bicycles	12
Section 10	Student Valuables	12
Section 11	Lost and Found	13
Section 12	Accidents	13
Section 13	Laboratory Safety Glasses	13
Section 14	Insurance	13
Section 15	Bulletins and Announcements	13
Section 16	Copyright and Fair Use Policy	13
Section 17	Activity/Participation Fee	13
Section 18	Activity Ticket	13

<b>Section 19</b>	<b>Dances</b>	<b>14</b>
<b>Section 20</b>	<b>School Emblem and Song</b>	<b>14</b>
<b>Section 21</b>	<b>Staying After School</b>	<b>14</b>
<b>Section 22</b>	<b>Truancy/Skipping</b>	<b>14</b>
<b>Section 23</b>	<b>Withdrawing From School</b>	<b>14</b>
<b>Section 24</b>	<b>Cheating</b>	<b>14</b>
<b>Section 25</b>	<b>High School Royalty</b>	<b>14</b>
<b>Section 26</b>	<b>Activities</b>	<b>15</b>
<b>Section 27</b>	<b>Activities Eligibility</b>	<b>15</b>

**Article 4 – Attendance**

		<b>Page</b>
<b>Section 1</b>	<b>Attendance Policy</b>	<b>16</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>16</b>
<b>Section 3</b>	<b>Tardiness</b>	<b>16</b>
<b>Section 4</b>	<b>Leaving School</b>	<b>17</b>
<b>Section 5</b>	<b>Attendance is Required to Participate in Activities</b>	<b>17</b>

**Article 5 - Scholastic Achievement**

		<b>Page</b>
<b>Section 1</b>	<b>Grading System</b>	<b>17</b>
<b>Section 2</b>	<b>High School Course Requirements</b>	<b>18</b>
<b>Section 3</b>	<b>Graduation Speakers</b>	<b>18</b>
<b>Section 4</b>	<b>Graduation Ceremony</b>	<b>18</b>
<b>Section 5</b>	<b>Promotion/Retention</b>	<b>19</b>
<b>Section 6</b>	<b>Schedule Changes</b>	<b>19</b>
<b>Section 7</b>	<b>Interim Reports</b>	<b>19</b>
<b>Section 8</b>	<b>Report Cards</b>	<b>19</b>
<b>Section 9</b>	<b>Parent Teacher Conferences</b>	<b>19</b>
<b>Section 10</b>	<b>Middle School Homework Center</b>	<b>19</b>
<b>Section 11</b>	<b>Honor Roll</b>	<b>19</b>
<b>Section 12</b>	<b>National Honor Society</b>	<b>20</b>
<b>Section 13</b>	<b>Standardized Tests</b>	<b>21</b>

**Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Identification and Placement Procedures</b>	<b>21</b>
<b>Section 2</b>	<b>Health Services</b>	<b>22</b>

**Article 7 - Drugs, Alcohol and Tobacco**

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>24</b>

**Article 8 - Student Rights, Conduct, Rules and Regulations**

		<b>Page</b>															
<b>Section 1</b>	<b>Student Conduct and Discipline Policies</b>																
	<table border="1"> <tr> <td><b>Part 1</b></td> <td><b>Short-Term Suspensions</b></td> <td align="right"><b>27</b></td> </tr> <tr> <td><b>Forms of School Discipline</b></td> <td><b>Long-Term Suspensions</b></td> <td></td> </tr> <tr> <td></td> <td><b>Expulsions</b></td> <td></td> </tr> <tr> <td></td> <td><b>Other Forms of Student Discipline</b></td> <td></td> </tr> <tr> <td></td> <td><b>Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</b></td> <td></td> </tr> </table>	<b>Part 1</b>	<b>Short-Term Suspensions</b>	<b>27</b>	<b>Forms of School Discipline</b>	<b>Long-Term Suspensions</b>			<b>Expulsions</b>			<b>Other Forms of Student Discipline</b>			<b>Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</b>		
<b>Part 1</b>	<b>Short-Term Suspensions</b>	<b>27</b>															
<b>Forms of School Discipline</b>	<b>Long-Term Suspensions</b>																
	<b>Expulsions</b>																
	<b>Other Forms of Student Discipline</b>																
	<b>Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</b>																

	<b>Part 2 Student Conduct</b>	<b>Electronic Communication Devices Student Driving and Parking Firearms and Other Dangerous Weapons Student Appearance Policy Harassment and Bullying Policy Public Displays of Affection Specific Rule Items Network, E-Mail, Internet and Other Computer Use Rules</b>	<b>30</b>
	<b>Part 3 Reporting Student Law Violations</b>	<b>Reports of rule violations to law enforcement</b>	<b>35</b>
	<b>Part 4 Due Process Procedure</b>	<b>Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment</b>	<b>35</b>

**Article 9 - Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**

		<b>Page</b>
<b>Section 2</b>	<b>Student Fees Policy</b>	<b>37</b>

**Article 10 - State and Federal Programs**

		<b>Page</b>
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>40</b>
<b>Section 2</b>	<b>Designation of Coordinator(s)</b>	<b>40</b>
<b>Section 3</b>	<b>Nondiscrimination in Education</b>	<b>40</b>
<b>Section 4</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>40</b>
<b>Section 5</b>	<b>Notification of Rights Under FERPA</b>	<b>41</b>
<b>Section 6</b>	<b>Notice Concerning Disclosure of Student Information to Military Recruiters</b>	<b>42</b>
<b>Section 7</b>	<b>Notice Concerning Staff Qualifications</b>	<b>42</b>
<b>Section 8</b>	<b>Student Privacy Protection Policy</b>	<b>42</b>
<b>Section 9</b>	<b>Parental Involvement Policies</b>	<b>44</b>
<b>Section 10</b>	<b>Homeless Students Policy</b>	<b>44</b>
<b>Section 11</b>	<b>Lunch Program</b>	<b>45</b>

# ***Cozad Community Schools Parent/Student Handbook 2018-2019***

## ***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***

<b>Name</b>
Edd Albrecht
Ann Burkholder
Joel Carlson
Scott Geiser
John Peden
Michelle Starman

## ***Section 3 Administrative Staff***

<b>Name</b>	<b>Position</b>
Joel Applegate	Superintendent
Bill Beckenhauer	High School Principal
Brian Regelin	Middle School Principal
Jordan Cudney	Activities Director/Assistant Principal
Jill Beckenhauer	Special Education Director

**Section 4      *Teaching Staff ~ Middle School***

<b>Name</b>	<b>Department</b>
Scott Adkisson	Math
Stacie Blackmore	Vocal Music
Kylie Corkern	Art
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
Bob Nutt	Physical Education
Carly Rexing	Math
Arika Russell	Special Education
Heather Schultz	English
Kelli Teahon	Computers
Jennifer Walls	Library/Reading

***Support Staff ~ Middle School***

<b>Name</b>	<b>Building</b>	<b>Position</b>
Tasia Aden	All Schools	ELL Para-Professional
Amy Buss	Middle School	Para-Professional
Peg Butler/Bev Krushenisky	All Schools	School Nurse
Dave Evertson	All Schools	Technology Director
Marge Finnell	Middle School	Para-Professional
Bethany Hyatt	All Schools	School Psychologist
Deb Klein	Middle School	Para-Professional
Jennifer Walls	Middle School	Library Aide
Teresa Osborn	All Schools	Media Specialist/Curriculum & Data Coordinator
Bill Shaffer	Middle School	Guidance Counselor
Lisa Smith	Middle School	Middle School Secretary
Jenny Wichelt	Middle School	Para-Professional
Patty Wolfe	All Schools	Technology Integration Coordinator
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU

**Section 5      *Teaching Staff ~ High School***

<b>Name</b>	<b>Department</b>
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
Teresa Coyle	Math
James Ford	Health
Derek Hammerlun	Social Studies
Melissa Hartman	Spanish
Michelle Irvine	Family Consumer Sciences
Laura Johnson	Science/Biology
Karen Klein	Special Education
Jann Kloepping	English
Rebekah Kraeger	Agricultural Education/FFA
Mark Messner	Band/Instrumental Music
Bill Pinkelman	Trades & Technical Education (Woods)
Amanda Rossell	Social Studies
Nan Sims	Special Education
Gavin Skiles	Information Technology/Business
Chris Tvrdy	Math
Kyle Vincent	Social Studies
Tuyet Sansone	English/Journalism

***Support Staff ~ High School***

<b>Name</b>	<b>Building</b>	<b>Position</b>
Tasia Aden	All Schools	ELL Para-Professional
Peg Butler/Bev Krushenisky	All Schools	Nurse
Dave Evertson	All Schools	Technology Director
Lori Fletcher	High School	Para-Professional
Bruce Hird	High School	Guidance Counselor/Program Director
Bethany Hyatt	All Schools	School Psychologist
Teresa Osborn	High School	Media Specialist/Curriculum & Assessment Coordinator
Roxanne Reyes	High School	Activities Director Secretary
Patty Wolfe	All Schools	Technology Integration Coordinator
Kiley Wrage	All Schools	Speech & Language Pathologist/ESU
Jessica Warner	High School	High School Secretary
Cheri Ziebel	High School	Para-Professional

*Section 6 Student Council Members and Class Officers*

**Student Body President:** Dillon Geiser

**Seniors**

**President:** Sydney Lindstedt

**Class Reps:** Luke Breon, Grace Cargill, Kaden Garcia, Addy Hergenrader, Carissa Jensen, Olivia Klein, Abby Thramer

**Sponsors:** Jann Kloeppling & Dawn Beans

**Juniors**

**President:** Austin Werner

**Class Reps:** Megan Burkholder, Katelyn Calhoun, Abigail Nelsen, Hailey Wilson

**Sponsors:** Melissa Hartman & Gavin Skiles

**Sophomores**

**President:** Joey Orellana

**Class Reps:** Pierce Applegate, Tayler Chytka, Landry Geiger, Gracie Schneider

**Sponsors:** Derek Hammerlun & Laura Johnson

**Freshman**

**President:** Shaundra Wiederholt

**Class Reps:** Brady Davis, Carly Jensen, Alexia Nelsen, Addison Svajgr

**Sponsors:** Nick Auwerda & Karen Klein





## Article 1 – Mission and Goals

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

Learning for all; learning for life.

### **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 Schedule**

Office Opens	7:45
Library Opens	7:45
Teachers available	7:45
Period 1	8:10 – 8:58
Period 2	9:01 – 9:49
Period 3	9:52 – 10:40
Period 4	10:43 – 11:31
Period 5A	11:34 – 12:22
<b>1<sup>st</sup> Lunch</b>	<b>11:31 – 12:01</b>
Period 5B	12:04 – 12:52
<b>2<sup>nd</sup> Lunch</b>	<b>12:22 – 12:52</b>
Period 6	12:55 – 1:43
Period 7	1:46 – 2:34
Period 8	2:37 – 3:25

### **Section 2**      **1<sup>st</sup> & 3<sup>rd</sup> Wednesday Short Schedule**

Period 1	8:10 – 8:48
Period 2	8:51 – 9:29
Period 3	9:32 – 10:10
Period 4	10:13 – 11:50
Period 5A	10:53 – 11:30
<b>1<sup>st</sup> Lunch</b>	<b>10:50 – 11:20</b>
Period 5B	11:23 – 12:00
<b>2<sup>nd</sup> Lunch</b>	<b>11:30 – 12:00</b>
Period 6	12:03 – 12:40
Period 7	12:43 – 1:20
Period 8	1:23 – 2:00

### **Section 3**      **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](http://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 4 Open-Closed Campus**

**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. If you go home for lunch, only your parent(s) may pick you up, but you are not to drive. 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. Students are to stay in the commons and are not to go to any other part of the building without permission.

**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 in the discretion of the administration.

**Right to Search: Under the provision 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***

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 ~ Forward in line ~ Classmates and comrades ~ Boosting all the time ~ Rah! Rah! ~ And when the band is playing ~ Sing joyfully ~ 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. Note: 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>	<u>Sponsor/Coach</u>	<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 Stouffer (Girls)	9-12
	Bob Nutt & Brent Frauen (MS Boys)	7-8
	Brent Frauen & Amber Ross (MS Girls)	7-8
C-Club	Jordan Cudney	9-12
Cheerleading	Karen Klein & Pam Laird	9-12
Class Officer	See Class Officer List	9-12
Cross Country	Jacob Brummer	7-12
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	Rebekah Kraeger	9-12
Golf	Bob Nutt (Boys)	9-12
	Teresa Osborn (Girls)	9-12
HMLO	Tasia Aden & Bruce Hird	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 & Nan Sims	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
STAND (Anti Drug/Alcohol Group)		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	Scott Adkisson (Boys)	9-12
	Trey Botts (Girls)	9-12
	Jim Terry (MS Boys & Girls)	7-8
Volleyball	Neleigh Niles	9-12
	Ashley Simpson & Teresa Savick	7-8
Wrestling	Derek Hammerlun	9-12
	Barry Mraz	7-8

## Article 4 – Attendance

### *Section 1 Attendance Policy No. 5008*

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 classroom 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 Tardiness*

#### **(I) First Period/Returning from lunch tardy:**

- A. The first tardy of the semester a student does not make up any time, but will be given a verbal warning.
- B. The second and third tardy, a student will make up 30 minutes (provided the student was tardy by less than 10 minutes.)
- C. The fourth tardy and each additional tardy, the student will make up 1 hour after school (again, provided the student was tardy by less than 10 minutes.)
- D. A tardy that exceeds 10 minutes will be dealt with on an individual basis, by the Principal, Activities Director, or Guidance Counselor, with the time to be made up accordingly.

\*\*\*Note: Being late more than 10 minutes to any class is considered an unexcused absence unless contact is made by a parent/guardian.

#### **(II) Skipping the make-up time for a tardy:**

- A. If a student fails to make up the time, additional time may be assigned.
- B. Chronic skipping of detentions could lead to Saturday School.
- C. Excessive tardies will be dealt with on an individual basis.

\*\*\*Note: Students will lose perfect attendance due to excessive tardies.

**Section 4 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 5 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.

## **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: Chemistry, Physics, Physics II, Advanced Biology, Anatomy & Physiology

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.

### **Transportation of Students Receiving Special Education**

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](http://www.cozadschools.net).

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

**MRSA**  
**Ringworm**  
**Strep**

exclusion unnecessary unless directed by physician. Keep lesions covered at school. if affected areas cannot be covered, exclude until treatment started 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 5001.2:**

Students with insulin dependent 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 & agents are not liable for any injury or death arising from a student's self-management of his/her condition. 2. Shall indemnify and hold harmless the district and its employees & 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 parents' responsibility.

**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 4<sup>th</sup> 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 chicken pox 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 an 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 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, 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](http://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 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 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 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 four days.

**3.** Third offense: The student shall serve a combination of 4 days in-school and 2 days out-of-school suspension. The tobacco and the container it is in will be confiscated from the student.

### **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

#### **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.

##### **GROUP A**

Being in an unauthorized area

Littering

Graffiti on body or clothing

PDA (Public Display of Affection)

Snowballing

\*Improper care of school equipment

\*\*Tardy

\*\*\*Wearing inappropriate clothes (hats, caps, other headwear, alcohol/drug related clothing, and obscene clothing)

\*\*\*\*Theft under \$5.00

\*\*\*\*\*Food/drink outside authorized areas ~ Food/drink brought in from outside the school without proper permission

\*\*\*\*\*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:**

\*Restitution

\*\*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  
\*\*Sexual Harassment Policy #4113.1

## **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

## **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 purpose  
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.

### **Saturday School**

Saturday School will begin at 8:30 a.m. and will end at 11:30 a.m. on the designated Saturday's of each month. Students who have been assigned to Saturday School MUST ATTEND-NO EXCEPTIONS. If a student fails to attend Saturday School or follow the rule stipulations, he/she will be issued a two day out-of-school suspension and he/she must attend the following Saturday School along with a mandatory conference between the parent/student/principal. If the student fails to attend Saturday School for the 2<sup>nd</sup> time, a 5 day out-of-school suspension will occur.

#### **Possible Situations:**

1. Truancy from school and/or skipping detention room.
2. Make-up time for excessive tardies or absences from school.
3. Theft
4. Fighting or intimidation of another student/students.
5. Disruptive behavior in a classroom and results in removal of student.

#### **Rules of Saturday School:**

1. Students must be on time.
2. Students must bring a book to read or complete other assignments.
3. Students must stay the entire time (8:30 a.m. – 11:30 a.m.).
4. Students may volunteer to do work at school on Saturdays, only after the mandatory writing assignment has been completed.

### **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 a 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<sup>29</sup>

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/guardian with the notice of rule violation.

## **BOARD POLICY 5151.1 STUDENT CONDUCT, Electronic Device**

### **Cell Phones, Personal Listening Devices and other Electronic Media Devices**

With administrative permission, students may use personal devices such as a 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. 30

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 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 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 5139 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. Repeating violations may bring 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.

**5146: 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.

**6163-1: Internet Safety Policy**

**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:**

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;
- 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) or that would encourage "horse-play";
- Head wear including hats, caps, bandannas, hairnets and scarves;
- Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.
- Any tattoos displaying gang signs or any other inappropriate words or pictures will be required to be covered at all times.
- Clothing or jewelry that shows pictures of weapons (such as firearms, knives, etc).
- 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 actions 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:**

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

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

**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; 4113.1 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 4113.1

#### **Public Displays of Affection:**

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

1. 1<sup>st</sup> Offense: Student will be confronted and directed to cease.
2. 2<sup>nd</sup> Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3<sup>rd</sup> Offense: Saturday School.
4. If this type of behavior continues, the student could face long-term suspension or expulsion.

#### **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) Penalties for Violation of Rules:**

All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of 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 **34**

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 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 School's 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 1 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 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: (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.

**(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, make-up 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 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 meetings 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 the 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 degrees 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 student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

**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 students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

***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 services 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 provisions 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 cost 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 \$1.70 breakfast; \$3.00 lunch. Adult meal prices are \$2.25 breakfast; \$3.55 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 **45**

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](http://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 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 [www.cozadschools.net](http://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](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, S.W., Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto: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](http://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 2018-2019 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. **Medical History Release Sign-off sheet:** 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 2018-2019 Parent-Student Handbook of Cozad Community Schools:** This signed receipt acknowledges receipt of the 2018-2019 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. **Insurance Waiver Form:** 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 31, 2018**





NAME: \_\_\_\_\_

Class of: \_\_\_\_\_

## Student and Staff RESPONSIBLE USE AGREEMENT 2018-2019

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 discomfoting 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:
  - Stressing the importance to staff and students of building a positive online presence.
  - 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.*

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_

User signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian (if for student use)

\_\_\_\_\_

Date

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.**

**These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, please see [www.common sense media.org](http://www.common sense media.org).**

