

**Cozad Elementary/Cozad Early Education Center  
Student/Parent Handbook  
2014 - 2015**

**INTRODUCTION**

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

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

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

**School Mission Statement:**

**Welcome to Cozad Elementary School and Cozad Early Education Center. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment**

This handbook is to be used by students, parents and staff as a guideline to the rules, regulations, and general information about Cozad Elementary School and CEEC. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

**GOALS AND OBJECTIVES**

The goals and objectives of the Cozad Elementary and CEEC Schools are to provide:

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

**MUTUAL RESPECT**

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

**NON DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

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

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

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

**CHANGE OF ADDRESS**

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

**ATTENDANCE**

A student is considered tardy when they arrive in the classroom after 8:05AM.

Regular school attendance is not only a Nebraska State Law, but more significantly important to every child's education.

If a student is ill or going to be absent from school, we request that the parent or guardian notify the office. A child arriving at school after 10:00 AM or leaving before 2:00 PM will be counted 1/2 day absent. Absences due to medical reasons are excused if accompanied by a signed and dated note from the doctor. Medical and dental appointments should be made outside of school hours if at all possible.

A written request to have a child excused from classes early should be sent with the child on the morning of the early dismissal. The time and reason for the early dismissal should be included.

Whenever a child has been absent or tardy, parents or guardians are required to call or send a dated and signed excuse with the child on his/her return explaining absences or tardies.

A student may not participate in any school activity on a day absent from classes. The student must be in attendance prior to 10:00 a.m.

**"Notification letters will be sent 5, 10, and 20 absences at a minimum. When a student reaches 20 absences in a school year, whether excused or unexcused, the case will be turned over to the County Attorney per LB800."**

**TARDY RULES**

If a child is not in the classroom when the tardy bell rings they are tardy.

- A. Being tardy to school more than 10 times per semester will be considered an unexcused absence. A letter informing the parent/guardian of this unexcused absence will be sent in the mail.

**MAKE UP WORK**

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

**HOMEWORK**

Our elementary teachers realize that the normal active child needs time to be alone, to think, to relax and to enjoy himself/herself. Homework in the elementary grades should be minimal. It should not be disciplinary in nature but should be used to reinforce principles learned during the day. Ample time will be given to students to complete homework assignments. Of course, every child is different and therefore some may have homework, while others have none. Rest assured that any homework that your child has, is for their benefit. Parent assistance in checking assignment sheets will be appreciated.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice a year (refer to the school calendar). Special conferences may be arranged by calling the school or by sending a note to school with your child. If you have concerns, please feel free to call the teacher any time during the school year.

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

**REPORT CARDS**

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

PROGRESS REPORTS for 4<sup>th</sup> & 5<sup>th</sup> grades will be sent out according to the schedule in the school calendar.

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

The scales used on these report cards are:

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

**TIME SCHEDULE - ELEMENTARY SCHOOLS**

**7:30 – 8:00 A.M.....Breakfast**

- 8:00 A.M. Arrival Time
- 8:00 A.M. First Bell
- 8:05 A.M. Tardy Bell
- 11:10 – 11:40 First Lunch Period
- 11:40 – 12:10 Second Lunch Period
- 12:20 – 12:50 Third Lunch Period
- 11:30 – 12:00 Pre-school & Kindergarten Lunch Period**
- 3:20 P.M. Dismissal (All Grades)

**FIRE & TORNADO DRILLS**

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

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

**HEALTH SERVICES**

**Student Illness**

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

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

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

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

**Communicable Diseases**

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

- Hand, Foot & Mouth until fever free for 24 hours without fever reducing medication
- Pinkeye until eye is normal in appearance or with doctor’s note

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

#### Guidelines for Head lice

Parents of students with live headlice will be notified and the child will be treated prior to return to school. Nits (eggs) are not a cause for school exclusion but removal is recommended. All family members should be checked, however only persons with active head lice infestation require treatment. Avoid head to head contact, sharing of personal items and sleep overs. Students should not miss valuable school time because of head lice. Treatment of the hair, with careful attention to the environment, should be persistent for several weeks until all evidence of infestation is gone. Contact the school nurse or refer to School Fusion for treatment guidelines and suggestions. Parents should check their children's heads periodically, especially if scalp scratching is evident.

#### Emergency Health Situations

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

Examples could include:

- unconscious
- respiratory distress or not breathing
- severe bleeding
- neck or spinal injury
- seizure without history of seizures or prolonged seizure

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

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

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

#### 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 chickenpox disease

Beginning July 1, 2010 every student entering 7<sup>th</sup> grade must have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine (Tdap) after the 10<sup>th</sup> birthday. Students must show proof of immunization upon enrollment in Cozad Community Schools. Any student who does not comply with the immunization requirements will not be permitted to attend school. Students with medical conditions or sincerely held religious beliefs which do not allow immunization may complete a waiver statement which is available from the school nurse. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

#### Medication Guidelines

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

#### School Health Screening

Students are screened for vision, hearing and dental defects, height, weight, and blood pressure 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 required school age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1<sup>st</sup> of that school year.

#### Physical Examination

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

#### Vision Examination

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

### Birth Certificate

Nebraska State Law requires a certified copy of a student's birth certificate be submitted within 30 days when enrolling a student who is entering a Nebraska school for the first time. This document may be obtained from the state in which the child was born. Birth certificates from Nebraska may be obtained by contacting Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065; [www.dhhs.ne.gov/ced/bicert/htm](http://www.dhhs.ne.gov/ced/bicert/htm) or by phone: 402-471-6440 or 402-471-2871. There is a fee per certificate. Please note: the document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of birth on it and is signed by the director of vital statistics. If a certified birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth 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.

### CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

*\*Personal electronic devices (cell phone, ipod, Mp3) are not to be used during school hours, including lunch and recess periods.*

*\*Devices brought to school are to be kept in the student's assigned locker.*

*\*Loss, theft or damage to the device is the student's responsibility. Please consider this policy carefully, when allowing students to bring valuable items to school.*

*\*Violation of device guidelines will result in confiscation. Return of the device to the student or parent will occur at the discretion of the building principal/*

### GENERAL RULES AND REGULATIONS

\*Students should not arrive on the school grounds before 8:00 A.M. (exceptions are bus and breakfast students).The doors will be locked until we are ready to serve breakfast at 7:30 A.M. When students arrive at school they are to report to designated areas. Loitering in the hallway is prohibited. There is no supervision on the playground before 8:00 A.M. Breakfast is served from 7:30 A.M. until 8:00 A.M.

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

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

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

\*Out of respect for other students, we discourage deliveries of flowers, balloons, candy bouquets etc. NO deliveries accepted on Valentine's Day, Feb 14th

\*Solicitation and fundraisers are prohibited at school. Students selling items should contact teachers/staff at home after school hours.

\*No hard balls, skateboards, roller skates or scooters on the playground.

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

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

\*Inappropriate language on the school ground is forbidden.

\*No swinging or throwing of backpacks.

\*Trading cards or any other valuable items need to be left at home. They will not be allowed at school.

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

\*No kicking of snow or throwing snowballs.

\*No throwing of rocks or similar objects.

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

### RULES FOR AFTER SCHOOL

• Bus students must stand in the bus line, all others are to be against the building or in the designated areas.

• No running and/or chasing after school.

• **No playing after school. Students are to go directly home or to a place specified by the parents, unless given teacher permission to re-enter the building. All students must leave the school grounds after school unless attending AfterZone.**

• **Students will only cross the street at safety patrol locations.**

• After the bus leaves, all remaining students will be brought inside to the hallway beside the office. Parents will have to come into the building to pick up their children.

• Bear in mind: Law Enforcement will be called for children remaining at school after 3:45 P.M.

### PLAY GROUND RULES

• Any staff member or teacher on duty is in charge.

• Students must leave the playground after school and go home.

• During the day, students must ask permission to leave the playground for any reason.

• Candy and gum are not allowed unless given special permission from the teacher.

• Swings are to be used in an appropriate manner.

• Slides are to be used in an appropriate manner.

• No riding or using bikes, skates, scooters, etc. on the playground.

• No throwing rocks or sticks.

• No sitting on the tetherball or climbing the pole.

• Water repellent snow boots are required for snow play, snow pants at your discretion.

• Snow balling is prohibited.

• Jump ropes are to be used for jumping rope only.

• No jumping off any of the playground equipment.

### LUNCHROOM

Food services are provided to meet the nutritional needs of all children therefore, a child who uses these services is encouraged to eat the entire meal.

For those who bring a sack lunch, water will be available or milk may be purchased. Students may bring a sack lunch that is prepared at home. **A student with a negative balance will be given the opportunity to contact a parent/guardian to bring a deposit for their meal. If an elementary student has a negative balance for two days, that student will not be eligible to charge a student lunch and the student will be served a breakfast bar and milk.**

Breakfast is provided every morning from 7:30 until 8:00.

Paraprofessionals are on duty in the cafeteria during the lunch period. Students are expected to be self-disciplined and each person is responsible for his/her own behavior. Those not exhibiting such behavior will be excluded from the cafeteria..

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

## **Lunchroom Rules as posted in the Cafeteria:**

Quiet voices, visit with your neighbors only.  
Pick up fork, spoon, napkin, straw & milk while in serving line.  
Good table manners ALWAYS.  
If you drop something, pick it up.  
Be patient and respectful to all staff and students at all times

### **COMPUTERIZED MEAL PROGRAM**

Each family is given an account number in the schools computerized meal program. It may be accessed by any student in that family. The student will key in their four digit lunch code at the end of the line. A parent/guardian may send one check for the entire family. Student meal prices are \$1.15 breakfast; \$2.45 lunch, Adult meal prices are \$1.95 breakfast; \$3.10 lunch. Reduced priced (if student qualifies) meals are \$ .30 breakfast; \$ .40 lunch. 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. Students will be notified when the account reaches a minimum balance. Checks may be brought to school or mailed to the High School 1710 Meridian, Cozad, NE 69130.

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

The National School Meal Program Competitive Foods Policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. All lunches eaten at school, whether brought from home or purchased in the cafeteria, are to be eaten in the cafeteria area. Exception: Students may eat on the picnic tables outside the cafeteria, or other areas outside the building. We require that all trash be disposed of properly.

### **NON DISCRIMINATION STATEMENT**

This explains what to do if you believe you have been treated unfairly." In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating 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, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800)877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **OPEN ENROLLMENT OPTION**

It shall be the policy of the Cozad City Schools to only consider option enrollments request (in or out of the District) that are made prior to or on September 1 for the following year. A completed application shall be presented to the Superintendent of Schools. These requests will be acted upon at the next Board of Education meeting.

### **SCHOOL INSURANCE**

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

### **VALUABLES AT SCHOOL**

Items having a value for one individual usually have attractive appeal for other persons. This is one of the reasons for "Show & Tell" time. The school suggests however, that students:

1. Not bring money (except for lunch) to school.
2. If money is brought, it should be given to the teacher for safekeeping.
3. Do not bring valuables (jewelry, cards etc.) to school unless arrangements are made with school personnel to properly take care of them.
4. Do not bring sports equipment to school unless it is properly marked with the owner's name or initials

### **LOST AND FOUND**

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

### **LIBRARY**

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

### **BOOKS LOST OR DAMAGED**

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

### **TELEPHONE**

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

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

### **STUDENT APPEARANCE**

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

### **STUDENTS AFTER SCHOOL**

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

### **MULTICULTURAL**

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

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

### **PHYSICAL EDUCATION**

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

**MUSIC**

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

**PETS**

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

**LOCKERS**

Cozad Elementary School retains ownership of all student and school lockers. These lockers can be searched at any time when there is "reasonable suspicion" that the lockers might contain some form of contraband. The students may avoid exposing personal belongings at school by simply leaving them at home.

**WEATHER**

Generally, even in the severe weather, Cozad Public Schools will try to remain open. In the event schools are to be closed prior to the start of classes the public will be notified over Channel 10-11, 13 & 22, and radio station KRVN. The decision to keep the schools closed will be made as early as possible. If the students are to be dismissed early, notification will be given on the radio station.

It is important that parents do not call the administrators or the radio stations because to do so will make it more difficult to call in emergency school closing announcements. It is the parent's responsibility to determine if they wish to send their children to school during inclement weather if school is not suspended.

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

**VISITATION**

We encourage patrons to visit school at any time. It would be courteous to call the classroom teacher prior to the visit. Please do not bring children with you during the visit. **The first and last months of the school year are not good months to be visiting.** Please adjust your schedule accordingly. Any person under the age of 18 is welcome to eat lunch, but may not attend class.

**Visitation Guidelines:**

All visitors are required to use the main entrance to the building.

All visitors are required to report to the main office immediately upon entering any school building.

All visitors including those whose visits are pre-arranged will be asked to sign a visitor's log and will be issued a visitor's badge. Visitors are required to wear the badge at all times while in the school building.

All visitors are required to sign out in the visitor's log and return the visitor's badge.

If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the office. The office staff will make arrangements to get the item to the student.

If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrators and teachers, who will indicate the best time for such activities and required training.

Visits to areas other than classroom (cafeteria, gymnasium, etc.) require permission of a building administrator.

Parents/Guardians are welcome to visit their child's classroom to view a lesson. However in order to ensure that the educational process is not interrupted, the district requires that parents/guardians make arrangement at least 72 hours in advance by notice to the principal.

Visitors should not interact with students or participate in the lesson unless invited to do so by the teacher.

Do not attempt to engage the teacher in conversation during the lesson.

Arrive and leave on time.

The visitor may provide oral or written feedback to the teacher when convenient to all parties.

Limitation of Visits:

Administrators are authorized to limit the visiting of school/classes when in their judgment the visit by an individual is disruptive/inappropriate to classroom learning.

**SCHOOL PSYCHOLOGIST**

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

**TESTING**

Cozad Elementary students in grades 3, 4, 5 will receive the ITBS (Iowa of Basic Skills) to evaluate basic academic skills. All students will be progressed monitored during the school year to measure academic progress and guide classroom instruction.

**INVITATIONS**

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

**ACTIVITY TICKETS**

A student activity ticket is available at the beginning of school. It entitles the buyer to free admission to all home athletic events at the Middle School and Senior High School. The ticket is not good for any of the tournaments that are held at the High School. The cost of the ticket is \$25.00. Please purchase your elementary student's ticket in the office at Cozad Elementary School

**Members of the Board of Education:**

Name	Contact Information
Ann Burkholder	784-2056
Dennis Worrell	784-4429
Jeremy Geiger	784-3789
Dr. Patrick Wetovick	784-3204
John Peden	784-2483
Scott Geiser	784-5059

**Section 1** Administrative Staff:

Name	Position
Joel Applegate	Superintendent
Bill Beckenhauer & Brian Regelin	Secondary Principals
Dale Henderson	Elementary Principal
Jill Beckenhauer	SPED Director/Building Administrator

**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 bulletin board.**

**STUDENT CONDUCT AND DISCIPLINE POLICIES**

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

**DISCIPLINE**

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

General Rules:

- |                   |                                  |
|-------------------|----------------------------------|
| 1st Offense ----- | Verbal warning or loss of recess |
| 2nd Offense-----  | Detention                        |
| 3rd Offense-----  | In-school-suspension             |
| 4th Offense ----- | Out-of-school suspension         |

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

STUDENTS WILL:

- a. Follow school rules as stated in the student /parent handbook.
- b. Follow classroom rules for appropriate behavior.
- c. Comply with directives and instructions given by those in authority.

SEQUENTIAL CONSEQUENCES FOR NOT FOLLOWING RULES:

- a. Loss of recess time (at the discretion of the staff member).
- b. Detention after school. The student will call the parent(s) to notify.
- c. In-school suspension (for 1-3 days) either in another classroom or in the Principal's office. The student will be placed on a specific behavioral plan after conference with parents.
- d. Short term suspension from school and school functions for as many as five (5) days, depending on circumstances. The student and parents will meet with the principal and staff prior to reinstatement.
- e. Long term suspension from school and school functions for six (6) to nineteen (19) school days. The student and parents will meet with the principal and staff prior to reinstatement.

**COMPLAINT PROCEDURES:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff, the school programs or activities are set forth below. Other procedures exist to address discrimination, harassment, the bullying of students, to challenge disciplinary actions; Such other procedures should be used to address those types of concerns.

Complaint procedure:

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

Conditions Applicable to All Levels of Complaint Procedure:

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

**PART I: FORMS OF SCHOOL DISCIPLINE**

Short-Term Suspension:

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

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

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

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

Long-Term Suspension:

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

Expulsion:

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

Other Forms of Student Discipline:

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

STUDENT CONDUCT

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

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

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



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

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

    1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    3. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
    4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

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

Student Appearance Policy:

Students at Cozad Elementary/CEEC 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, and scarves;

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

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

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

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

Harassment and Bullying Program—Levels:

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

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

**DRUG FREE SCHOOLS**

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

**Education and Prevention:**

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

**Drug and Alcohol Use and Prevention.**

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

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

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

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

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

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

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

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

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

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

1. Possession of any controlled substance, possession of which is prohibited by law.

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

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

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

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

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

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

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

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

**Authorized Use:**

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

**Disciplinary Sanctions:**

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

**Intervention:**

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

**Administration:**

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

**Safe and Drug-Free Schools-- Parental Notice**

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

**Harassment and Bullying Policy:**

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

**Harassment and Bullying Program--Levels:**

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

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

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

**BOARD POLICY 5135.9 Anti-Bullying**

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

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

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

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

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

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

**BOARD POLICY 5145.7; 4113.1 Sexual Harassment**

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

**COMPLAINT AND GRIEVANCE PROCEDURES**

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Cozad City Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Cozad City Schools, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Cozad City Schools will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

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

Right to file a Complaint:

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

Acceptance:

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

Verbal Complaints:

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

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

The specific location and name of the entity delivering the program service or benefit.

The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.

The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, or disability)

The names, titles, and addresses of persons who may have knowledge of the discriminatory action(s).

The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

**GUIDANCE SERVICES**

The Cozad City School employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

**SMOKE-FREE ENVIRONMENT**

Cozad City Schools declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our District's policy.

**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.

**VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

**BICYCLES**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. Bikes are to be walked on and off the school property. The school is not responsible for damage or theft of parts while bicycles are on school property.

**RULES FOR STUDENT RIDERS**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school house, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, shall see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated. Smoking is not permitted.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
5. No window or doors will be opened or closed except by permission of the bus driver.
6. No pupil shall enter or leave the bus until it has come to a complete stop and the door has been opened by the bus driver.
7. The child should be waiting at his boarding station when the bus arrives.

School bus transportation is a privilege that can be taken away any time a student's conduct is considered bad enough to jeopardize the safety of the other passengers. Those students guilty of flagrant, repeated, or gross disobedience of misconduct on the bus are subject to suspension within the guidelines of the district's student suspension policy. Buses run on authorized routes only and may not depart from this route.

We will provide buses to activities that are school sponsored. There shall be at least 2 sponsors on each large bus trip. It will be their duty to control the students and maintain discipline.

***A copy of all the following articles may be found in the Elementary office:***

Use of Building and Grounds	Notification of Rights Under FERPA	Anti-discrimination & Harassment Policy
Copyright and Fair Use Policy	Section 1 Notice of Non-discrimination	Special Education Identification & Placement
Support Services	Homeless Student Policy	Network, e-mail, Internet, Other Computer Use Rules
Student Conduct, Rules and Regulations		
Parental Involvement Policies	Parents Rights Afforded by section 504	
Privacy Protection Policy	Notice Concerning Staff Qualifications	Title 1 School Wide Policy
Reporting Student Law Violations	Notice Concerning Disclosure of Student	
Due Process Procedure	Recruiting Information	
Article 10 – State and Federal Program	Designation of Coordinator(s)	

**RECEIPT OF 2014 - 2015 PARENT-STUDENT HANDBOOK  
OF COZAD ELEMENTARY/CEEC**

This signed receipt acknowledges acceptance of the 2014-2015 Parent-Student Handbook of Cozad Elementary/CEEC. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as the student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to responding to harassment or discrimination.

I/we understand the school carries NO insurance of any kind to cover medical expenses incurred while participating, and I/we will assume all such expenses personally. (please examine your insurance policies carefully to make sure they cover interscholastic athletic participation and if they do not, the school has information on special insurance policies for athletic participation) H.S. page 73, Middle School page 37, Elementary page 10.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING COZAD ELEMENTARY/CEEC HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS 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.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**Return to:**  
**Cozad Elementary**  
**420 East 14<sup>th</sup>**  
**or**  
**Cozad Early Education Center**  
**420 West 14th**

