

CALLAWAY PUBLIC SCHOOL DISTRICT 21-0180
REGULAR MEETING NOTICE
June 8, 2026 --- 8:00 PM
Library - CALLAWAY PUBLIC SCHOOL

Regular Meeting Agenda

1. Roll Call/Call To Order/Pledge of Allegiance
2. Excuse Absent Board Members
3. Consent Agenda
 - a. Approve the agenda for tonight's meeting
 - b. Approve the general and activity financial reports/claims
 - c. Approve the minutes of the May 11 2026 Regular meeting
4. District Celebrations
5. Correspondence/Guests/Public Comment to the Board of Education
6. Principal's Report
7. Superintendent's Report
 - 7.1. Set July BOE Meeting Date & Time
 - 7.1.1. July Bill Reader - Liana Hrupek
 - 7.2. Set Policy Meeting
 - 7.3. Lunch Bill Updates
 - 7.4. 103 South Needham Clean Up - Update
 - 7.5. Financial/Budget Update
 - 7.6. Garlick Property Update
8. Committee/AD Reports
9. Past Business (Discussion Items)
10. Past Business (Action Items)
11. New Business (Discussion Items)
 - 11.1. Consider and Submit a Legislative Proposal to the NASB Legislation Committee by July 1
 - 11.2. Art Room Renovation — Special Building Expenses
 - 11.3. Removal of 103 S Needham House — Special Building Expenses
12. New Business (Action Items)
 - 12.1. ACH Transfer Policy and Procedures Policy
 - 12.2. Approve 2026-2027 Student Handbook
 - 12.3. Approve 2026-2027 Teacher Handbook
 - 12.4. Approve 2026-2027 Classified Staff Handbook
 - 12.5. Zero Period Weights - Extra Duty Schedule Amendment
 - 12.6. Student Discipline/Law Enforcement Policies Review - 504.03, 504.14, 504.15, 504.16, 504.17, 504.18
 - 12.7. Review Student Attendance & Nonattendance Policies Review - 503.01, 503.02, 503.03, 503.04
 - 12.8. Review Bully Prevention Policy - 504.20
 - 12.9. Review Parent and Family Engagement Policy - 1005.03
 - 12.10. Review Staff Conduct with Students Policy - 402.15
 - 12.11. Review Dating Violence Policy - 504.21
13. Board Report

14. Executive Session*
 - 14.1. Extra Duty Assignments
15. Personnel
16. Adjournment

***Closed Session-** If during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda-** The sequence of the agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

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

Fiscal Year 2025-2026 - Depreciation Allocation Amounts					
Ending Month	Fleet	School Improvement	Kitchen Updates	Balance	Allocation Purpose
September 2025	\$16,990.22	\$0.00	\$9,322.76	\$26,312.98	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
October 2025	\$17,032.23	\$0.00	\$9,322.76	\$26,354.99	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
November 2025	\$17,070.24	\$0.00	\$9,322.76	\$26,393.00	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
December 2025	\$17,115.10	\$0.00	\$9,322.76	\$26,437.86	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
January 2026	\$17,155.95	\$0.00	\$9,322.76	\$26,478.71	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
February 2026	\$17,194.14	\$0.00	\$9,322.76	\$26,516.90	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
March 2026	\$17,237.85	\$0.00	\$9,322.76	\$26,560.61	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
April 2026	\$17,278.89	\$0.00	\$9,322.76	\$26,601.65	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
May 2026	\$17,318.62	\$0.00	\$9,322.76	\$26,641.38	Depreciation funds earmarked for updating and maintaining the transportation fleet and kitchen updates.
June 2026					
July 2026					
August 2026					

District Financial Statement

Financial Statement					
	Date	General	Lunch	Activity	Bobcat
Beginning Balance	3/1/2026	\$417,547.88	\$41,516.98	\$144,175.64	\$53,879.99
Revenue Received		\$1,329,445.62	\$26,956.04	\$15,638.46	\$1,732.13
Expenditures		\$334,096.35	\$15,415.83	\$25,140.16	\$9,199.81
Ending Balance	3/31/2026	\$1,412,897.15	\$53,057.19	\$134,673.94	\$46,412.31
	Date	Depreciation Fund	Employee Benefit	Building	
Beginning Balance	5/1/2026	\$26,601.65	\$59,698.72	\$300,067.09	
Revenue Received		\$39.73	\$41.55	\$50,726.23	
Expenditures		\$0.00	\$0.00	\$0.00	
Ending Balance	5/31/2026	\$26,641.38	\$59,740.27	\$350,793.32	
This is a sub account of the General Fund					
	Date	2 Yr CDARS (*5407)			
Ending Balance	5/31/2026	\$183,303.56			
These are sub accounts		Employee Benefit	Activity	Building	
	Date	2 Yr CDARS (*5393)	2 Yr CDARS (*5393)	2 Yr CDARS (*5393)	
Ending Balance	5/31/2026	\$31,881.16	\$106,270.54	\$212,541.13	
Line of Credit					
	Date	General Loan			
Beginning Balance	5/1/2026	\$0.00			
Debits		\$0.00			
Credits		\$0.00			
Ending Balance	5/31/2026	\$0.00			
Fund	Budget Amount	YTD \$ Spent	% of Budget		
General	\$5,228,558.00	\$3,541,392.55	67.73%		
Lunch	\$301,113.00	\$196,516.44	65.26%		
Building	\$425,958.00	\$13,035.70	3.06%		
Depreciation	\$88,040.00	\$0.00	0.00%		
Employee Benefit	\$27,627.00	\$0.00	0.00%		
Activity	\$390,264.00	\$177,035.12			
Bobcat		\$87,184.30	67.70%		
	Total Spent	\$4,015,164.11			

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
8	Revenue					
02 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	39.73	374.46	(374.46)	0.00
03 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	41.55	1,316.51	(1,316.51)	0.00
04 1790 600	ACTIV INCOME SOUTH LOUP	0.00	629.90	28,397.63	(28,397.63)	0.00
04 1790 603	ACTIV INCOME COOP STUDENTS VB	0.00	0.00	1,317.00	(1,317.00)	0.00
04 1790 604	ACTIV INCOME COOP STUDENT FB	0.00	880.00	1,580.00	(1,580.00)	0.00
04 1790 605	ACTIV INCOME COOP STUDENTS GBB	0.00	0.00	1,109.00	(1,109.00)	0.00
04 1790 607	ACTIV INCOME COOP STUDENTS BOYS WR	0.00	0.00	1,214.00	(1,214.00)	0.00
04 1790 608	ACTIV INCOME COOP STUDENTS TRACK	0.00	222.23	1,154.51	(1,154.51)	0.00
04 1790 610	ACTIV INCOME COOP STUDENT CHEERLEADERS	0.00	0.00	5,391.00	(5,391.00)	0.00
04 1790 612	Active Income Coop XC	0.00	0.00	89.04	(89.04)	0.00
04 1920 603	VB Donations	0.00	0.00	900.00	(900.00)	0.00
04 1920 604	Donation to FB	0.00	0.00	500.00	(500.00)	0.00
04 1920 605	GBB Donations	0.00	0.00	15.00	(15.00)	0.00
04 1920 610	Cheer Donations	0.00	0.00	1,000.00	(1,000.00)	0.00
05 1790 0212	Active Income/Board BCBS	0.00	0.00	16,384.30	(16,384.30)	0.00
05 1790 0230	ACTIV INCOME/Testing Fees	0.00	0.00	666.00	(666.00)	0.00
05 1790 0240	ACTIV INCOME/Student Computer Repairs	0.00	0.00	75.00	(75.00)	0.00
05 1790 0250	ACTIV INCOME-Scoreboard	0.00	0.00	1,333.33	(1,333.33)	0.00
05 1790 0313	ACTIV INCOME/FFA	0.00	0.00	18,053.00	(18,053.00)	0.00
05 1790 0317	ACTIV INCOME/One Acts Team	0.00	0.00	570.35	(570.35)	0.00
05 1790 0318	ACTIV INCOME/6th Grade Box Tops	0.00	0.00	10.60	(10.60)	0.00
05 1790 0320	ACTIV INCOME/Yearbook/Annual	0.00	0.00	82.65	(82.65)	0.00
05 1790 0321	ACTIV INCOME/National Honor Society	0.00	1,000.00	3,557.31	(3,557.31)	0.00
05 1790 0323	Active Income - Zoo Trip	0.00	0.00	1,041.10	(1,041.10)	0.00
05 1790 0325	Active Income - Journalism	0.00	10.00	580.00	(580.00)	0.00
05 1790 0403	Active Income - Bears Savings Bank	0.00	0.00	1,093.54	(1,093.54)	0.00
05 1790 0526	Active Income - Class of 2026	0.00	167.00	167.00	(167.00)	0.00
05 1790 0527	Active Income - Class of 2027	0.00	0.00	3,811.50	(3,811.50)	0.00
05 1790 0528	Active Income - Class of 2028	0.00	0.00	81.00	(81.00)	0.00
05 1790 0529	Active Income - Class of 2029	0.00	0.00	2,494.50	(2,494.50)	0.00
05 1790 0530	Active Income - Class of 2030	0.00	0.00	2,594.50	(2,594.50)	0.00
05 1790 0534	Activity Income - Class of 2034	0.00	0.00	501.61	(501.61)	0.00
05 1790 200	ACTIV INCOME/GENERAL ACTIVITY	0.00	375.46	3,850.23	(3,850.23)	0.00
05 1790 301	ACTIV INCOME/ART CLUB	0.00	0.00	448.00	(448.00)	0.00
05 1790 305	ACTIV INCOME/FCCLA	0.00	1,286.00	11,990.50	(11,990.50)	0.00
05 1790 306	ACTIV INCOME/STUDENT POP CANDY	0.00	0.00	24,457.80	(24,457.80)	0.00
05 1790 307	ACTIV INCOME/MUSIC STUDENTS	0.00	0.00	129.72	(129.72)	0.00
05 1790 314	ACTIV INCOME/SPEECH TEAM	0.00	0.00	866.89	(866.89)	0.00
05 1920 0250	Donations - Athletic Upgrades	0.00	0.00	100.00	(100.00)	0.00
05 1920 0313	FFA Donations	0.00	0.00	643.50	(643.50)	0.00
05 1920 0323	Zoo Trip - CONTRIBUTIONS & DONATIONS	0.00	0.00	625.00	(625.00)	0.00
05 1920 0529	Donations - Class of 2029	0.00	0.00	97.00	(97.00)	0.00
05 1920 200	Student Activity Donations	0.00	0.00	30.01	(30.01)	0.00
05 1920 305	FCCLA Donations	0.00	12,800.00	12,800.00	(12,800.00)	0.00
05 1920 307	Music Students Donations	0.00	0.00	20.00	(20.00)	0.00
05 1920 327	Donations - Elem Activities	0.00	0.00	1,000.00	(1,000.00)	0.00
06 1510	INTEREST ON LOCAL REV RECEIPTS	0.00	9.83	86.74	(86.74)	0.00
06 1611	SALE OF LUNCHESES/MILK	0.00	11,422.41	59,828.25	(59,828.25)	0.00
06 1612	SALE OF BREAKFASTS	0.00	3,130.00	9,155.60	(9,155.60)	0.00
06 1620	STUDENT A LA CARTE	0.00	320.00	2,225.00	(2,225.00)	0.00
06 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	1,500.00	(1,500.00)	0.00
06 1990	OTHER LOCAL RECEIPTS	0.00	0.00	289.09	(289.09)	0.00
06 3150	SCHOOL LUNCH STATE	0.00	947.11	966.65	(966.65)	0.00
06 4210	FEDERAL REIMBURSEMENT	0.00	11,121.80	69,974.08	(69,974.08)	0.00
06 5200	Transfers In	0.00	0.00	48,000.00	(48,000.00)	0.00
08 1100 00	LOCAL DISTRICT TAX	0.00	21,463.58	59,174.14	(59,174.14)	0.00
08 1100 0002	DAWSON PROPERTY TAXES	0.00	457.53	1,038.73	(1,038.73)	0.00
08 1140	Interest/Penalties on Taxes	0.00	0.00	16.05	(16.05)	0.00
08 1510 00	INTEREST BUILDING FUND	0.00	169.80	6,988.09	(6,988.09)	0.00
08 3130	HOMESTEAD EXEMPTION	0.00	224.62	673.86	(673.86)	0.00
08 3131	Property Tax Credit	0.00	28,360.08	56,720.16	(56,720.16)	0.00
08 3133	Nameplate Tax	0.00	50.62	132.58	(132.58)	0.00
08 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	35.74	(35.74)	0.00
8	Revenue	0.00	95,129.25	471,318.85	(471,318.85)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
9	Expenditure					
04 2900 352 001 600	OTHER PROF/TECH SERVICES	0.00	(60.00)	23,247.00	(23,247.00)	0.00
04 2900 580 001 600	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	1,545.65	(1,545.65)	0.00
04 2900 610 001 600	SOUTH LOUP SUPPLIES	0.00	4,818.13	40,553.64	(40,553.64)	0.00
04 2900 610 001 603	SOUTH LOUP VB TEAM	0.00	0.00	1,196.60	(1,196.60)	0.00
04 2900 610 001 604	SOUTH LOUP FB TEAM	0.00	936.00	2,105.85	(2,105.85)	0.00
04 2900 610 001 605	SOUTH LOUP GBB TEAM	0.00	0.00	4,333.75	(4,333.75)	0.00
04 2900 610 001 607	SOUTH LOUP BOYS WR TEAM	0.00	0.00	2,240.37	(2,240.37)	0.00
04 2900 610 001 608	SOUTH LOUP TRACK TEAM	0.00	254.00	269.87	(269.87)	0.00
04 2900 610 001 609	SOUTH LOUP GOLF TEAM	0.00	0.00	194.95	(194.95)	0.00
04 2900 610 001 610	SOUTH LOUP CHEERLEADERS	0.00	0.00	8,708.84	(8,708.84)	0.00
04 2900 810 001 000	DUES AND FEES	0.00	572.78	2,787.78	(2,787.78)	0.00
2900	SUPPORT SERVICES	0.00	6,520.91	87,184.30	(87,184.30)	0.00
05 2900 352 001 204	OTHER PROF/TECH SERVICES	0.00	0.00	225.00	(225.00)	0.00
05 2900 580 001 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	7,829.00	(7,829.00)	0.00
05 2900 610 000 212	General Supplies/Board BCBS	0.00	2,040.36	18,363.24	(18,363.24)	0.00
05 2900 610 000 323	General Supplies - Zoo Trip	0.00	45.34	2,205.34	(2,205.34)	0.00
05 2900 610 000 325	General Supplies - Journalism	0.00	111.18	111.18	(111.18)	0.00
05 2900 610 001 200	SUPPLIES/GENERAL ACTIVITY	0.00	14,736.35	31,864.43	(31,864.43)	0.00
05 2900 610 001 204	SUPPLIES/ONE ACTS	0.00	0.00	4,453.11	(4,453.11)	0.00
05 2900 610 001 207	SUPPLIES/MUSICAL	0.00	0.00	797.00	(797.00)	0.00
05 2900 610 001 208	SUPPLIES/BAND FEES/REPAIRS	0.00	0.00	78.00	(78.00)	0.00
05 2900 610 001 211	SUPPLIES/Scoreboard	0.00	0.00	28,410.76	(28,410.76)	0.00
05 2900 610 001 220	SUPPLIES/VOCAL MUSIC	0.00	0.00	150.00	(150.00)	0.00
05 2900 610 001 230	Supplies-Testing Fees	0.00	0.00	1,296.00	(1,296.00)	0.00
05 2900 610 001 301	SUPPLIES/ART CLUB	0.00	0.00	594.00	(594.00)	0.00
05 2900 610 001 305	SUPPLIES/FCCLA	0.00	3,269.56	19,400.60	(19,400.60)	0.00
05 2900 610 001 306	SUPPLIES/STUDENT POP CANDY	0.00	156.80	26,309.15	(26,309.15)	0.00
05 2900 610 001 307	SUPPLIES/MUSIC STUDENTS	0.00	0.00	563.92	(563.92)	0.00
05 2900 610 001 313	SUPPLIES/FFA	0.00	2,031.47	17,735.98	(17,735.98)	0.00
05 2900 610 001 314	SUPPLIES/SPEECH TEAM	0.00	0.00	653.47	(653.47)	0.00
05 2900 610 001 317	SUPPLIES/One Acts Team	0.00	91.70	204.20	(204.20)	0.00
05 2900 610 001 321	SUPPLIES/National Honor Society	0.00	1,000.00	1,902.43	(1,902.43)	0.00
05 2900 610 001 501	General Supplies - GRADUATED CLASS	0.00	136.90	136.90	(136.90)	0.00
05 2900 610 001 526	General Supplies - Class of 2026	0.00	986.00	2,638.67	(2,638.67)	0.00
05 2900 610 001 527	General Supplies - Class of 2027	0.00	2,863.96	5,315.02	(5,315.02)	0.00
05 2900 610 001 528	General Supplies - Class of 2028	0.00	0.00	56.81	(56.81)	0.00
05 2900 610 001 529	General Supplies - Class of 2029	0.00	0.00	1,430.03	(1,430.03)	0.00
05 2900 610 001 530	General Supplies - Class of 2030	0.00	0.00	1,572.97	(1,572.97)	0.00
05 2900 610 001 531	General Supplies - Class of 2031	0.00	0.00	49.45	(49.45)	0.00
05 2900 610 002 327	Elementary Activities	0.00	664.30	2,667.46	(2,667.46)	0.00
05 2900 610 002 403	General Supplies - Bears Savings Bank	0.00	21.00	21.00	(21.00)	0.00
2900	SUPPORT SERVICES	0.00	28,154.92	177,035.12	(177,035.12)	0.00
06 3100 110 000 000	Salary - Non-Instructional	0.00	1,131.71	53,463.00	(53,463.00)	0.00
06 3100 120 000 000	Salary - Substitutes Non-Instructional	0.00	1,510.00	2,741.40	(2,741.40)	0.00
06 3100 210 000 000	Group Insurance - Non Instructional	0.00	0.00	22,860.80	(22,860.80)	0.00
06 3100 220 000 000	Social Security - Non Instructional	0.00	202.10	4,246.61	(4,246.61)	0.00
06 3100 230 000 000	Retirement - Non Instructional	0.00	0.00	3,653.42	(3,653.42)	0.00
06 3100 330 000 000	Employee Development and Training	0.00	0.00	70.00	(70.00)	0.00
06 3100 352 000 000	OTHER PROF/TECH SERVICES	0.00	0.00	1,014.32	(1,014.32)	0.00
06 3100 610 000 000	SUPPLIES	0.00	438.71	4,411.39	(4,411.39)	0.00
06 3100 630 000 000	FOOD	0.00	11,042.50	101,139.85	(101,139.85)	0.00
06 3100 643 000 000	Web/Cloud Based Software <\$5000	0.00	0.00	1,954.15	(1,954.15)	0.00
06 3100 890 000 000	Misc Other Expenses	0.00	55.84	961.50	(961.50)	0.00
3100	Food Services Operations	0.00	14,380.86	196,516.44	(196,516.44)	0.00
08 4100 710 000 000	Land & Land Improvements	0.00	0.00	150.00	(150.00)	0.00
08 4100 720 000 000	BUILDINGS AND IMPROVEMENTS	0.00	0.00	(15.91)	15.91	0.00
4100	CHAPTER I (PREV YR)	0.00	0.00	134.09	(134.09)	0.00
08 4700 340 000 000	Other Professional Services	0.00	0.00	12,473.21	(12,473.21)	0.00
4700	Building Improvements	0.00	0.00	12,473.21	(12,473.21)	0.00
08 4900 710 000 000	SITE ACQ AND IMPROVEMENT	0.00	0.00	428.40	(428.40)	0.00
4900	OTHER FEDERAL FUNDS	0.00	0.00	428.40	(428.40)	0.00
9	Expenditure	0.00	49,056.69	473,771.56	(473,771.56)	0.00
Grand Total:		0.00	46,072.56	(2,452.71)	(945,090.41)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
8	Revenue					
01 1100 1	Local Property Tax - Custer County	0.00	505,452.95	1,806,722.22	(1,806,722.22)	0.00
01 1100 2	Local Property Tax - Dawson County	0.00	10,774.66	30,211.27	(30,211.27)	0.00
01 1125 1	Motor Vehicle Tax- Custer County	0.00	10,904.36	120,282.29	(120,282.29)	0.00
01 1125 2	Motor Vehicle Tax - Dawson County	0.00	93.14	1,543.86	(1,543.86)	0.00
01 1140	Interest/Penalties on Taxes	0.00	0.00	1,574.59	(1,574.59)	0.00
01 1510	Interest	0.00	1,009.19	20,499.93	(20,499.93)	0.00
01 1911	Local License Fees	0.00	300.00	1,200.82	(1,200.82)	0.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	1,200.00	(1,200.00)	0.00
01 1925	Categorical Grants from Corps & Private	0.00	2,365.47	3,100.47	(3,100.47)	0.00
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	7,200.24	(7,200.24)	0.00
01 2110	COUNTY FINES AND LICENSE FEES	0.00	1,194.22	10,585.60	(10,585.60)	0.00
01 2130	Other County Receipts	0.00	0.00	41.49	(41.49)	0.00
01 2210	ESU Monies	0.00	0.00	238.20	(238.20)	0.00
01 3110	State Aid	0.00	23,898.00	215,082.00	(215,082.00)	0.00
01 3120	Special Education Programs (School Age)	0.00	63,681.00	379,853.00	(379,853.00)	0.00
01 3125	Special Education Trans. (School Age)	0.00	32,499.00	32,499.00	(32,499.00)	0.00
01 3130	HOMESTEAD EXEMPTION	0.00	5,289.55	15,868.65	(15,868.65)	0.00
01 3131	Property Tax Credit	0.00	667,859.30	1,335,718.60	(1,335,718.60)	0.00
01 3133	Nameplate Tax	0.00	1,192.04	3,122.02	(3,122.02)	0.00
01 3180	Pro-Rate Motor Vehicle	0.00	0.00	2,165.21	(2,165.21)	0.00
01 3400	State Apportionment	0.00	0.00	35,918.29	(35,918.29)	0.00
01 3512	Distance Education Incentive	0.00	0.00	6,000.00	(6,000.00)	0.00
01 3535	Payments for High Ability Learners	0.00	0.00	2,632.00	(2,632.00)	0.00
01 3599	Other State Categorical Programs	0.00	1,016.41	3,079.04	(3,079.04)	0.00
01 4212	Title 1 Support - CSI	0.00	0.00	23,145.00	(23,145.00)	0.00
01 4310	REAP (Small Rural School Achievement)	0.00	0.00	16,786.00	(16,786.00)	0.00
01 4509	Title II-A	0.00	0.00	300.00	(300.00)	0.00
01 4516	IDEA Preschool (619) Base Allocation	0.00	0.00	2,044.00	(2,044.00)	0.00
01 4518	IDEA Base E/P	0.00	0.00	44,594.00	(44,594.00)	0.00
01 4521	IDEA Part B Proportionate Share	0.00	0.00	2,544.00	(2,544.00)	0.00
01 4523	IDEA Special Projects	0.00	0.00	300.00	(300.00)	0.00
01 4708	Medicaid in Public Schools	0.00	1,436.23	10,613.35	(10,613.35)	0.00
01 4709	Medicaid Administrative Activities	0.00	0.00	1,438.21	(1,438.21)	0.00
01 4969	Title IV, Part A	0.00	150.00	300.00	(300.00)	0.00
01 5690	Other Non-Revenue Receipts	0.00	330.50	1,580.50	(1,580.50)	0.00
8	Revenue	0.00	1,329,446.02	4,139,983.85	(4,139,983.85)	0.00
9	Expenditure					
01 1100 111 000 000	Salary -Teacher/Professional Staff	0.00	13,495.84	120,012.56	(120,012.56)	0.00
01 1100 111 001 000	Salary - Teacher/Prof Staff 7-12	0.00	42,970.70	388,914.82	(388,914.82)	0.00
01 1100 111 002 000	Salary - Teacher/Prof Staff Elem	0.00	35,344.00	314,652.00	(314,652.00)	0.00
01 1100 112 000 000	Salary - Para Educators	0.00	741.61	3,553.52	(3,553.52)	0.00
01 1100 112 001 000	Salary - Para Educators 7-12	0.00	3,580.91	31,200.88	(31,200.88)	0.00
01 1100 112 002 000	Salary - Para Educators Elem	0.00	1,428.50	10,559.70	(10,559.70)	0.00
01 1100 123 000 000	Salary - Substitutes	0.00	1,020.00	5,525.00	(5,525.00)	0.00
01 1100 123 001 000	Salary - Substitutes 7-12	0.00	680.00	9,350.00	(9,350.00)	0.00
01 1100 123 002 000	Salary - Substitutes Elem	0.00	2,161.66	10,731.81	(10,731.81)	0.00
01 1100 151 000 000	X DUTY	0.00	1,730.84	11,037.56	(11,037.56)	0.00
01 1100 151 001 000	X DUTY	0.00	8,898.08	95,942.80	(95,942.80)	0.00
01 1100 211 000 000	Group Insurance - Teachers/Prof	0.00	4,314.02	37,855.26	(37,855.26)	0.00
01 1100 211 001 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	13,735.42	125,796.65	(125,796.65)	0.00
01 1100 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	14,142.25	126,071.37	(126,071.37)	0.00
01 1100 212 001 000	Group Insurance - Para Educators 7-12	0.00	894.88	8,053.92	(8,053.92)	0.00
01 1100 221 000 000	Social Security - Teachers/Prof	0.00	1,155.69	9,951.36	(9,951.36)	0.00
01 1100 221 001 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	3,887.14	36,401.54	(36,401.54)	0.00
01 1100 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	2,653.27	23,709.46	(23,709.46)	0.00
01 1100 222 000 000	Social Security - Para Educators	0.00	56.73	271.85	(271.85)	0.00
01 1100 222 001 000	Social Security - Para Educators 7-12	0.00	268.07	2,334.05	(2,334.05)	0.00
01 1100 222 002 000	Social Security - Para Educators Elem	0.00	109.27	807.78	(807.78)	0.00
01 1100 223 000 000	Social Security - Substitutes	0.00	78.00	422.65	(422.65)	0.00
01 1100 223 001 000	Social Security - Substitutes 7-12	0.00	52.03	715.35	(715.35)	0.00
01 1100 223 002 000	Social Security - Substitutes Elem	0.00	165.39	821.06	(821.06)	0.00
01 1100 231 000 000	Retirement - Teachers/Prof	0.00	1,230.36	10,614.31	(10,614.31)	0.00
01 1100 231 001 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	4,190.94	38,632.66	(38,632.66)	0.00
01 1100 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	2,855.81	25,456.85	(25,456.85)	0.00
01 1100 232 001 000	Retirement - Para Educators 7-12	0.00	285.42	2,499.54	(2,499.54)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
01 1100 233 000 000	RETIREMENT - SUBSTITUTES	0.00	13.71	54.90	(54.90)	0.00
01 1100 233 001 000	RETIREMENT - SUBSTITUTES	0.00	27.48	137.39	(137.39)	0.00
01 1100 233 002 000	RETIREMENT - SUBSTITUTES	0.00	27.48	82.44	(82.44)	0.00
01 1100 271 000 000	Work Comp - Teacher/Prof	0.00	0.00	(1,703.00)	1,703.00	0.00
01 1100 330 000 000	Employee Development and Training	0.00	0.00	225.00	(225.00)	0.00
01 1100 330 001 000	Employee Development and Training	0.00	0.00	40.00	(40.00)	0.00
01 1100 330 002 000	Employee Development and Training	0.00	60.00	454.00	(454.00)	0.00
01 1100 352 000 000	Other Prof/Tech Services	0.00	0.00	300.00	(300.00)	0.00
01 1100 382 001 000	Distance Education/Telecommunications	0.00	0.00	1,775.60	(1,775.60)	0.00
01 1100 530 000 000	COMMUNICATIONS Phone/Internet	0.00	0.00	270.00	(270.00)	0.00
01 1100 580 000 000	Travel	0.00	0.00	818.94	(818.94)	0.00
01 1100 610 000 000	Instructional Supplies - General	0.00	0.00	36,783.10	(36,783.10)	0.00
01 1100 610 000 010	Copier & Printer Supplies	0.00	143.76	15,543.08	(15,543.08)	0.00
01 1100 610 000 012	General Supplies - Music	0.00	593.30	2,817.45	(2,817.45)	0.00
01 1100 610 000 090	General Supplies - Art	0.00	0.00	191.04	(191.04)	0.00
01 1100 610 001 000	General Supplies - 7-12	0.00	0.00	366.90	(366.90)	0.00
01 1100 610 001 030	General Supplies - Food Science	0.00	(138.69)	0.00	0.00	0.00
01 1100 610 001 040	General Supplies - FCS	0.00	(1,910.81)	408.37	(408.37)	0.00
01 1100 610 001 050	General Supplies - Science	0.00	0.00	91.98	(91.98)	0.00
01 1100 610 001 070	General Supplies - Weight Room	0.00	0.00	(75.46)	75.46	0.00
01 1100 610 001 080	General Supplies - Ag	0.00	(788.04)	0.00	0.00	0.00
01 1100 610 002 000	General Supplies - Elem	0.00	1,945.95	4,811.56	(4,811.56)	0.00
01 1100 640 001 000	Textbooks	0.00	0.00	93.33	(93.33)	0.00
01 1100 640 002 000	Textbooks	0.00	0.00	73.15	(73.15)	0.00
01 1100 643 000 000	Web/Cloud Based Software	0.00	4,681.89	4,681.89	(4,681.89)	0.00
01 1100 643 001 000	Web/Cloud Based Software <\$5000	0.00	1,530.00	3,385.47	(3,385.47)	0.00
01 1100 643 001 050	Web/Cloud Based Software <\$5000	0.00	0.00	89.49	(89.49)	0.00
01 1100 643 001 080	Web/Cloud Based Software <\$5000	0.00	0.00	390.00	(390.00)	0.00
01 1100 643 002 000	Web/Cloud Based Software <\$5000	0.00	921.48	921.48	(921.48)	0.00
01 1100 650 000 000	Supplies - Technology Related <\$5000	0.00	0.00	1,412.69	(1,412.69)	0.00
01 1100 733 000 012	Instructional Music Equipment	0.00	0.00	753.85	(753.85)	0.00
1100 REGULAR INSTRUCTIONAL PROGRAMS		0.00	169,234.34	1,527,090.95	(1,527,090.95)	0.00
01 1160 110 000 000	Salary - Non-Instructional	0.00	1,699.51	15,432.02	(15,432.02)	0.00
01 1160 111 000 000	Salary - Teachers	0.00	1,648.17	14,833.53	(14,833.53)	0.00
01 1160 210 000 000	Group Insurance - Non-Instructional	0.00	1,014.22	9,123.13	(9,123.13)	0.00
01 1160 211 000 000	Group Insurance - Teacher/Prof	0.00	568.43	5,091.51	(5,091.51)	0.00
01 1160 220 000 000	Social Security - Non-Instructional	0.00	127.29	1,156.05	(1,156.05)	0.00
01 1160 221 000 000	Social Security - Teacher/Prof	0.00	120.16	1,081.34	(1,081.34)	0.00
01 1160 230 000 000	Retirement - Non-Instructional	0.00	137.31	1,246.89	(1,246.89)	0.00
01 1160 231 000 000	Retirement - Teacher/Prof	0.00	133.18	1,198.62	(1,198.62)	0.00
1160 POVERTY PROGRAM		0.00	5,448.27	49,163.09	(49,163.09)	0.00
01 1190 111 002 000	Salary - Teachers	0.00	5,466.67	49,200.03	(49,200.03)	0.00
01 1190 112 002 000	Salary-Clerical & Paraprofessional Staff	0.00	3,384.82	31,371.19	(31,371.19)	0.00
01 1190 123 002 000	Salary - Substitutes	0.00	510.00	1,275.00	(1,275.00)	0.00
01 1190 211 002 000	Group Insurance - Teachers/Prof	0.00	2,398.93	21,550.86	(21,550.86)	0.00
01 1190 212 002 000	Group Insurance - Para Educators	0.00	894.88	8,352.20	(8,352.20)	0.00
01 1190 221 002 000	Social Security - Teachers/Prof	0.00	411.81	3,706.38	(3,706.38)	0.00
01 1190 222 002 000	Social Security - Para Educators	0.00	254.82	2,362.44	(2,362.44)	0.00
01 1190 223 002 000	Social Security - Substitutes	0.00	39.03	97.52	(97.52)	0.00
01 1190 231 002 000	Retirement - Teachers/Prof	0.00	429.59	3,826.23	(3,826.23)	0.00
01 1190 232 002 000	Retirement - Para Educators	0.00	273.49	2,534.81	(2,534.81)	0.00
01 1190 233 002 000	RETIREMENT - SUBSTITUTES	0.00	27.48	27.48	(27.48)	0.00
01 1190 610 002 000	Supplies	0.00	3.00	12,143.68	(12,143.68)	0.00
01 1190 650 000 000	Supplies - Technology Related <\$5000	0.00	0.00	0.00	0.00	0.00
1190 Early Childhood Educational Programs		0.00	14,094.52	136,447.82	(136,447.82)	0.00
01 1200 111 000 000	Salary - Teachers	0.00	8,280.33	73,390.82	(73,390.82)	0.00
01 1200 111 001 000	SALARY-TEACHER/PROFESSIONAL STAFF	0.00	2,733.33	24,951.40	(24,951.40)	0.00
01 1200 111 002 000	SALARY-TEACHER/PROFESSIONAL STAFF	0.00	5,766.67	51,900.03	(51,900.03)	0.00
01 1200 112 001 000	Salary - Clerical & Paraprofessional	0.00	2,758.87	22,120.76	(22,120.76)	0.00
01 1200 112 002 000	Salary - Clerical & Paraprofessional	0.00	7,443.22	61,415.22	(61,415.22)	0.00
01 1200 123 000 000	Salary - Substitutes	0.00	1,068.00	10,987.56	(10,987.56)	0.00
01 1200 123 001 000	Salary - Substitutes	0.00	850.00	5,270.00	(5,270.00)	0.00
01 1200 123 002 000	Salary - Substitutes	0.00	170.00	2,550.00	(2,550.00)	0.00
01 1200 211 000 000	Group Insurance - Teachers/ Prof	0.00	3,263.31	29,058.18	(29,058.18)	0.00
01 1200 211 001 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	1,053.87	9,624.83	(9,624.83)	0.00
01 1200 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	2,057.44	18,489.16	(18,489.16)	0.00
01 1200 212 001 000	Group Insurance - Para Educators	0.00	0.00	2,384.44	(2,384.44)	0.00
01 1200 212 002 000	Group Insurance - Para Educators	0.00	894.88	11,557.05	(11,557.05)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
01 1200 213 000 000	Group Insurance	0.00	21.75	85.47	(85.47)	0.00
01 1200 221 000 000	Social Security - Teachers/Prof	0.00	615.06	5,451.51	(5,451.51)	0.00
01 1200 221 001 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	198.42	1,811.23	(1,811.23)	0.00
01 1200 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	433.03	3,897.37	(3,897.37)	0.00
01 1200 222 001 000	Social Security - Para Educators	0.00	210.73	1,679.54	(1,679.54)	0.00
01 1200 222 002 000	Social Security - Para Educators	0.00	568.44	4,674.49	(4,674.49)	0.00
01 1200 223 000 000	Social Security - Substitutes	0.00	81.64	840.39	(840.39)	0.00
01 1200 223 001 000	Social Security - Substitutes	0.00	65.05	403.19	(403.19)	0.00
01 1200 223 002 000	Social Security - Substitutes	0.00	13.01	195.06	(195.06)	0.00
01 1200 231 000 000	Retirement - Teachers/Prof	0.00	669.05	5,929.98	(5,929.98)	0.00
01 1200 231 001 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	220.85	2,016.05	(2,016.05)	0.00
01 1200 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	465.95	4,193.55	(4,193.55)	0.00
01 1200 232 001 000	Retirement - Para Educators	0.00	186.35	1,545.93	(1,545.93)	0.00
01 1200 232 002 000	Retirement - Para Educators	0.00	491.72	4,237.87	(4,237.87)	0.00
01 1200 233 000 000	RETIREMENT - SUBSTITUTES	0.00	3.88	97.81	(97.81)	0.00
01 1200 233 001 000	RETIREMENT - SUBSTITUTES	0.00	13.74	27.48	(27.48)	0.00
01 1200 330 000 000	Employee Development and Training	0.00	0.00	80.00	(80.00)	0.00
01 1200 330 001 000	Employee Development and Training	0.00	0.00	70.00	(70.00)	0.00
01 1200 330 002 000	Employee Development and Training	0.00	20.00	245.00	(245.00)	0.00
01 1200 591 001 000	SPED Supervision - Secondary	0.00	467.66	5,155.61	(5,155.61)	0.00
01 1200 591 002 000	SPED Supervision - Elementary	0.00	417.02	4,640.97	(4,640.97)	0.00
01 1200 610 000 000	SUPPLIES	0.00	6.74	114.25	(114.25)	0.00
01 1200 610 001 000	General Supplies	0.00	0.00	791.40	(791.40)	0.00
01 1200 610 002 000	General Supplies	0.00	0.00	528.29	(528.29)	0.00
01 1200 640 000 000	SPED Textbooks	0.00	0.00	193.50	(193.50)	0.00
01 1200 643 000 000	Web/Cloud Based Software <\$5000	0.00	0.00	1,355.65	(1,355.65)	0.00
1200 SPECIAL EDUCATION PROGRAMS		0.00	41,510.01	373,961.04	(373,961.04)	0.00
01 1291 591 002 000	SPED Supervision - Ages 3-5	0.00	91.89	1,071.87	(1,071.87)	0.00
1291 SPED Supervision - Ages 3-5		0.00	91.89	1,071.87	(1,071.87)	0.00
01 1292 591 002 000	SPED Supervision - Ages 0-2	0.00	91.89	1,071.87	(1,071.87)	0.00
1292 SPED Supervision - Ages 0-2		0.00	91.89	1,071.87	(1,071.87)	0.00
01 1300 610 000 000	Summer School SUPPLIES	0.00	0.00	302.90	(302.90)	0.00
1300 Summer School		0.00	0.00	302.90	(302.90)	0.00
01 2120 111 000 000	GUIDANCE SALARY SEC	0.00	4,901.98	44,117.82	(44,117.82)	0.00
01 2120 211 000 000	GUIDANCE HEALTH	0.00	2,006.37	18,025.00	(18,025.00)	0.00
01 2120 221 000 000	GUIDANCE SOC SEC	0.00	346.19	3,114.12	(3,114.12)	0.00
01 2120 231 000 000	GUIDANCE RETIREMENT	0.00	396.08	3,564.72	(3,564.72)	0.00
01 2120 330 000 000	Employee Development and Training	0.00	0.00	60.00	(60.00)	0.00
01 2120 610 000 000	GUIDANCE TESTING/Supplies	0.00	256.75	1,665.06	(1,665.06)	0.00
01 2120 640 000 000	Books & Periodicals	0.00	0.00	112.29	(112.29)	0.00
01 2120 643 000 000	Web/Cloud Based Software <\$5000	0.00	0.00	2,272.00	(2,272.00)	0.00
2120 GUIDANCE SERVICES		0.00	7,907.37	72,931.01	(72,931.01)	0.00
01 2130 116 001 000	Salary - Clerical & Paraprofessional	0.00	0.00	1,303.20	(1,303.20)	0.00
01 2130 226 001 000	Salary - Clerical & Paraprofessional	0.00	0.00	99.71	(99.71)	0.00
01 2130 610 000 000	HEALTH SUPPLIES	0.00	4,096.03	7,618.69	(7,618.69)	0.00
01 2130 733 000 000	Equipment	0.00	0.00	167.99	(167.99)	0.00
2130 HEALTH SERVICES		0.00	4,096.03	9,189.59	(9,189.59)	0.00
01 2131 116 001 000	SALARIES - PROFESSIONAL/NON-CERT	0.00	7,124.17	64,264.58	(64,264.58)	0.00
01 2131 216 001 000	GROUP INS - PROF NON-CERTIFIED	0.00	2,110.84	18,997.56	(18,997.56)	0.00
01 2131 226 001 000	SOC SEC - PROF NON-CERTIFICATED	0.00	540.18	4,872.87	(4,872.87)	0.00
01 2131 236 001 000	RETIREMENT - PROF NON-CERT	0.00	575.63	5,166.44	(5,166.44)	0.00
01 2131 340 001 000	SPED Health Services - Secondary	0.00	0.00	30.96	(30.96)	0.00
2131 SPED Health Services School Age		0.00	10,350.82	93,332.41	(93,332.41)	0.00
01 2140 591 001 000	PSYCHOLOGICAL SERVICES - NON SPED	0.00	875.00	7,000.00	(7,000.00)	0.00
01 2140 591 002 000	PSYCHOLOGICAL SERVICES - NON SPED	0.00	875.00	7,000.00	(7,000.00)	0.00
2140 PSYCHOLOGICAL SERVICES		0.00	1,750.00	14,000.00	(14,000.00)	0.00
01 2141 591 001 000	Psychology - Secondary	0.00	943.34	9,412.17	(9,412.17)	0.00
01 2141 591 002 000	Psychology - Elementary	0.00	943.34	9,412.17	(9,412.17)	0.00
2141 Psychology - School Age		0.00	1,886.68	18,824.34	(18,824.34)	0.00
01 2142 591 002 000	Psychology - Ages 3-5	0.00	235.84	2,353.04	(2,353.04)	0.00
2142 Psychology - Ages 3-5		0.00	235.84	2,353.04	(2,353.04)	0.00
01 2143 591 002 000	Psychology - Ages 0-2	0.00	235.84	2,353.04	(2,353.04)	0.00
2143 Psychology - Ages 0-2		0.00	235.84	2,353.04	(2,353.04)	0.00
01 2151 111 001 000	SALARY-	0.00	731.00	6,593.99	(6,593.99)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
	TEACHER/PROFESSIONAL STAFF					
01 2151 111 002 000	SALARY- TEACHER/PROFESSIONAL STAFF	0.00	2,322.00	20,945.63	(20,945.63)	0.00
01 2151 211 001 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	282.68	2,546.95	(2,546.95)	0.00
01 2151 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	897.93	8,090.34	(8,090.34)	0.00
01 2151 221 001 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	55.28	498.64	(498.64)	0.00
01 2151 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	175.58	1,583.84	(1,583.84)	0.00
01 2151 231 001 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	59.06	532.78	(532.78)	0.00
01 2151 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	187.62	1,692.43	(1,692.43)	0.00
01 2151 330 002 000	Employee Development and Training	0.00	0.00	20.00	(20.00)	0.00
01 2151 591 001 000	Speech Secondary	0.00	31.14	359.13	(359.13)	0.00
01 2151 591 002 000	Speech Elementary	0.00	31.14	359.13	(359.13)	0.00
01 2151 610 000 000	General Supplies - Speech Path	0.00	0.00	342.79	(342.79)	0.00
01 2151 650 000 000	Supplies - Technology Related <\$5000	0.00	0.00	0.00	0.00	0.00
2151 Speech - School Age		0.00	4,773.43	43,565.65	(43,565.65)	0.00
01 2152 111 002 000	SALARY- TEACHER/PROFESSIONAL STAFF	0.00	817.00	7,369.76	(7,369.76)	0.00
01 2152 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	315.93	2,846.55	(2,846.55)	0.00
01 2152 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	61.77	557.24	(557.24)	0.00
01 2152 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	66.01	595.44	(595.44)	0.00
01 2152 591 002 000	Speech - Ages 3-5	0.00	7.79	89.79	(89.79)	0.00
2152 Speech - Ages 3-5		0.00	1,268.50	11,458.78	(11,458.78)	0.00
01 2153 111 002 000	SALARY- TEACHER/PROFESSIONAL STAFF	0.00	430.00	3,878.82	(3,878.82)	0.00
01 2153 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	166.28	1,498.18	(1,498.18)	0.00
01 2153 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	32.50	293.22	(293.22)	0.00
01 2153 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	34.74	313.37	(313.37)	0.00
01 2153 591 002 000	Speech - Ages 0-2	0.00	7.79	89.79	(89.79)	0.00
2153 Speech - Ages 0-2		0.00	671.31	6,073.38	(6,073.38)	0.00
01 2161 591 001 000	OT - Secondary	0.00	567.44	5,517.77	(5,517.77)	0.00
01 2161 591 002 000	OT - Elementary	0.00	567.44	5,517.77	(5,517.77)	0.00
2161 OT - School Age		0.00	1,134.88	11,035.54	(11,035.54)	0.00
01 2162 591 002 000	OT - Ages 3-5	0.00	141.86	1,379.46	(1,379.46)	0.00
2162 OT - Ages 3-5		0.00	141.86	1,379.46	(1,379.46)	0.00
01 2163 591 002 000	OT - Ages 0-2	0.00	141.86	1,379.46	(1,379.46)	0.00
2163 OT - Ages 0-2		0.00	141.86	1,379.46	(1,379.46)	0.00
01 2171 320 001 000	PUPIL SERVICES: Professional Ed Services	0.00	651.15	5,457.56	(5,457.56)	0.00
01 2171 320 002 000	PUPIL SERVICES: Professional Ed Services	0.00	1,159.08	7,346.85	(7,346.85)	0.00
01 2171 591 001 000	PT - Secondary	0.00	0.00	0.00	0.00	0.00
01 2171 591 002 000	PT - Elementary	0.00	0.00	0.00	0.00	0.00
2171 PT - School Age		0.00	1,810.23	12,804.41	(12,804.41)	0.00
01 2172 320 002 000	PUPIL SERVICES: Professional Ed Services	0.00	70.84	841.84	(841.84)	0.00
01 2172 591 002 000	PT - Ages 3-5	0.00	0.00	0.00	0.00	0.00
2172 PT - Ages 3-5		0.00	70.84	841.84	(841.84)	0.00
01 2173 320 002 000	PUPIL SERVICES: Professional Ed Services	0.00	0.00	2,975.13	(2,975.13)	0.00
01 2173 591 002 000	PT - Ages 0-2	0.00	0.00	0.00	0.00	0.00
2173 PT - Ages 0-2		0.00	0.00	2,975.13	(2,975.13)	0.00
01 2213 340 000 000	Other Professional Services	0.00	0.00	50.00	(50.00)	0.00
2213 Instructional Staff Training		0.00	0.00	50.00	(50.00)	0.00
01 2220 111 000 000	Salary - Teachers/Prof	0.00	4,966.68	41,966.78	(41,966.78)	0.00
01 2220 211 000 000	Group Insurance - Teachers/Prof	0.00	2,098.55	17,934.60	(17,934.60)	0.00
01 2220 221 000 000	Social Security - Teachers/Prof	0.00	375.43	3,171.25	(3,171.25)	0.00
01 2220 231 000 000	Retirement - Teachers/Prof	0.00	401.32	3,390.94	(3,390.94)	0.00
01 2220 330 000 000	Employee Development and Training	0.00	0.00	40.00	(40.00)	0.00
01 2220 610 000 000	LIBRARY SUPPLIES	0.00	10.00	259.66	(259.66)	0.00
01 2220 640 000 000	LIBRARY BOOKS	0.00	30.08	(93.44)	93.44	0.00
01 2220 643 000 000	Web/Cloud Based Software <\$5000	0.00	0.00	931.24	(931.24)	0.00
2220 Library Media Services		0.00	7,882.06	67,601.03	(67,601.03)	0.00
01 2224 610 001 000	Educational Television Services	0.00	0.00	2,700.00	(2,700.00)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
2224	EDUCATIONAL TV SERVICES	0.00	0.00	2,700.00	(2,700.00)	0.00
01 2230 116 000 000	SALARIES - PROFESSIONAL/NON-CERT	0.00	866.67	8,077.36	(8,077.36)	0.00
01 2230 216 000 000	GROUP INS - PROF NON-CERTIFIED	0.00	392.70	3,751.50	(3,751.50)	0.00
01 2230 226 000 000	SOC SEC - PROF NON-CERTIFICATED	0.00	64.94	604.92	(604.92)	0.00
01 2230 236 000 000	RETIREMENT - PROF NON-CERT	0.00	70.03	652.67	(652.67)	0.00
01 2230 432 000 000	Technology Related Repairs & Maint	0.00	0.00	4,103.50	(4,103.50)	0.00
01 2230 650 000 000	Supplies - Technology Related <\$5000	0.00	0.00	1,314.60	(1,314.60)	0.00
2230	Instruction Related Technology Support	0.00	1,394.34	18,504.55	(18,504.55)	0.00
01 2310 521 000 000	BOARD BOND PREMIUMS	0.00	0.00	200.00	(200.00)	0.00
01 2310 540 000 000	Advertising and Printing	0.00	407.02	4,257.61	(4,257.61)	0.00
01 2310 580 000 000	BOARD MILEAGE	0.00	394.02	4,584.67	(4,584.67)	0.00
01 2310 610 000 000	Supplies	0.00	129.18	1,264.96	(1,264.96)	0.00
01 2310 643 000 000	Web/Cloud Based Software <\$5000	0.00	0.00	4,100.00	(4,100.00)	0.00
01 2310 810 000 000	BOARD DUES FEES	0.00	0.00	3,439.00	(3,439.00)	0.00
2310	BOARD OF EDUCATION	0.00	930.22	17,846.24	(17,846.24)	0.00
01 2320 105 000 000	Salary - Superintendent	0.00	12,083.33	108,749.97	(108,749.97)	0.00
01 2320 215 000 000	Group Insurance - Superintendents	0.00	478.06	4,302.54	(4,302.54)	0.00
01 2320 225 000 000	Social Security - Superintendents	0.00	922.41	8,301.69	(8,301.69)	0.00
01 2320 235 000 000	Retirement - Superintendents	0.00	976.33	8,786.97	(8,786.97)	0.00
01 2320 310 000 000	Official/Administrative Services	0.00	0.00	185.50	(185.50)	0.00
01 2320 330 000 000	Employee Development and Training	0.00	405.00	1,444.00	(1,444.00)	0.00
01 2320 580 000 000	EXEC ADM MILEAGE	0.00	398.00	2,337.20	(2,337.20)	0.00
01 2320 610 000 000	EXEC ADM SUPPLIES	0.00	0.00	529.47	(529.47)	0.00
01 2320 810 000 000	EXEC ADM DUES	0.00	445.00	675.00	(675.00)	0.00
2320	EXECUTIVE ADMINISTRATION	0.00	15,708.13	135,312.34	(135,312.34)	0.00
01 2330 317 000 000	District Legal Services	0.00	304.00	826.80	(826.80)	0.00
2330	District Legal Services	0.00	304.00	826.80	(826.80)	0.00
01 2410 111 001 000	SALARY-TEACHER/PROFESSIONAL STAFF	0.00	7,048.09	63,432.81	(63,432.81)	0.00
01 2410 111 002 000	SALARY-TEACHER/PROFESSIONAL STAFF	0.00	5,690.99	52,321.51	(52,321.51)	0.00
01 2410 211 001 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	1,929.25	17,196.23	(17,196.23)	0.00
01 2410 211 002 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	1,812.95	16,568.08	(16,568.08)	0.00
01 2410 221 001 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	531.71	4,786.28	(4,786.28)	0.00
01 2410 221 002 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	419.05	3,853.46	(3,853.46)	0.00
01 2410 231 001 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	569.49	5,125.39	(5,125.39)	0.00
01 2410 231 002 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	459.83	4,227.56	(4,227.56)	0.00
01 2410 330 001 000	Employee Development and Training	0.00	0.00	20.00	(20.00)	0.00
01 2410 330 002 000	Employee Development and Training	0.00	40.00	365.00	(365.00)	0.00
01 2410 340 000 000	Other Professional Services	0.00	6,500.00	6,500.00	(6,500.00)	0.00
01 2410 580 000 000	ADM MILEAGE	0.00	0.00	13.79	(13.79)	0.00
01 2410 610 000 000	ADM SUPPLIES	0.00	903.40	1,329.29	(1,329.29)	0.00
01 2410 643 000 000	Web/Cloud Based Software <\$5000	0.00	5,197.69	11,653.69	(11,653.69)	0.00
01 2410 810 000 000	ADM DUES FEES	0.00	1,129.00	1,129.00	(1,129.00)	0.00
2410	OFFICE OF THE PRINCIPAL	0.00	32,231.45	188,522.09	(188,522.09)	0.00
01 2490 151 001 000	AD	0.00	501.00	4,509.00	(4,509.00)	0.00
01 2490 211 001 000	GROUP INS - TEACHERS/PROFESSIONAL	0.00	137.13	1,222.35	(1,222.35)	0.00
01 2490 221 001 000	SOCIAL SECURITY - TEACHERS/PROFESSIONAL	0.00	37.79	340.16	(340.16)	0.00
01 2490 231 001 000	RETIREMENT - TEACHERS/PROFESSIONAL	0.00	40.48	364.32	(364.32)	0.00
2490	School Administration Other - AD	0.00	716.40	6,435.83	(6,435.83)	0.00
01 2510 110 000 000	SALARIES - NON-INSTRUCTIONAL	0.00	1,699.50	15,431.97	(15,431.97)	0.00
01 2510 116 000 000	Salary - Prof Non-Certificated	0.00	4,456.82	36,167.79	(36,167.79)	0.00
01 2510 123 000 000	SALARY-SUBSTITUTES	0.00	170.00	340.00	(340.00)	0.00
01 2510 210 000 000	Group Insurance - Non-Instructional	0.00	1,014.20	9,123.10	(9,123.10)	0.00
01 2510 216 000 000	Goup Insurance - Prof Non-Certificated	0.00	1,747.50	15,752.07	(15,752.07)	0.00
01 2510 220 000 000	Social Security - Non Instructional	0.00	127.30	1,156.05	(1,156.05)	0.00
01 2510 223 000 000	SOC SEC - SUBSTITUTES	0.00	12.98	25.98	(25.98)	0.00
01 2510 226 000 000	Social Security - Prof Non-Certificated	0.00	336.94	2,730.75	(2,730.75)	0.00
01 2510 230 000 000	Retirement - Non-Instructional	0.00	137.33	1,246.91	(1,246.91)	0.00
01 2510 236 000 000	Retirement - Prof Non-Certificated	0.00	325.89	2,888.13	(2,888.13)	0.00
01 2510 315 000 000	Accounting & Auditing Services	0.00	0.00	10,500.00	(10,500.00)	0.00
01 2510 330 000 000	Employee Development and Training	0.00	425.00	785.00	(785.00)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
01 2510 352 000 000	PROF TECH SERVICES	0.00	19.00	2,162.47	(2,162.47)	0.00
01 2510 530 000 000	Telecommunications (Phone)	0.00	146.84	1,316.01	(1,316.01)	0.00
01 2510 530 000 001	Telecommunications (Internet)	0.00	532.74	7,620.32	(7,620.32)	0.00
01 2510 531 000 000	Postage	0.00	1,117.15	1,703.15	(1,703.15)	0.00
01 2510 580 000 000	BUSINESS MILEAGE	0.00	776.00	937.10	(937.10)	0.00
01 2510 610 000 000	BUSINESS SUPPLIES	0.00	0.00	10,909.66	(10,909.66)	0.00
01 2510 643 000 000	Web/Cloud Based Software	0.00	0.00	1,661.61	(1,661.61)	0.00
01 2510 650 000 000	Supplies - Technology Related <\$5000	0.00	0.00	120.00	(120.00)	0.00
01 2510 734 000 000	COMP HDWRE SEC	0.00	0.00	1,122.12	(1,122.12)	0.00
01 2510 810 000 000	DUES AND FEES	0.00	125.00	190.00	(190.00)	0.00
01 2510 835 000 000	Interest on Short-Term Debt	0.00	0.00	1,696.25	(1,696.25)	0.00
2510	GENERAL ADMIN-BUSINESS SERVICE	0.00	13,170.19	125,586.44	(125,586.44)	0.00
01 2520 733 000 000	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2520	VEHICLE ACQUISITION,SERV,MTNCE	0.00	0.00	0.00	0.00	0.00
01 2580 116 000 000	SALARIES - PROFESSIONAL/NON-CERT	0.00	866.67	8,077.36	(8,077.36)	0.00
01 2580 216 000 000	GROUP INS - PROF NON-CERTIFIED	0.00	392.70	3,751.50	(3,751.50)	0.00
01 2580 226 000 000	SOC SEC - PROF NON-CERTIFICATED	0.00	64.94	604.92	(604.92)	0.00
01 2580 236 000 000	RETIREMENT - PROF NON-CERT	0.00	70.03	652.67	(652.67)	0.00
01 2580 340 000 000	Other Professional Services	0.00	0.00	513.28	(513.28)	0.00
2580	Technology Service for District Administ	0.00	1,394.34	13,599.73	(13,599.73)	0.00
01 2610 330 000 000	Employee Development and Training	0.00	0.00	110.00	(110.00)	0.00
01 2610 352 000 000	Professional or Technical Service	0.00	1,651.20	53,061.63	(53,061.63)	0.00
01 2610 410 000 000	WATER AND SEWER	0.00	317.00	2,853.00	(2,853.00)	0.00
01 2610 580 000 000	OPER MILEAGE	0.00	0.00	149.00	(149.00)	0.00
01 2610 610 000 000	SUPPLIES	0.00	2,186.27	19,763.42	(19,763.42)	0.00
01 2610 621 000 000	Utility Energy Services	0.00	2,614.89	63,234.05	(63,234.05)	0.00
01 2610 731 000 000	Machinery	0.00	0.00	1,289.00	(1,289.00)	0.00
01 2610 733 000 000	Furniture and Equipment	0.00	0.00	981.00	(981.00)	0.00
2610	OPERATION OF PLANT	0.00	6,769.36	141,441.10	(141,441.10)	0.00
01 2620 110 000 000	Salary - Non-Instructional	0.00	8,588.84	76,627.12	(76,627.12)	0.00
01 2620 210 000 000	Group Ins - Non-Instructional	0.00	1,537.06	13,132.70	(13,132.70)	0.00
01 2620 220 000 000	Social Sec - Non -nstruotional	0.00	639.01	5,703.75	(5,703.75)	0.00
01 2620 230 000 000	Retirement - Non-Instructional	0.00	693.99	6,178.43	(6,178.43)	0.00
2620	MAINTENANCE OF PLANT	0.00	11,458.90	101,642.00	(101,642.00)	0.00
01 2660 352 000 000	OTHER PROF/TECH SERVICES	0.00	0.00	1,089.98	(1,089.98)	0.00
2660	SAFETY AND SECURITY	0.00	0.00	1,089.98	(1,089.98)	0.00
01 2710 110 000 000	Salary - Bus Drivers	0.00	4,847.91	51,838.80	(51,838.80)	0.00
01 2710 110 001 000	Salary - Non-Instructional 7-12	0.00	7,079.58	48,434.94	(48,434.94)	0.00
01 2710 120 001 000	Salary - Substitute Non-Instr 7-12	0.00	0.00	103.42	(103.42)	0.00
01 2710 210 000 000	Group Insurance - Non-Instructional	0.00	2,351.80	22,021.42	(22,021.42)	0.00
01 2710 210 001 000	GROUP INS - NON-INSTRUCTIONAL	0.00	2,286.78	19,174.95	(19,174.95)	0.00
01 2710 220 000 000	Social Security - Non Instructional	0.00	364.43	3,900.09	(3,900.09)	0.00
01 2710 220 001 000	SOC SEC - NON INSTRUCTIONAL	0.00	534.72	3,667.89	(3,667.89)	0.00
01 2710 230 000 000	Retirement - Non Instructional	0.00	364.33	3,966.45	(3,966.45)	0.00
01 2710 230 001 000	RETIREMENT - NON INSTRUCTIONAL	0.00	327.54	2,828.20	(2,828.20)	0.00
01 2710 350 000 000	Repairs & Maintenance	0.00	0.00	19,192.14	(19,192.14)	0.00
01 2710 610 000 000	Transportation Supplies	0.00	923.40	19,316.47	(19,316.47)	0.00
01 2710 626 000 000	GAS-OIL	0.00	4,633.33	29,784.13	(29,784.13)	0.00
01 2710 810 000 000	DUES AND FEES	0.00	626.15	2,457.40	(2,457.40)	0.00
01 2710 890 000 000	RADIO/PHYSICALS/MISC	0.00	0.00	1,774.90	(1,774.90)	0.00
2710	REGULAR PUPIL TRANSPORTATION	0.00	24,339.97	228,461.20	(228,461.20)	0.00
01 2732 431 000 000	Non-Technology Related Repairs & Maintenance	0.00	0.00	323.93	(323.93)	0.00
2732	Vehicle Servicing & Maintenance - School Age SPED	0.00	0.00	323.93	(323.93)	0.00
01 3551 610 000 000	General Supplies	0.00	3,523.35	3,523.35	(3,523.35)	0.00
01 3551 640 001 000	State CTE Books & Periodicals	0.00	0.00	4,321.68	(4,321.68)	0.00
3551	NE State Career & Technical Education	0.00	3,523.35	7,845.03	(7,845.03)	0.00
01 6200 111 002 000	CHAPTER 1 SALARY	0.00	2,706.00	28,298.00	(28,298.00)	0.00
01 6200 211 002 000	Group Insurance - Teachers/Prof Elem	0.00	795.68	8,119.15	(8,119.15)	0.00
01 6200 221 002 000	Social Security - Teachers/Prof Elem	0.00	205.82	2,152.67	(2,152.67)	0.00
01 6200 231 002 000	Retirement - Teachers/Prof Elem	0.00	218.64	2,286.44	(2,286.44)	0.00
01 6200 330 002 000	Employee Development and Training	0.00	40.00	140.00	(140.00)	0.00
01 6200 610 002 000	General Supplies Elem	0.00	0.00	5.39	(5.39)	0.00
01 6200 733 000 000	Title 1 - Furniture & Equipment	0.00	0.00	592.99	(592.99)	0.00
01 6200 890 002 000	OTHER MISC OBJECTS	0.00	0.00	403.00	(403.00)	0.00
6200	TITLE 1	0.00	3,966.14	41,997.64	(41,997.64)	0.00

Account Number	Account Description	Revised Budget	Activity During Month	Activity to Date	Balance at EOM	% of Budget
01 8000 912 000 000	TRANS DIST LUNCH	0.00	0.00	48,000.00	(48,000.00)	0.00
8000 TRANSFERS		0.00	0.00	48,000.00	(48,000.00)	0.00
9 Expenditure		0.00	390,735.26	3,541,392.55	(3,541,392.55)	0.00
Grand Total:		0.00	938,710.76	598,591.30	(7,681,376.40)	0.00

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 01 GENERAL FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
01 101	CASH IN BANK	192,865.99	1,329,537.57	390,827.21	1,131,576.35
01 102	PETTY CASH	2,093.98	0.40	0.00	2,094.38
01 106	SAVINGS CERTIFICATES	183,303.56	0.00	0.00	183,303.56
Total:	Current Assets	378,263.53	1,329,537.97	390,827.21	1,316,974.29
Other Assets					
01 110	County Treasurer	426,571.93	0.00	0.00	426,571.93
Total:	Other Assets	426,571.93	0.00	0.00	426,571.93
Total:	01	804,835.46	1,329,537.97	390,827.21	1,743,546.22

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 02 DEPRECIATION FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
02 105	INTEREST BEARING ACCOUNTS	26,601.65	39.73	0.00	26,641.38
Total:	Current Assets	26,601.65	39.73	0.00	26,641.38
Total:	02	26,601.65	39.73	0.00	26,641.38

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 03 EMPLOYEE BENEFIT FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
03 101	CASH IN BANK	27,817.56	41.55	0.00	27,859.11
Total:	Current Assets	27,817.56	41.55	0.00	27,859.11
Total:	03	27,817.56	41.55	0.00	27,859.11

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 04 SOUTH LOUP BOBCATS

			<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets						
04 101		CASH	47,521.04	1,797.13	6,585.91	42,732.26
	Total:	Current Assets	47,521.04	1,797.13	6,585.91	42,732.26
	Total:	04	47,521.04	1,797.13	6,585.91	42,732.26

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 05 ACTIVITIES FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
05 101	CASH	32,368.96	15,638.46	28,154.92	19,852.50
05 103	BEARS SAVINGS BANK	2,537.90	0.00	0.00	2,537.90
05 106	SAVINGS CERTIFICATES	106,270.54	0.00	0.00	106,270.54
Total: Current Assets		141,177.40	15,638.46	28,154.92	128,660.94
Total: 05		141,177.40	15,638.46	28,154.92	128,660.94

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 06 SCHOOL LUNCH AND MILK FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
06 101	CASH IN BANK	39,262.51	26,975.14	14,404.85	51,832.80
Total:	Current Assets	39,262.51	26,975.14	14,404.85	51,832.80
Total:	06	39,262.51	26,975.14	14,404.85	51,832.80

Regular; Beginning Month 05/2026; Processing Month 05/2026; Chart of Account Number
13 Records Selected

Fund: 08 SPECIAL BUILDING FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
08 101	CASH IN BANK	87,525.96	50,726.23	0.00	138,252.19
08 106	SAVINGS CERTIFICATES	212,541.13	0.00	0.00	212,541.13
Total:	Current Assets	300,067.09	50,726.23	0.00	350,793.32
Total:	08	300,067.09	50,726.23	0.00	350,793.32

Checking Account ID: 1

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
99	04/30/2026	X	X	04/30/2026	NESB	Nebraska State Bank & Trust Company	10.00
102	05/14/2026	X			NESB	Nebraska State Bank & Trust Company	10.00
Check Type Total:		Automatic Payment		Void Total:		10.00	Total without Voids: 10.00

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
41615	05/11/2026	X			ACCELERATE	Accelerate Learning Inc	889.20
41616	05/11/2026	X			AMAZON	Amazon Capital Services, Inc	1,162.07
41617	05/11/2026	X			AMPLIFYED	AMPLIFY EDUCATION, INC	921.48
41618	05/11/2026	X			ATT3	AT&T	146.84
41619	05/11/2026	X			B2ENVIR	B2 ENVIRONMENTAL, INC	1,100.00
41620	05/11/2026	X			CMARKET	Callaway Market	380.13
41621	05/11/2026	X			CMOTEL	CALLAWAY MOTEL	394.02
41622	05/11/2026	X			CTRUEV	CALLAWAY TRUE VALUE	338.95
41623	05/11/2026	X			USBANK	Corporate Payment Systems	1,278.42
41624	05/11/2026	X			COUNTRYP	Country Partners Cooperative	4,661.27
41625	05/11/2026	X			COZADS	COZAD SERVICES INC	551.20
41626	05/11/2026	X			EAKES1	EAKES OFFICE	664.98
41627	05/11/2026	X			EGANSUPPLY	Egan Supply Co.	910.05
41628	05/11/2026	X			EMBASSY	EMBASSY SUITES	1,164.00
41629	05/11/2026	X			ESU10	ESU #10	5,747.64
41630	05/11/2026	X			ESU10	ESU #10	1,085.64
41631	05/11/2026	X			ESUCOORDIN	ESU Coordinating Council	6,500.00
41632	05/11/2026	X			THEGARDENC	The Garden Center	368.38
41633	05/11/2026	X			GREAT2	GREAT PLAINS COMM.	532.74
41634	05/11/2026	X			GROCEY	GROCERY KART	91.62
41635	05/11/2026	X			HIRERI	HIRERIGHTS SOLUTIONS INC.	526.15
41636	05/11/2026	X			LEVELDATA	Level Data, LLC	271.00
41637	05/11/2026	X			NASB	NASB	300.00
41638	05/11/2026	X			NCSA	NCSA	2,219.00
41639	05/11/2026	X			NEBRASKAS3	Nebraska Safety Center	100.00
41640	05/11/2026				MATHES	NIPPON SANJO MATHESON, INC.	0.00
41641	05/11/2026	X			ONESOURCET	One Source The Background Check Company	19.00
41642	05/11/2026	X			ONTOCOLLEG	OnToCollege	47.00
41643	05/11/2026	X			PERRYG	PERRY, GUTHERY, HAASE, & GESSFORD	304.00
41644	05/11/2026	X			PETTYC	PETTY CASH FUND	150.00
41645	05/11/2026	X			POPPLE	POPPLERS MUSIC INC.	30.30
41646	05/11/2026	X			POWERSCHOO	PowerSchool Group, LLC	9,879.58
41647	05/11/2026	X			QUILL	Quill	2,494.16
41648	05/11/2026	X			PLP	SchoolsPLP, LLC	1,530.00
41649	05/11/2026				SODEXO	Sodexo, Inc & Affiliates	209.75
41650	05/11/2026	X			STAPLES	Staples	1,715.85
41651	05/11/2026				SYNDICATEP	Syndicate Publishing LLC	407.02
41652	05/11/2026	X			TEAMPHYSIC	Team Physical Therapy	1,881.07
41653	05/11/2026	X			UNIVEMO	University of Missouri-Columbia AR	885.00
41654	05/11/2026	X			VILLAG	VILLAGE OF CALLAWAY	2,931.89
41655	05/11/2026	X			WENQUI	WENQUIST INC.	834.02
41656	05/11/2026	X			YANDAA	YANDA'S MUSIC & PRO AUDIO	292.00
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 55,915.42
Checking Account Total:		1		Void Total:		10.00	Total without Voids: 55,925.42

Checking Account ID: 4

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
4910	05/18/2026				ARNOLD	ARNOLD PUBLIC SCHOOL	258.00
4911	05/18/2026	X			ASCENTPOLE	Ascent Pole Rental	325.00
4912	05/18/2026				BRADYPU	BRADY PUBLIC SCHOOL	60.00
4913	05/18/2026	X			CTRUEV	CALLAWAY TRUE VALUE	14.84
4914	05/18/2026	X			USBANK	Corporate Payment Systems	911.99

Checking Account ID: 4

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
4915	05/18/2026	X			MOODLI	MOONLIGHT EMBROIDERY	254.00
4916	05/18/2026	X			PAXTONSCHO	Paxton Consolidated Schools	252.78
4917	05/18/2026				PLEASANTON	PLEASANTON PUBLIC SCHOOLS	156.00
4918	05/18/2026				STPATRICKS	St. Patrick's School	50.00
4919	05/18/2026	X			STAPLETONP	Stapleton Public Schools	160.00
4920	05/18/2026				WEVEJAN	Janie Weverka	100.00
4921	05/20/2026	X			CASHSLB	CASH	2,760.00
4922	05/20/2026	X			BOUND	ASPi Solutions, Inc	299.25
4923	05/29/2026				MULLEN	Mullen Public School	50.00
4924	05/29/2026				STUDENT	STUDENT ASSURANCE SERVICES, INC	934.05
Check Type Total:				Check	Void Total:	0.00	Total without Voids: 6,585.91
Checking Account Total:				4	Void Total:	0.00	Total without Voids: 6,585.91

Checking Account ID: 5

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
2012	05/12/2026	X			FEDDJAX	Jaxon Feddersen	21.00
15048	05/04/2026	X			RAISINGNEB	RAISING NEBRASKA	42.00
15049	05/18/2026	X			AMAZON	Amazon Capital Services, Inc	1,945.88
15050	05/18/2026	X			AMAZON	Amazon Capital Services, Inc	84.97
15051	05/18/2026	X			AWARDS	AWARDS UNLIMITED INC	24.01
15052	05/18/2026	X			BIRKAUB	Aubrie Birkel	200.00
15053	05/18/2026				BLUECR	BLUE CROSS BLUE SHIELD	2,040.36
15054	05/18/2026	X			BRESTYR	TYRA BRESTEL	200.00
15055	05/18/2026	X			BREWINGBLO	Brewing Blooms	306.00
15056	05/18/2026				BROKE2	BROKEN BOW SCHOOL	377.24
15057	05/18/2026	X			CMARKET	Callaway Market	824.39
15058	05/18/2026	X			CTRUEV	CALLAWAY TRUE VALUE	422.55
15059	05/18/2026	X			CHESTE	CHESTERMAN CO	156.80
15060	05/18/2026	X			USBANK	Corporate Payment Systems	14,041.20
15061	05/18/2026	X			USBANK	Corporate Payment Systems	11.00
15062	05/18/2026	X			USBANK	Corporate Payment Systems	2,879.92
15063	05/18/2026	X			USBANK	Corporate Payment Systems	764.46
15064	05/18/2026	X			COUNTRYYP	Country Partners Cooperative	174.40
15065	05/18/2026				DYNAMICT	Dynamic T's Screen Printing & Promotions	680.00
15066	05/18/2026				JOHNANG	Angel Johnson	200.00
15067	05/18/2026				MRSROBINSO	Mrs. Robinson's Cafe	415.00
15068	05/18/2026				NEFCCLA	NEBRASKA FCCLA	1,640.00
15069	05/18/2026				PANDDYL	DYLAN PANDORF	200.00
15070	05/18/2026				PAULCON	CONNOR PAULSEN	200.00
15071	05/18/2026				PLATINUM	Platinum Awards & Gifts	173.40
15072	05/18/2026	X			SALLKIM	KIMBERLY SALLACH	45.34
15073	05/18/2026	X			YANDAA	YANDA'S MUSIC & PRO AUDIO	85.00
Check Type Total:				Check	Void Total:	0.00	Total without Voids: 28,154.92
Checking Account Total:				5	Void Total:	0.00	Total without Voids: 28,154.92

Checking Account ID: 6

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
167	05/11/2026	X			MERCHANTSE	Merchant Services	74.94
Check Type Total:				Automatic Payment	Void Total:	0.00	Total without Voids: 74.94

Checking Account ID: 6

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
13860	05/21/2026	X			CMARKET	Callaway Market	238.81
13861	05/21/2026	X			CASHWA	CASH-WA DISTRIBUTING	11,043.42
13862	05/21/2026				FOODDI	FOOD DISTRIBUTION PROGRAM	203.87
Check Type Total:				Check	Void Total:	0.00	Total without Voids: 11,486.10
Checking Account Total:				6	Void Total:	0.00	Total without Voids: 11,561.04

Grand Total:	Void Total:	10.00	Total without Voids:	102,227.29
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Batch Description: 06082026 General Bills

Processing Month: 06/2026

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1146-97TK-GLXV	Amount: 25.11
Description: Summer Camp		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	Summer Camp		25.11	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 17-JW-9VHF-7X66	Amount: 159.95
Description: End of Year - Gaffney		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 2520 733 000 000	End of Year - Gaffney		159.95	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXL-MGC4-6P6Y	Amount: 529.40
Description: AG Supplies		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1100 610 001 080	AG Supplies		529.40	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXV-P3JT-33HX	Amount: 0.00
Description: Summer School		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	Summer School		0.00	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXV-P3JT-7H4Y	Amount: 858.32
Description: Pre K Applegate Grant		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1190 610 002 000	Pre K Applegate Grant		858.32	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1J76-RDJV-R3CH	Amount: 123.49
Description: Desk with power outlets		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 2510 610 000 000	Desk with power outlets		123.49	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number: FY26-0083	Invoice Number: 1M1K-WGVB-DJWK	Amount: 106.18
Description: SUMMER CAMP SUPPLIES		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	2 Pcs Sensory Bin Filler,Sensory Bin Too		16.14	N Final
01 1300 610 000 000	1100 PCS Magnetic Sensory marbles		16.99	N Final
01 1300 610 000 000	100 Pcs Spiky Hedge Balls Multicolor		12.99	N Final
01 1300 610 000 000	Kinetic Sand, 2.5lbs Blue Play Sand		15.99	N Final

01 1300 610 000 000	Hefty disposable cups-100 count	12.09	N	Final
01 1300 610 000 000	300 Count Blank Index Cards 3x5 Inch Whi	6.64	N	Final
01 1300 610 000 000	300 Count Colored Index Cards 3x5 Inch -	8.86	N	Final
01 1300 610 000 000	Concession Essentials 9 Inch Paper Plate	10.99	N	Final
01 1300 610 000 000	JOYIN 12-Pack 12" Beach Balls	9.49	N	Final
01 1300 610 000 000	Promotion and discounts	(4.00)	N	

Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1PCR-FMHX-4T16	Amount:	29.69	
Description: Summer School		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1300 610 000 000	Summer School		29.69		N	

Vendor ID: AMAZON		Amazon Capital Services, Inc		PO Number:		Invoice Number: 1RPX-GP19-636T		Amount:		18.99	
Description: Vacuum Filter Bags				Invoice Date: 06/02/2026		Due Date: 06/02/2026		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
01 2610 610 000 000		Vacuum Filter Bags				18.99				N	

Vendor ID: AMAZON		Amazon Capital Services, Inc		PO Number:		Invoice Number: 1Y73-4X4-RYDH		Amount:		16.99	
Description: Office				Invoice Date: 06/02/2026		Due Date: 06/02/2026		Status: A		1099 Amount: 0.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>		<u>Detail Description</u>		<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
01 2510 610 000 000		Office				16.99				N	

Vendor ID: ATT3		AT&T	PO Number:		Invoice Number: 20260602		Amount:	129.72
Description: Long Distane Services			Invoice Date: 06/02/2026		Due Date: 06/02/2026		Status: A	1099 Amount: 0.00
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
01 2510 530 000 000	Long Distane Services			129.72		N		

Vendor ID: CTRUEV		CALLAWAY TRUE VALUE		PO Number:	Invoice Number: 20260602		Amount:	1,507.95
Description: May Charges				Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>			<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2710 610 000 000	Bus Barn Supplies				43.45		N	
01 2610 610 000 000	Jan/Main Supplies				1,464.50		N	

Vendor ID: CHARRONLAW		Charron Lawn Care & Sprinkler Repair		PO Number:	Invoice Number: 20260602		Amount:	1,507.00
Description: Sprinkler Repair - First App Fert				Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 1,507.00	
Sequence: 1		Check Type:		Checking Account ID:		Check Number:		Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
01 2610 352 000 000	Sprinkler Repair - First App Fert		1,507.00	1,507.00	N			

Vendor ID: USBANK	Corporate Payment Systems	PO Number:	Invoice Number: 20260605	Amount:	310.90
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Description: May Charges

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 610 000 000	NE Law posters		213.95		N	
01 1200 610 001 000	SPED supplies		16.95		N	
01 1200 610 002 000	EIEM Sped Supplies		80.00		N	

Vendor ID: USBANK Corporate Payment Systems

PO Number: **Invoice Number: 20260605-0001** **Amount: 918.72**

Description: May Charges

Sequence: 2 Check Type:

Checking Account ID:

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 002 000	TPT-NRush		3.15		N	
01 1100 610 002 000	TPT-JWeber		13.25		N	
01 1100 610 002 000	TPT- Ksallach		10.24		N	
01 1190 610 002 000	TPT-JHickenbottom		10.00		N	
01 1200 610 000 000	Read Live Lic		480.00		N	
01 1300 610 000 000	Summer school supplies		29.97		N	
01 1300 610 000 000	Summer School Supplies		20.47		N	
01 2220 640 000 000	Library Books		63.22		N	
01 2120 610 000 000	Guidance Supplies		50.00		N	
01 2120 610 000 000	Guidance Supplies		50.00		N	
01 2610 610 000 000	JAN Supplies		188.42		N	

Vendor ID: CULLIGAN Culligan Water

PO Number: **Invoice Number: 20260602** **Amount: 76.50**

Description: Salt

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
08 4700 340 000 000	Salt		76.50		N	

Vendor ID: CUSTER CUSTER CO CHIEF

PO Number: **Invoice Number: 20260605** **Amount: 65.00**

Description: Subscription renewal

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2220 640 000 000	Subscription renewal		65.00		N	

Vendor ID: CUSTER CUSTER CO CHIEF

PO Number: **Invoice Number: 300033084** **Amount: 66.00**

Description: Kitchen Help Wanted

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 540 000 000	Kitchen Help Wanted		66.00		N	

Vendor ID: EAKES1 EAKES OFFICE

PO Number: **Invoice Number: 9340295-0** **Amount: 14.56**

Description: Cleaner

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 610 000 000	Cleaner		14.56		N	

Vendor ID: EAKES1 **EAKES OFFICE** **PO Number:** **Invoice Number: INV771517** **Amount: 4,633.00**

Description: Floor Scrubber Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 610 000 000	Floor Scrubber		4,633.00	0.00	N	

Vendor ID: ESU10 **ESU #10** **PO Number:** **Invoice Number: 20260602** **Amount: 6,622.42**

Description: May Charges Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2151 591 001 000	Audio-SEC		30.55		N	
01 2151 591 002 000	Audio - Elem		30.55		N	
01 2152 591 002 000	Audio - Ages 3-4		7.63		N	
01 2153 591 002 000	Audio - Birth - 2		7.63		N	
01 2161 591 001 000	OT - SEC		564.83		N	
01 2161 591 002 000	OT - Elem		564.83		N	
01 2162 591 002 000	OT - Ages 3-4		141.20		N	
01 2163 591 002 000	OT - Birth - 2		141.20		N	
01 2142 591 002 000	Psych - Ages 3-4		236.54		N	
01 2143 591 002 000	Psych - Birth -2		236.54		N	
01 1200 591 001 000	SpEd Supervision SEC		394.68		N	
01 1200 591 002 000	SpED Supervision ELEM		394.68		N	
01 1291 591 002 000	SpED Super Ages 3-4		89.30		N	
01 1292 591 002 000	SpED Super Birth -2 89.30		89.30		N	
01 2141 591 001 000	Psych - SEC		946.16		N	
01 2141 591 002 000	Psychology - ELEM		946.16		N	
01 2140 591 001 000	LMHP - SEC		875.00		N	
01 2140 591 002 000	LMHP - ELEM		875.00		N	
01 1200 591 001 000	Vocational Secondary		50.64		N	

Vendor ID: ESU16 **ESU 16** **PO Number:** **Invoice Number: 2684** **Amount: 1,775.60**

Description: SNDEN Circuit Billing 12/16/26-07/15/26 Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 382 001 000	SNDEN Circuit Billing 12/16/26-07/15/26		1,775.60		N	

Vendor ID: GREAT2 **GREAT PLAINS COMM.** **PO Number:** **Invoice Number: 20260602** **Amount: 51.98**

Description: Fax Line Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 530 000 001	Fax Line		51.98		N	

Vendor ID: GREAT2	GREAT PLAINS COMM.	PO Number:	Invoice Number: 20260602-0001	Amount:	422.76
Description: Internet/Phone Service		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2510 530 000 001	Internet/Phone Service		422.76		N
Vendor ID: HOUGH2	HOUGHTON MIFFLIN HARCOURT	PO Number:	Invoice Number: 858782	Amount:	500.00
Description: MAP Growth K-12		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 000	MAP Growth K-12		500.00		N
Vendor ID: JWPEPP	J.W. PEPPER & Son Inc	PO Number:	Invoice Number: 368583139	Amount:	50.00
Description: Music		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 012	Music		50.00		N
Vendor ID: JWPEPP	J.W. PEPPER & Son Inc	PO Number:	Invoice Number: 368583909	Amount:	21.24
Description: Music		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 012	Music		21.24		N
Vendor ID: LAWNDOCK	Lawn Dock LLC, The	PO Number:	Invoice Number: 114	Amount:	698.21
Description: Spring Application		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 698.21
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 352 000 000	Spring Application		698.21	698.21	N
Vendor ID: EXPLORELEA	Lazel Inc,	PO Number:	Invoice Number: CI-00810268	Amount:	940.00
Description: Gizmos program - BOYD		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 643 001 000	Gizmos program - BOYD		940.00		N
Vendor ID: MEADLUM	MEAD LUMBER	PO Number:	Invoice Number: 13549940	Amount:	901.73
Description: SLP Office Door		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 610 000 000	SLP Office Door		901.73		N
Vendor ID: MYERSIRON	Myers Iron Salvage & Roll-Offs, LLC	PO Number:	Invoice Number: 8398	Amount:	638.80
Description: Roll-Offs		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 352 000 000	Roll-Offs		638.80		N	
Vendor ID: NASB NASB PO Number: Invoice Number: N-55955 Amount: 1,750.00						
Description: Policy Services SPARQ		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 810 000 000	Policy Services SPARQ		1,750.00		N	
Vendor ID: NCSA NCSA PO Number: Invoice Number: 20260602 Amount: 125.00						
Description: Business Manager Training		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 330 000 000	Business Manager Training		125.00		N	
Vendor ID: NSTA2 Nebraska School Transportation Association PO Number: Invoice Number: 0059 Amount: 150.00						
Description: NTSA Summer Conference		Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2710 330 000 000	NTSA Summer Conference		150.00		N	
Vendor ID: MATHES NIPPON SANSO MATHESON, INC. PO Number: Invoice Number: 0033201867-1 Amount: 157.46						
Description: AG Supplies		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 001 080	AG Supplies		157.46		N	
Vendor ID: ONESOURCET One Source The Background Check Company PO Number: Invoice Number: 2022207400 Amount: 38.00						
Description: Background checks		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 352 000 000	Background checks		38.00		N	
Vendor ID: PDKS P-D-K-S PO Number: Invoice Number: 20260602 Amount: 800.00						
Description: Exterminator Treatment - Spiders/Ants		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 800.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 352 000 000	Exterminator Treatment - Spiders/Ants		800.00	800.00	N	
Vendor ID: QUILL Quill PO Number: Invoice Number: 48770486 Amount: 58.00						
Description: Kleenex		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00				
Sequence: 1 Check Type: Checking Account ID:		Check Number: Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2130 610 000 000	Kleenex		58.00		N	

Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48853622	Amount:	769.49
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 010	Toner		769.49		N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48858/560	Amount:	1,010.17
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 010	Toner		1,010.17		N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48859848	Amount:	921.98
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 010	Toner		921.98		N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 49023605	Amount:	58.00
Description: Kleenex		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2130 610 000 000	Kleenex		58.00		N
Vendor ID: RENAISSANCE LEARNING INC	RENAISSANCE LEARNING INC	PO Number:	Invoice Number: INV5693476	Amount:	1,397.00
Description: Accelerated Reader Sub Renewal		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2220 735 000 000	Accelerated Reader Sub Renewal		1,397.00		N
Vendor ID: SSWOR	S&S WORLDWIDE	PO Number:	Invoice Number: IN101754798	Amount:	947.99
Description: Applegare - S Ross		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 002 000	Applegare - S Ross		947.99		N
Vendor ID: PLP	SchoolsPLP, LLC	PO Number:	Invoice Number: 3602	Amount:	80.00
Description: AI Dector		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 643 001 000	AI Dector		80.00		N
Vendor ID: SYNDICATEPUBLISHING LLC	Syndicate Publishing LLC	PO Number:	Invoice Number: 2605021	Amount:	128.25
Description: Head/Assistant Cook Advertising		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 128.25
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 540 000 000	Head/Assistant Cook Advertising		128.25	128.25	N	
Vendor ID: SYNDICATEP Syndicate Publishing LLC		PO Number:	Invoice Number: 28196		Amount:	6.54
Description: Notice of May Meeting		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 6.54	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 540 000 000	Notice of May Meeting		6.54	6.54	N	
Vendor ID: SYNDICATEP Syndicate Publishing LLC		PO Number:	Invoice Number: 2854		Amount:	284.25
Description: May Charges		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 284.25	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 540 000 000	May BOE Minutes		138.65	138.65	N	
01 2310 540 000 000	Notice of June BOE Meeting		145.60	145.60	N	
Vendor ID: TEAMPHYSIC Team Physical Therapy		PO Number:	Invoice Number: 20260602		Amount:	1,199.67
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2171 320 001 000	PT SEC		500.50		N	
01 2171 320 002 000	PT Elem		491.08		N	
01 2172 320 002 000	PT Ages 3-4		208.09		N	
Vendor ID: USI USI, Inc		PO Number:	Invoice Number: W034896300015		Amount:	276.51
Description: Lamination		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 610 000 000	Lamination		276.51		N	
Vendor ID: VILLAG VILLAGE OF CALLAWAY		PO Number:	Invoice Number: 20260602		Amount:	2,761.49
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 410 000 000	School-W/S/T		245.00		N	
01 2610 621 000 000	School-Elecricity		2,516.49		N	
Vendor ID: VILLAG VILLAGE OF CALLAWAY		PO Number:	Invoice Number: 20260602-0001		Amount:	65.00
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1 Check Type:		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 410 000 000	101 S Needham - W/S/T		44.00		N	
01 2610 621 000 000	101 S Needham - Electricity		21.00		N	
Vendor ID: VILLAG VILLAGE OF CALLAWAY		PO Number:	Invoice Number: 20260602-0002		Amount:	104.30

Invoice Listing - Detail

Unposted; Batch Description 06082026 General Bills

Description: May Charges

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 2610 410 000 000 Bus Barn - W/S

01 2610 621 000 000 Bus Barn - Elctricity

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

28.00

N

76.30

N

Vendor ID: WENQUI WENQUIST INC.

Description: Bus Barn Supplies

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 2710 610 000 000 Bus Barn Supplies

PO Number: **Invoice Number: 470851** **Amount: 126.93**

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

126.93

N

Vendor ID: WENQUI WENQUIST INC.

Description: Paint

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 2710 610 000 000 Paint

PO Number: **Invoice Number: 471076** **Amount: 54.99**

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

54.99

N

Vendor ID: YANDAA YANDA'S MUSIC & PRO AUDIO

Description: Music

Sequence: 1 Check Type:

Chart of Account Number Detail Description

01 1100 610 000 012 Music

PO Number: **Invoice Number: 811173** **Amount: 143.70**

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

143.70

N

Batch 1099 Total: 3,424.25

Batch Total: 37,134.93

Report 1099 Total: 3,424.25

Report Total: 37,134.93

Batch Description: 06082026 General Bills

Processing Month: 06/2026

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1146-97TK-GLXV	Amount: 25.11
Description: SUMMER SCHOOL SUPPLIES		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	SUMMER SCHOOL SUPPLIES		25.11	0.00 N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 17-JW-9VHF-7X66	Amount: 159.95
Description: End of Year - Gaffney		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 2520 733 000 000	End of Year - Gaffney		159.95	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXL-MGC4-6P6Y	Amount: 529.40
Description: AG Supplies		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1100 610 001 080	AG Supplies		529.40	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXV-P3JT-33HX	Amount: 23.04
Description: Summer School		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	Summer School		23.04	0.00 N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1DXV-P3JT-7H4Y	Amount: 858.32
Description: Pre K AppleGate Grant		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1190 610 002 000	Pre K Applegate Grant		858.32	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1HWR-6YDC-Y6MQ	Amount: 9.59
Description: SUMMER SCHOOL SUPPLIES		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 1300 610 000 000	SUMMER SCHOOL SUPPLIES		9.59	N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1J76-RDJV-R3CH	Amount: 123.49
Description: BUSINESS ROOM TABLE		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
01 2510 610 000 000	BUSINESS ROOM TABLE		123.49	0.00 N
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number: FY26-0083	Invoice Number: 1M1K-WGVB-DJWK	Amount: 106.18
Description: SUMMER CAMP SUPPLIES		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A 1099 Amount: 0.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1300 610 000 000	2 Pcs Sensory Bin Filler,Sensory Bin Too		16.14		N	Final
01 1300 610 000 000	1100 PCS Magnetic Sensory marbles		16.99		N	Final
01 1300 610 000 000	100 Pcs Spiky Hedge Balls Multicolor		12.99		N	Final
01 1300 610 000 000	Kinetic Sand, 2.5lbs Blue Play Sand		15.99		N	Final
01 1300 610 000 000	Hefty disposable cups-100 count		12.09		N	Final
01 1300 610 000 000	300 Count Blank Index Cards 3x5 Inch Whi		6.64		N	Final
01 1300 610 000 000	300 Count Colored Index Cards 3x5 Inch -		8.86		N	Final
01 1300 610 000 000	Concession Essentials 9 Inch Paper Plate		10.99		N	Final
01 1300 610 000 000	JOYIN 12-Pack 12" Beach Balls		9.49		N	Final
01 1300 610 000 000	Promotion and discounts		(4.00)		N	
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1PCR-FMHX-4T16	Amount:	29.69	
Description: Summer School		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1300 610 000 000	Summer School		29.69		N	
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1RPX-GP19-636T	Amount:	18.99	
Description: Vacuum Filter Bags		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 610 000 000	Vacuum Filter Bags		18.99		N	
Vendor ID: AMAZON	Amazon Capital Services, Inc	PO Number:	Invoice Number: 1Y73-4X4-RYDH	Amount:	16.99	
Description: OFFICE SUPPLIES		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 610 000 000	OFFICE SUPPLIES		16.99	0.00	N	
Vendor ID: ATT3	AT&T	PO Number:	Invoice Number: 20260602	Amount:	129.72	
Description: Long Distance Services		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 530 000 000	Long Distance Services		129.72	0.00	N	
Vendor ID: CMARKET	Callaway Market	PO Number:	Invoice Number: 20260608	Amount:	150.16	
Description: MAY CHARGES		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 001 040	FCS SUPPLIES		66.00		N	
01 1100 610 001 030	FOOD SCIENCE SUPPLIES		36.55		N	
01 1100 610 002 000	3RD & 4TH GRADE BREAD MAKING		47.61		N	

Vendor ID: CTRUEV CALLAWAY TRUE VALUE		PO Number:	Invoice Number: 20260602		Amount:	1,507.95
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2710 610 000 000	Bus Barn Supplies		43.45		N	
01 2610 610 000 000	Jan/Main Supplies		1,464.50		N	
Vendor ID: CHARRONLAW Charron Lawn Care & Sprinkler Repair		PO Number:	Invoice Number: 20260602		Amount:	1,507.00
Description: Sprinkler Repair/First App Fert		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 1,507.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 352 000 000	Sprinkler Repair/First App Fert		1,507.00	1,507.00	N	
Vendor ID: USBANK Corporate Payment Systems		PO Number:	Invoice Number: 20260605		Amount:	310.90
Description: May Charges		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2510 610 000 000	NE Law posters		213.95		N	
01 1200 610 001 000	SPED supplies		16.95		N	
01 1200 610 002 000	EIEM Sped Supplies		80.00		N	
Vendor ID: USBANK Corporate Payment Systems		PO Number:	Invoice Number: 20260605-0001		Amount:	918.72
Description: May Charges		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00	
Sequence: 2	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 002 000	TPT-N Rush		3.15	0.00	N	
01 1100 610 002 000	TPT-J Weber		13.25	0.00	N	
01 1100 610 002 000	TPT- K Sallach		10.24	0.00	N	
01 1190 610 002 000	TPT-J Hickenbottom		10.00	0.00	N	
01 1200 610 000 000	Read Live Licenses		480.00	0.00	N	
01 1300 610 000 000	Summer school supplies		29.97		N	
01 1300 610 000 000	Summer School Supplies		20.47		N	
01 2220 640 000 000	Library Books		63.22		N	
01 2120 610 000 000	Guidance Supplies		50.00		N	
01 2120 610 000 000	Guidance Supplies		50.00		N	
01 2610 610 000 000	JAN Supplies		188.42		N	
Vendor ID: COUNTRYP Country Partners Cooperative		PO Number:	Invoice Number: 20260608		Amount:	3,097.35
Description: MAY CHARGES		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2710 610 000 000	BUS BARN SUPPLIES		126.96		N	
01 1200 610 000 000	HS SPED SUPPLIES		38.27		N	
01 2710 626 000 000	TRANSPORTATION FUEL		2,824.51		N	

01 2712 626 000 000	SPED TRANSPORTATION FUEL	107.61	N		
Vendor ID: CULLIGAN	Culligan Water	PO Number:	Invoice Number: 20260602	Amount:	76.50
Description: SALT FOR WATER SOFTENER		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
08 4700 340 000 000	SALT FOR WATER SOFTENER		76.50	0.00	N
Vendor ID: CUSTER	CUSTER CO CHIEF	PO Number:	Invoice Number: 20260605	Amount:	65.00
Description: CUSTER CO CHIEF SUBSCRIPTION RENEWAL		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2220 640 000 000	CUSTER CO CHIEF SUBSCRIPTION RENEWAL		65.00	0.00	N
Vendor ID: CUSTER	CUSTER CO CHIEF	PO Number:	Invoice Number: 300033084	Amount:	66.00
Description: Kitchen Help Wanted Ad		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2310 540 000 000	Kitchen Help Wanted Ad		66.00	0.00	N
Vendor ID: DAWSON	DAWSON CO ELECTION BOARD	PO Number:	Invoice Number: 20260608	Amount:	100.00
Description: DAWSON CO PRIMARY ELECTION		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2310 810 000 000	DAWSON CO PRIMARY ELECTION		100.00		N
Vendor ID: EAKES1	EAKES OFFICE	PO Number:	Invoice Number: 9340295-0	Amount:	14.56
Description: JAN/MAINT SUPPLIES		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 610 000 000	JAN/MAINT SUPPLIES		14.56	0.00	N
Vendor ID: EAKES1	EAKES OFFICE	PO Number:	Invoice Number: INV771517	Amount:	4,633.00
Description: Floor Scrubber		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 610 000 000	Floor Scrubber		4,633.00	0.00	N
Vendor ID: ESU10	ESU #10	PO Number:	Invoice Number: 20260602	Amount:	6,622.42
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2151 591 001 000	Audio-SEC		30.55		N
01 2151 591 002 000	Audio - Elem		30.55		N

01 2152 591 002 000	Audio - Ages 3-4	7.63	N
01 2153 591 002 000	Audio - Birth - 2	7.63	N
01 2161 591 001 000	OT - SEC	564.83	N
01 2161 591 002 000	OT - Elem	564.83	N
01 2162 591 002 000	OT - Ages 3-4	141.20	N
01 2163 591 002 000	OT - Birth - 2	141.20	N
01 2142 591 002 000	Psych - Ages 3-4	236.54	N
01 2143 591 002 000	Psych - Birth -2	236.54	N
01 1200 591 001 000	SpEd Supervision SEC	394.68	N
01 1200 591 002 000	SpED Supervision ELEM	394.68	N
01 1291 591 002 000	SpED Super Ages 3-4	89.30	N
01 1292 591 002 000	SpED Super Birth -2 89.30	89.30	N
01 2141 591 001 000	Psych - SEC	946.16	N
01 2141 591 002 000	Psychology - ELEM	946.16	N
01 2140 591 001 000	LMHP - SEC	875.00	N
01 2140 591 002 000	LMHP - ELEM	875.00	N
01 1200 591 001 000	Vocational Secondary	50.64	N

Vendor ID: ESU16	ESU 16	PO Number:	Invoice Number: 2684	Amount:	1,775.60
Description: SNDEN Circuit Billing 12/16/26-07/15/26		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
01 1100 382 001 000	SNDEN Circuit Billing 12/16/26-07/15/26		1,775.60		N

Vendor ID: GREAT2	GREAT PLAINS COMM.	PO Number:	Invoice Number: 20260602	Amount:	51.98
Description: Fax Line		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
01 2510 530 000 001	Fax Line		51.98		N

Vendor ID: GREAT2	GREAT PLAINS COMM.	PO Number:	Invoice Number: 20260602-0001	Amount:	422.76
Description: Internet/Phone Service		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
01 2510 530 000 001	Internet/Phone Service		422.76		N

Vendor ID: HOUGH2	HOUGHTON MIFFLIN HARCOURT	PO Number:	Invoice Number: 858782	Amount:	500.00
Description: MAP Growth K-12		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00			
Sequence: 1	Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
01 1100 610 000 000	MAP Growth K-12		500.00		N

Vendor ID: JWPEPP	J.W. PEPPER & Son Inc	PO Number:	Invoice Number: 368583139	Amount:	50.00
Description: Music		Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00			

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 000 012	Music		50.00		N	
Vendor ID: JWPEPP	J.W. PEPPER & Son Inc	PO Number:	Invoice Number: 368583909	Amount:	21.24	
Description: Music		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 000 012	Music		21.24		N	
Vendor ID: LAWDOCK	Lawn Dock LLC, The	PO Number:	Invoice Number: 114	Amount:	698.21	
Description: Spring Application		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 698.21	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 352 000 000	Spring Application		698.21	698.21	N	
Vendor ID: EXPLORELEA	Lazel Inc,	PO Number:	Invoice Number: CI-00810268	Amount:	940.00	
Description: Gizmos program - K BOYD		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 643 001 000	Gizmos program - K BOYD		940.00	0.00	N	
Vendor ID: MEADLUM	MEAD LUMBER	PO Number:	Invoice Number: 13549940	Amount:	901.73	
Description: SLP Office Door		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 610 000 000	SLP Office Door		901.73		N	
Vendor ID: MILLSHARDW	Mills Hardware	PO Number:	Invoice Number: 165254/1	Amount:	23.98	
Description: JAN/MAINT SUPPLIES		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 610 000 000	JAN/MAINT SUPPLIES		23.98		N	
Vendor ID: MYERSIRON	Myers Iron Salvage & Roll-Offs, LLC	PO Number:	Invoice Number: 8398	Amount:	638.80	
Description: WASTE ROLL-OFFS		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 352 000 000	WASTE ROLL-OFFS		638.80	0.00	N	
Vendor ID: NASB	NASB	PO Number:	Invoice Number: N-55955	Amount:	1,750.00	
Description: Policy Services SPARQ		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2310 810 000 000	Policy Services SPARQ		1,750.00		N	

Vendor ID: NCSA	NCSA	PO Number:	Invoice Number: 20260602	Amount:	125.00
Description: Business Manager Training - K MORRISON		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2510 330 000 000	Business Manager Training - K MORRISON		125.00	0.00	N
Vendor ID: NSTA2	Nebraska School Transportation Association	PO Number:	Invoice Number: 0059	Amount:	150.00
Description: NTSA Summer Conference - M STUTZMAN		Invoice Date: 06/05/2026	Due Date: 06/05/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2710 330 000 000	NTSA Summer Conference - M STUTZMAN		150.00	0.00	N
Vendor ID: MATHES	NIPPON SANSO MATHESON, INC.	PO Number:	Invoice Number: 0033201867-1	Amount:	157.46
Description: AG Supplies		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 001 080	AG Supplies		157.46		N
Vendor ID: ONESOURCET	One Source The Background Check Company	PO Number:	Invoice Number: 2022207400	Amount:	38.00
Description: Background checks		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2510 352 000 000	Background checks		38.00		N
Vendor ID: PDKS	P-D-K-S	PO Number:	Invoice Number: 20260602	Amount:	800.00
Description: Exterminator Treatment - Spiders/Ants		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 800.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 352 000 000	Exterminator Treatment - Spiders/Ants		800.00	800.00	N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48770486	Amount:	58.00
Description: Kleenex		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2130 610 000 000	Kleenex		58.00		N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48853622	Amount:	769.49
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 610 000 010	Toner		769.49		N
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48858/560	Amount:	1,010.17
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 000 010	Toner		1,010.17		N	
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 48859848		Amount:	921.98
Description: Toner		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 000 010	Toner		921.98		N	
Vendor ID: QUILL	Quill	PO Number:	Invoice Number: 49023605		Amount:	58.00
Description: Kleenex		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2130 610 000 000	Kleenex		58.00		N	
Vendor ID: RENAIS	RENAISSANCE LEARNING INC	PO Number:	Invoice Number: INV5693476		Amount:	1,397.00
Description: Accelerated Reader Sub Renewal		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2220 735 000 000	Accelerated Reader Sub Renewal		1,397.00		N	
Vendor ID: SSWOR	S&S WORLDWIDE	PO Number:	Invoice Number: IN101754798		Amount:	947.99
Description: APPLGATE GRANT - S ROSS		Invoice Date: 06/02/2026	Due Date: 06/02/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 610 002 000	APPLGATE GRANT - S ROSS		947.99	0.00	N	
Vendor ID: SAVVAS	SAVVAS LEARNING COMPNAY LLC	PO Number:	Invoice Number: 4027519291		Amount:	1,661.98
Description: MY PERSPECTIVES CURRICULUM		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 640 000 000	MY PERSPECTIVES CURRICULUM		1,661.98		N	
Vendor ID: SAVVAS	SAVVAS LEARNING COMPNAY LLC	PO Number:	Invoice Number: 7029275277		Amount:	9,064.95
Description: MY PERSPECTIVES CURRICULUM		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 640 000 000	MY PERSPECTIVES CURRICULUM		9,064.95		N	
Vendor ID: SAVVAS	SAVVAS LEARNING COMPNAY LLC	PO Number:	Invoice Number: 7029276035		Amount:	16,666.42
Description: MY PERSPECTIVES CURRICULUM		Invoice Date: 06/08/2026	Due Date: 06/08/2026	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 640 000 000	MY PERSPECTIVES CURRICULUM		16,666.42		N	

Vendor ID: PLP	SchoolsPLP, LLC	PO Number:	Invoice Number: 3602	Amount:	80.00
Description: AI DETECTOR		Invoice Date: 06/02/2026	Due Date: 06/02/2026 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 643 001 000	AI DETECTOR		80.00	0.00	N
Vendor ID: SYNDICATEP	Syndicate Publishing LLC	PO Number:	Invoice Number: 2605021	Amount:	128.25
Description: Head/Assistant Cook Advertising		Invoice Date: 06/02/2026	Due Date: 06/02/2026 Status: A	1099 Amount: 128.25	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2310 540 000 000	Head/Assistant Cook Advertising		128.25	128.25	N
Vendor ID: SYNDICATEP	Syndicate Publishing LLC	PO Number:	Invoice Number: 28196	Amount:	6.54
Description: Notice of May Meeting		Invoice Date: 06/02/2026	Due Date: 06/02/2026 Status: A	1099 Amount: 6.54	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2310 540 000 000	Notice of May Meeting		6.54	6.54	N
Vendor ID: SYNDICATEP	Syndicate Publishing LLC	PO Number:	Invoice Number: 28254	Amount:	145.60
Description: May Charges		Invoice Date: 06/05/2026	Due Date: 06/05/2026 Status: A	1099 Amount: 145.60	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2310 540 000 000	May BOE Minutes		138.65	138.65	N
01 2310 540 000 000	Notice of June BOE Meeting		6.95	6.95	N
Vendor ID: TEAMPHYSIC	Team Physical Therapy	PO Number:	Invoice Number: 20260602	Amount:	1,199.67
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2171 320 001 000	PT SEC		500.50		N
01 2171 320 002 000	PT Elem		491.08		N
01 2172 320 002 000	PT Ages 3-4		208.09		N
Vendor ID: USI	USI, Inc	PO Number:	Invoice Number: W034896300015	Amount:	276.51
Description: Lamination		Invoice Date: 06/05/2026	Due Date: 06/05/2026 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2510 610 000 000	Lamination		276.51		N
Vendor ID: VILLAG	VILLAGE OF CALLAWAY	PO Number:	Invoice Number: 20260602	Amount:	2,761.49
Description: May Charges		Invoice Date: 06/02/2026	Due Date: 06/02/2026 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 410 000 000	School-W/S/T		245.00		N
01 2610 621 000 000	School- Electricity		2,516.49	0.00	N

Vendor ID: VILLAG VILLAGE OF CALLAWAY

PO Number: **Invoice Number: 20260602-0001** **Amount: 65.00**

Description: May Charges

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID:

Check Number: Check Date:

Chart of Account Number Detail Description

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2610 410 000 000 101 S Needham - W/S/T

44.00 N

01 2610 621 000 000 101 S Needham - Electricity

21.00 N

Vendor ID: VILLAG VILLAGE OF CALLAWAY

PO Number: **Invoice Number: 20260602-0002** **Amount: 104.30**

Description: May Charges

Invoice Date: 06/02/2026 Due Date: 06/02/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID:

Check Number: Check Date:

Chart of Account Number Detail Description

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2610 410 000 000 Bus Barn - W/S

28.00 N

01 2610 621 000 000 Bus Barn - Electricity

76.30 0.00 N

Vendor ID: WENQUI WENQUIST INC.

PO Number: **Invoice Number: 470851** **Amount: 126.93**

Description: Bus Barn Supplies

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID:

Check Number: Check Date:

Chart of Account Number Detail Description

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2710 610 000 000 Bus Barn Supplies

126.93 N

Vendor ID: WENQUI WENQUIST INC.

PO Number: **Invoice Number: 471076** **Amount: 54.99**

Description: Paint

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID:

Check Number: Check Date:

Chart of Account Number Detail Description

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 2710 610 000 000 Paint

54.99 N

Vendor ID: YANDAA YANDA'S MUSIC & PRO AUDIO

PO Number: **Invoice Number: 811173** **Amount: 143.70**

Description: SAXOPHONE REPAIR

Invoice Date: 06/05/2026 Due Date: 06/05/2026 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID:

Check Number: Check Date:

Chart of Account Number Detail Description

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

01 1100 610 000 012 SAXOPHONE REPAIR

143.70 0.00 N

Batch 1099 Total: 3,285.60 Batch Total: 67,793.75

Report 1099 Total: 3,285.60 Report Total: 67,793.75

Lunch Bill Write Off - Info Sheet	
Last Date In System	Amount Owed
11/9/2023	\$497.40
5/17/2023	\$381.00
4/13/2026	\$136.35
4/15/2024	\$59.25
5/2/2023	\$219.50
11/26/2025	\$388.45
5/17/2023	\$208.50
12/1/2025	\$44.00
Total	\$1,934.45

CALLAWAY PUBLIC SCHOOLS

ACH Originator Policy and Procedures

Purpose

The purpose of this policy is to define Callaway Public Schools's responsibilities as an ACH Originator and establish internal controls and procedures to ensure secure, compliant processing of ACH transactions. This policy is designed to reduce the risk of unauthorized activity and protect against ACH-related fraud.

ACH Originator Responsibilities

As an ACH Originator, Callaway Public Schools is required to comply with rules and guidelines for the creation, submission, and processing of electronic files. These rules are set by the National Automated Clearing House Association (NACHA), an organization which manages the development, administration, and governance of the ACH Network. The NACHA Operating Rules and Guidelines (the "Rules") can be accessed online at www.nacha.org. CPS intends to operate its ACH activities in substantial compliance with applicable NACHA Operating Rules and applicable banking requirements..

Key responsibilities include, but are not limited to:

- Complying with all requirements outlined in the ODFI/Originator Agreement with our financial institution
- Obtaining and retaining proper written authorizations for all ACH transactions
- Adhering to processing deadlines set by the Bank and NACHA
- Provide authorization records to the Bank upon request within NACHA's specified timeframes
- Safeguard all sensitive banking information
- Make necessary changes, as instructed from a Notification of Change (NOC), prior to the next ACH origination
- Ceasing subsequent entries when a Notification of Return is received due to administrative errors or unauthorized activity
- Discontinuing subsequent entries, when otherwise appropriate or when instructed by the Bank
- Maintaining commercially reasonable administrative, technical, and physical safeguards designed to protect ACH-related systems and information.
- Implementing risk-based procedures to detect unauthorized payments, including those authorized under false pretenses
- Completing required ACH training and responding to any audit requests as required.

ACH Procedures

We acknowledge there are risks associated with originating ACH entries, and we are required to implement procedures to mitigate errors and the risk of unauthorized ACH entries. Therefore, we will adhere to the following procedures when originating all ACH transactions:

- Authorization: A written, signed ACH authorization (for debits or credits) must be obtained and kept on file for each receiver.

- Authorization Verification:

- CPS may utilize verification procedures it deems appropriate under the circumstances, which may include callback verification, account validation tools, historical transaction review, or other commercially reasonable methods.
- Any requested changes to ACH instructions will also be verified using a separate channel.

- Account Verification: For first-time payments, account information will be validated through [insert method, e.g., prenote or micro-deposits].
- Secure Transmission: ACH files will be submitted through Internet Banking with multifactor authentication (MFA).
- Dual Control: CPS may utilize dual authorization, transaction thresholds, or other commercially reasonable internal controls as determined appropriate based on transaction risk, staffing, and district needs.
- Information Security: Sensitive banking data will be stored securely (e.g., in a locked cabinet or secure server).

The District's administration reserves the right to modify, suspend, waive, or deviate from these procedures when reasonably necessary due to operational needs, emergencies, staffing limitations, system issues, or other business considerations. CPS may implement different procedures, approval requirements, authentication methods, and verification standards depending upon transaction size, frequency, or transaction type.

Handling Errors and Unauthorized Transactions

In the event of a suspected error or unauthorized ACH transaction, we will:

- Evaluate whether the transaction is the result of fraud, a scam, or an internal error
- Notify our financial institution immediately
- Contact law enforcement, if applicable
- Stop all future related ACH transactions

Employee Training and Awareness

Ongoing staff education is essential for mitigating ACH fraud risk. The following steps will be taken annually to ensure employees are informed about the evolving risks of fraud.

- Complete the required ACH Origination training provided by the Bank.
- Educate staff on current fraud schemes, including those delivered by email, phone, fax, or mail (phishing emails, phone impersonations, fraudulent mail).
- Train employees to recognize, question and independently authenticate changes in payment instructions, payment methods (e.g., ACH to wire) or pressure to act quickly or secretly.
- Respond to emails for payment requests using the "forward" option and type in the correct email address or select it from a known address book.
- Remind staff never to provide online banking login credentials or account information when contacted, even by your financial institution. Instead, hang up and call them via a known number.

Review

We will review this policy annually or upon significant changes in regulation or business practices.

No system of internal controls can eliminate all risk of fraud, error, cyberattack, or unauthorized transactions. Compliance with this policy does not guarantee prevention or detection of all improper activity.

Approved By:_____

Title:_____

Date:_____

COMPANY NAMECALLAWAY PUBLIC SCHOOLS

ACH Originator Policy and Procedures

Purpose

The purpose of this policy is to define [Company NameCallaway Public Schools]'s responsibilities as an ACH Originator and establish internal controls and procedures to ensure secure, compliant processing of ACH transactions. This policy is designed to reduce the risk of unauthorized activity and protect against ACH-related fraud.

ACH Originator Responsibilities

As an ACH Originator, [Company NameCallaway Public Schools] is required to comply with rules and guidelines for the creation, submission, and processing of electronic files. These rules are set by the National Automated Clearing House Association (NACHA), an organization which manages the development, administration, and governance of the ACH Network. The NACHA Operating Rules and Guidelines (the "Rules") can be accessed online at www.nacha.org. **CPS intends to operate its ACH activities in substantial compliance with applicable NACHA Operating Rules and applicable banking requirements.** ~~We acknowledge that failure to comply with the NACHA Rules can lead to termination of services and/or fines imposed by NACHA.~~

Key responsibilities include, but are not limited to:

- Complying with all requirements outlined in the ODFI/Originator Agreement with our financial institution
- Obtaining and retaining proper written authorizations for all ACH transactions
- Adhering to processing deadlines set by the Bank and NACHA
- Provide authorization records to the Bank upon request within NACHA's specified timeframes
- Safeguard all sensitive banking information
- Make necessary changes, as instructed from a Notification of Change (NOC), prior to the next ACH origination
- Ceasing subsequent entries when a Notification of Return is received due to administrative errors or unauthorized activity
- Discontinuing subsequent entries, when otherwise appropriate or when instructed by the Bank
- **Maintaining commercially reasonable administrative, technical, and physical safeguards designed to protect ACH-related systems and information.** ~~Maintaining secure computer systems and network environments in accordance with the ODFI/Originator Agreement with Bank.~~
- Implementing risk-based procedures to detect unauthorized payments, including those authorized under false pretenses
- Completing required ACH training and responding to any audit requests as required.

ACH Procedures

We acknowledge there are risks associated with originating ACH entries, and we are required to implement procedures to mitigate errors and the risk of unauthorized ACH entries. Therefore, we will adhere to the following procedures when originating all ACH transactions (**list procedures**):

- Authorization: A written, signed ACH authorization (for debits or credits) must be obtained and kept on file for each receiver.

- Authorization Verification:

- CPS may utilize verification procedures it deems appropriate under the circumstances, which may include callback verification, account validation tools, historical transaction review, or other commercially reasonable methods. ~~New ACH authorizations will be confirmed using a secondary communication method (e.g., call back to a known phone number on file).~~
- Any requested changes to ACH instructions will also be verified using a separate channel.
- Account Verification: For first-time payments, account information will be validated through [insert method, e.g., prenote or micro-deposits].
- Secure Transmission: ACH files will be submitted through Internet Banking with multifactor authentication (MFA).
- Dual Control: ~~Payment initiation will require dual authorization within the online banking platform.~~ CPS may utilize dual authorization, transaction thresholds, or other commercially reasonable internal controls as determined appropriate based on transaction risk, staffing, and district needs.
- Information Security: Sensitive banking data will be stored securely (e.g., in a locked cabinet or secure server).

The District's administration reserves the right to modify, suspend, waive, or deviate from these procedures when reasonably necessary due to operational needs, emergencies, staffing limitations, system issues, or other business considerations. CPS may implement different procedures, approval requirements, authentication methods, and verification standards depending upon transaction size, frequency, or transaction type. ~~(NOTE: The above list of examples/considerations is not all inclusive, nor is it one size fits all. Your company's risk based processes and procedures for detecting fraud should be unique to your company and its payment activities)~~

Handling Errors and Unauthorized Transactions

In the event of a suspected error or unauthorized ACH transaction, we will:

- Evaluate whether the transaction is the result of fraud, a scam, or an internal error
- Notify our financial institution immediately
- Contact law enforcement, if applicable
- Stop all future related ACH transactions

Employee Training and Awareness

Ongoing staff education is essential for mitigating ACH fraud risk. The following steps will be taken **annually** to ensure employees are informed about the evolving risks of fraud. **(list steps)**

- Complete the required ACH Origination training provided by the Bank.
- Educate staff on current fraud schemes, including those delivered by email, phone, fax, or mail (phishing emails, phone impersonations, fraudulent mail).
- Train employees to recognize, question and independently authenticate changes in payment instructions, payment methods (e.g., ACH to wire) or pressure to act quickly or secretly.
- Respond to emails for payment requests using the "forward" option and type in the correct email address or select it from a known address book.

- Remind staff never to provide online banking login credentials or account information when contacted, even by your financial institution. Instead, hang up and call them via a known number.

Review

We will review this policy **annually** or upon significant changes in regulation or business practices.

No system of internal controls can eliminate all risk of fraud, error, cyberattack, or unauthorized transactions. Compliance with this policy does not guarantee prevention or detection of all improper activity.

Approved By:_____

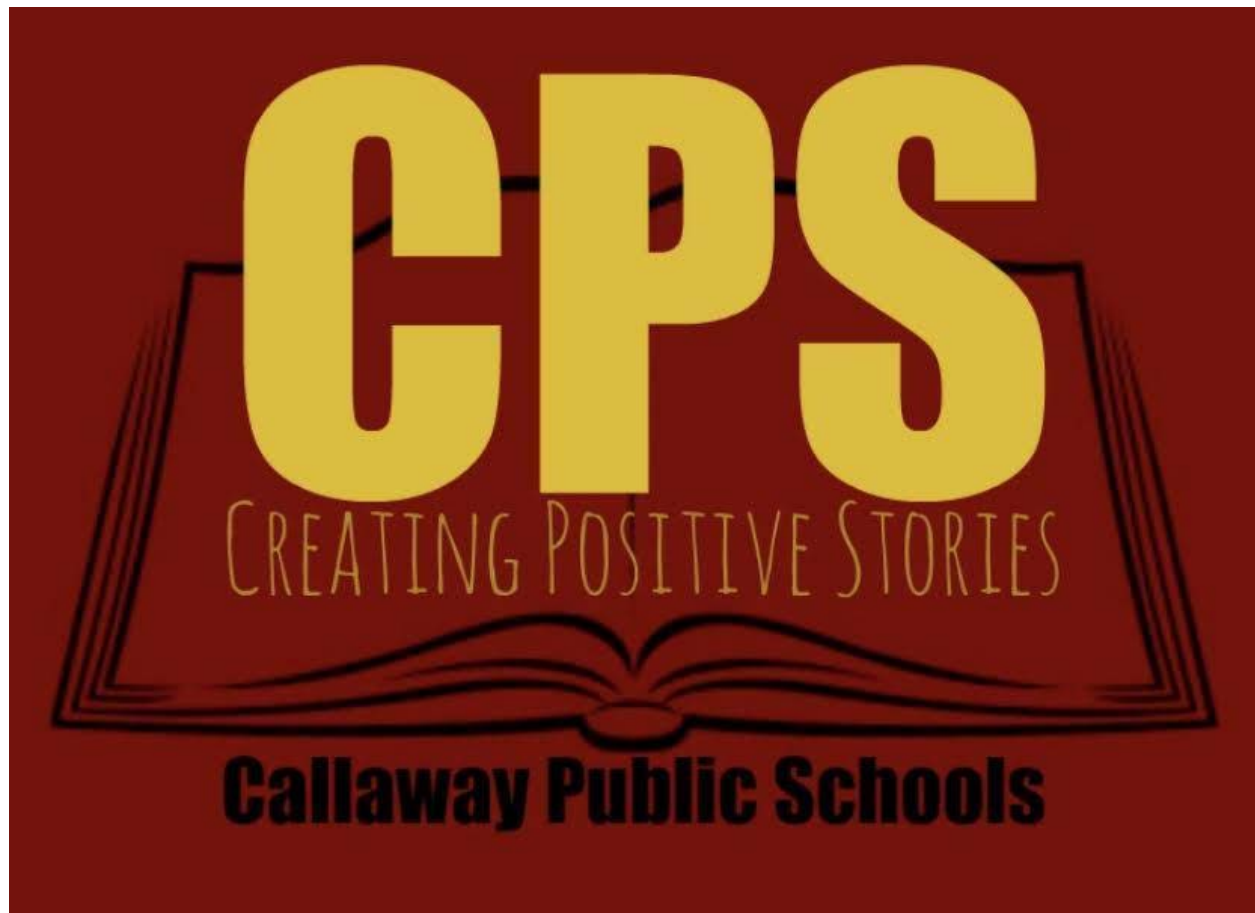
Title:_____

Date:_____

CALLAWAY PUBLIC SCHOOLS

STUDENT-PARENT HANDBOOK

2026-2027



Callaway Public Schools
101 North Needham
P.O. Box 280
Callaway, Nebraska 68825
Phone: (308) 836-2272
Fax: (308) 836-2771

STUDENT - PARENT HANDBOOK OF CALLAWAY PUBLIC SCHOOLS 2026-2027

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Foreword

Callaway Public Schools Student-Parent Handbook 2026-2027 School Year

Foreword

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 Callaway Public 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 and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education

Name	Position
Jim Phelps	President
Rhonda Pandorf	Vice-President
Michael Reiff	Treasurer
Rebecca Eggleston	Secretary
TR Anderson	Board Member
Liana Hrupek	Board Member

Section 3 Administrative Staff

Name	Position	Contact Information
J.D. Furrow	Superintendent	jdfurrow@callawaypublicschools.org
Heath Birkel	Jr/Sr High School Principal/Activities Director	hbirkel@callawaypublicschools.org
Brittany Jesseph	Elementary Principal/ Learning Coordinator	bjesseph@callawaypublicschools.org

Foreword

Section 4 Teachers and Counselor Staff

Name	Grades	Department
Crysta Anderson	Elementary	Second Grade
Brenner Beavers	Elementary/Secondary	Vocal/Instrumental Music
Kendra Boyd	Secondary	Science
Kaylee Brogan	Elementary	Third Grade
Suzi Campbell	Elementary/Secondary	Art
Wendy Dockweiler	Elementary	Title I
Tina Donegan	Secondary	Special Education/Speech
Sheila Ellis	Secondary	Mathematics
Brianna Gaffney	Secondary	Business/Tech Coordinator
Kelly Garcia/ESU 5	Secondary	Foreign Language
Jenn Hickenbottom	Elementary	Pre-School
Abe Hinman	Secondary	Social Sciences
Garrett Hrupek	Secondary	Agriculture Education/FFA
Marcia Keeney	Elementary/Secondary	Special Education
John Klemmensen	Secondary	Mathematics
Cathy Leibhart	Elementary/Secondary	English Language Arts/Library
Kendra Meyer	Elementary	First Grade
Charmayne Popp	Secondary	Family & Consumer Science/FCCLA
Stephanie Ross	Elementary	Kindergarten
Nicole Rush	Elementary	Fourth Grade
Kim Sallach	Elementary	Fifth Grade
Denise Sughayar	Elementary/Secondary	Guidance Counselor
Zac Sweet	Elementary/Secondary	Physical Education
Jadyn Weber	Elementary	Sixth Grade
Karen Weverka	Elementary	Special Education

Foreword

Section 5 **Support Staff**

Name	Position
Cassie Anderson	Para-Professional
Kailey Bonde	Head Cook
Melissa Eggleston	Office Manager
Amanda Fetters	Custodian/Bus Driver
Christi Furrow	Student Nurse
Jeff Hrupek	Bus Driver
Beth Kranz	Kitchen Aide
Andy Martin	Custodian
Katie Mason	Para-Professional
Keegan Mehrens	Para-Professional
Brandie Morrison	Assistant Cook
Kristy Morrison	Business Manager
Matt Stutzman	Transportation Coordinator
Jo Trumbull	Para-Professional
Mike Weverka	Maintenance
Laykin Wilkins	Para-Professional

Foreword

Section 6: Callaway Public Schools 2026-2027 Calendar

August 2026

- 6 - Teacher In-Service
- 17-19 - Teacher In-Service
- 19 - Open House
- 20 - First Day of School PK-12

September 2026

- 7 - No School - Labor Day
- 24 - 12:30 Dismissal Parent/Teachers Conferences 1:00-6:30
- 25 - No School - Staff PD 8-11am

October 2026

- 16 - End 1st Quarter, 2:40 Dismissal
- 23 - No School - Fall Break

November 2026

- 25-27 - No School - Thanksgiving Break

December 2026

- 22 - End of Quarter 2, 2:40 Dismissal PD
- 23-31 - No School - Christmas Break

January 2027

- 1-2 - No School
- 4 - No School - Teacher In-Service
- 5 - School Resumes
- 22 - Teacher Workday - SLB Wrestling Tournament

February 2027

- 11 - 1:30 Dismissal - Parent/Teacher Conferences 2:00-8:00 PM
- 12 - No School - Staff PD 8-11am

March 2027

- 10 - End of 3rd Quarter
- 11 & 12 - No School - Spring Break
- 26 & 29 - No School - Easter Break

April 2027

- 9 - No School - Teacher Work Day SLB Track/Golf Meets

May 2027

- 9 - Graduation in Callaway at 2:00 PM
- 14 - 1:30 Dismissal - Last Day of School
- 17 - Teacher In-Service

Article 1 – Mission and Goals

Section 1 School Mission Statement

The mission of Callaway Public Schools is to create positive global citizens, one story at a time.

Section 2 Goals and Objectives

The goals and objectives of the Callaway Public Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to

Article 1 – Mission and Goals

- curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
 8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
 9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
 10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
 11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
 12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The Callaway Public 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 students will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint Procedure
 - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
 - Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
 - Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
 - Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

Article 1 – Mission and Goals

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 - School Day

Section 1 Daily Schedule

Pre-School: Daily classes for 3-year-old students will meet from 8:00-11:00 a.m. Monday through Thursday. 4-year-old students will meet from 12:15 p.m. to 3:39 p.m., Monday through Thursday and 12:15 p.m. to 2:40 p.m. on Friday.

Elementary: Daily classes will meet from 8:00 a.m. – 3:39 p.m., Monday through Thursday, and 8:05 a.m. – 2:40 p.m. on Friday.

Secondary: Daily classes will meet from 8:00 a.m. – 3:39 p.m., Monday through Thursday, and 8:00 a.m. – 2:40 p.m. on Friday.

Section 2 Shortened Schedule

If a late start (10:00 a.m.) or early dismissal (1:30 p.m.) has been called, students in the secondary will follow the schedules developed for these situations.

Section 3 Severe Weather and School Cancellations

The Superintendent may 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 Blackboard connect, and radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made by 9 p.m. 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. This information will be posted to Sandhills Express, the school Facebook page, and Blackboard connect.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, Pre-School, 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. **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 during the school day. Students will 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.

Article 2 - School Day

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Open-Closed Campus

All students are required to remain on campus during the school day (including lunchtime). Parents who come to the school in person to check out their child may have their child released into their supervision. The student must be signed out and then signed back in when he/she returns to school by a parent. Automobiles may not be removed from the parking lot without permission from the administration. Once the car enters the parking lot, it is to remain there until the end of the day. Sitting in the cars during the noon hour or lounging in the parking lot during the noon hour is prohibited.

It shall be the policy of Callaway Public Schools, beginning with the 2019-2020 school year, for the students in 12th grade to be able to leave campus without requiring them to be signed out in person by a parent during lunch period. Students in 11th grade may be given this privilege starting second semester.

To be eligible for this privilege, students must meet the following requirements:

- Have a parent-signed waiver on file in the Principal's Office,
- Have acknowledged receipt of the student handbook; signed form on file.

These rules shall be followed by all eligible participating students:

- Students leave and must return through the main office door
- Students must meet eligibility requirements for participation

The privilege may be suspended or revoked due to infractions or other factors by parents or administration at any time.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

School doors will be open at 7:30 a.m. Students will not be admitted into the building prior to this time without pre-arrangement and direct supervision of a classroom teacher. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the**

Article 2 - School Day

students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first period begins or before leaving at the end of the school day. The student, parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Article 3 - Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-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 abide by our District's policy.

Section 3 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
Damaged Book	Current Replacement Cost
Lost Book	Current Replacement Cost
Chromebook User Fee	\$25.00 annually
Chromebook Damage	Students are responsible to pay the cost of fixing device over the \$25.

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.

Article 3 - Use of Building and Grounds

Section 4 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. We recommend that the locker be locked with a combination lock. The School will provide a lock if you wish to use one. 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 5 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 is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted within the discretion of the administration.

The following rules apply to searches of students and of a student's personal property 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. The search will 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 will 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 6 Video Surveillance

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 users or may also be provided to law enforcement agencies.

Section 7 Use of Telephone

There is a courtesy phone available for student use. It is encouraged that this courtesy phone's use only be allowed in an emergency or when a student is ill.

Article 3 - Use of Building and Grounds

Section 8 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 9 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 safe-keeping. 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 10 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 11 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 12 Laboratory Safety Glasses

As required by law, approved safety glasses will be made available for every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas may check out a pair of safety glasses when entering any of these areas.

Section 13 Insurance

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. 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.

Section 14 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office.

Section 15 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.

Article 3 - Use of Building and Grounds

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.

Article 4 – Attendance

Section 1 Attendance Policy

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 staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Regular attendance is essential for promotion and success in your schoolwork. When an absence is necessary, it is the student's responsibility to contact his/her individual teachers for assignments missed during an absence. Whenever possible, students should make arrangements with their teachers for their assignments in advance of the absence. For extended absences, the office should be notified ahead of time so arrangements can be made with teachers regarding classroom learning expectations.

Section 79-201 of the Nebraska School Laws states that every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven, nor more than sixteen years of age, shall cause such child to attend regularly the public, private, denominational, or parochial school each day that such school is open and in session..." Punctual and regular attendance is important since absence from school is the greatest single cause of lack of achievement in school.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral.
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which require students to be absent from school.
 - d. Court appearances that are required by a court order and the student is responsible for needing to be in court.
 - e. School sponsored activities which require students to be absent from school.
 - f. Family trips in which the student accompanies parent(s)/legal guardian(s).
 - g. College visits will be counted as a student activity absence. Students are allowed 2 such visits per year.
 - h. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Article 4 - Attendance

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make up work and the time missed.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Tardiness Policy.

1. With the third, fourth, and fifth tardy, the student shall make up a half hour. This may infringe on activities time or jobs after school. Excessive tardiness, more than five (5), will result in one hour after school for each tardy.
2. Failure to show up at designated time will result in additional punishment to be determined by the principal.
3. The number of tardies will begin at zero (0) with the each new semester.

Leaving School or Class. Students who 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. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 Absence Procedures

Reporting - Normal school hours for students are from 8:00 A.M. to 3:39 P.M. PARENTS SHOULD CALL THE SCHOOL OFFICE AT 308-836-2272 BEFORE 8:30 A.M. TO REPORT THE ABSENCE OF THEIR CHILD. In the event a call is not possible, a written note will be required to be submitted to the school office immediately upon their return to school. Students are encouraged to conduct personal business errands outside of school hours. Before reporting to any class after any absence, students must report to the office to obtain an admit slip to class.

Section 4 Make-up Work

Completing make-up work is required for each day absent for excused absences. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be a minimum of 2 days per absence. Make up daily work for unexcused absences

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will be per teacher discretion. For major tests or projects missed due to unexcused absences students will be required to turn in the project or take the exam the day they return to school. Extensions may be given per teacher discretion.

If the student knows ahead of time he/she will be absent, the student has the responsibility to contact teachers regarding any work needing to be completed.

Section 5 Attendance Requirements to Participate in Activities

Students must be in school before 8:20 the day of a scheduled activity or performance in which the student is to participate. If the student is absent any part of the school day beyond 8:20, the student will not be allowed to participate in that activity or performance. Exceptions to this rule must be granted by either the principal, activities director or designee.

Section 6 Excessive Absences

A student who accrues excessive absences may be considered truant as per state law. Truancy is a violation of school rules.

The parent(s)/guardian(s) will be notified by letter when five (5) absences have occurred in the semester that are not school sponsored absences or medically excused absences. The parent(s)/guardian(s) will be notified by letter when the student records his/her tenth (10th) such absence in a class or classes. This mailing will contain information about next steps if the student continues to accrue non-school sponsored and medically excused absences. When the student reaches his/her fifteenth (15th) non-school sponsored or medically excused absence the parent(s)/guardian(s) will be notified by letter and the administration will set a meeting with the parent(s)/guardian(s) to investigate the reason for the students attendance issues and to make an attendance plan. At this meeting the administration will share with the parent(s)/guardian(s) the school's responsibility to notify the county attorney if the student reaches twenty (20) non-school sponsored or medically excused absences. If the student accrues twenty (20) absences the school will send a truancy letter to the Custer County Attorney and a copy of the letter will also be sent to the parent(s)/guardian(s).

Students and/or parent(s)/guardian(s) must respond to the notice within 5 business days of the mailing date to request a hearing. If no response is provided the administration will comply with all guidance received from the county attorney's office.

When a student has been removed from a traditional classroom setting due to excessive absences, he/she will be placed in an on-line based class that will meet the required credit with the expectation that they finish it before the end of the school year with a passing grade.

Unexcused absences may result in other disciplinary actions.

Illness at school for which the student requests to go home will count as a regular absence unless "exempted" by the school nurse or office staff if the school nurse is unavailable.

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Truancy vs. Excessive Absenteeism. Excessive absenteeism is not the same as truancy.

Truancy is determined by the number of non-school sponsored and medically excused absences and is the metric used addressing attendance concerns. Rev. Neb. Stat. §§79-201 to 79-209.

Excessive absenteeism is a metric used by the Nebraska Department of Education (NDE) as a variable of our school's AQUESTT rating. If a student misses over 10% of their instructional time they are labeled as excessively absent. The only absences that do not count in excessive absenteeism are school sponsored absences.

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Section 1 Grading System

Students will receive grades on report cards and transcripts. The following scale will be used to assign a grade point average from a percent:

Scale	Range	GPA Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-73	1.7
F	0-69	0

Each teacher will define the grading procedures to be used in their classes.

Section 2 Graduation Requirements

To participate in commencement exercises or receive a Callaway Public Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete all other administrative requirements or conditions.

Students may earn one of the three types of diplomas during their coursework at Callaway High School. Diplomas are based on the general requirements that a student must attend school for eight semesters or receive special permission from the Board of Education to complete course requirements in less than eight semesters. These requirements must be verified by the Principal and Guidance Counselor. Requests for early graduation must then be made to the Superintendent by September of the student's senior year.

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HONORS DIPLOMA

Requirements:

1. A minimum of 250 total credits will be earned.
2. The above credits will be earned with at least a cumulative grade average of 90% (the average excluding Physical Education, Driver's Education, Teacher's Aide, and non-dual college credit courses).
3. The following subjects included in the 250 credits must be taken and passed:

English	Four years	40 credits
Mathematics	Three years	30 credits
Science	Three years	30 credits
Advanced Courses in Science, Mathematics, or English (Chemistry, Physics, A&P, Advanced Math, Pre-Calculus, Calculus, College English)	Three years	30 credits
History/Social Sciences	Three years	30 credits
Speech (Grade 9)	One Semester	5 credits
Physical Education (Grade 9)	One Semester	5 credits
Computer Technology/Business	One year	10 credits
Personal Finance	One Semester	5 credits

DIPLOMA

Requirements:

1. Minimum of 240 credits will be earned.
2. The following subjects included in the 240 credits must be taken and passed:

English	Four years	40 credits
Mathematics (to include Algebra I taken in Grade 8)	Three years	30 credits
Science	Three years	30 credits
History/Social Sciences	Three years	30 credits
Speech (Grade 9)	One Semester	5 credits
Physical Education (Grade 9)	One Semester	5 credits
Computer Technology/Business	One year	10 credits
Personal Finance	One Semester	5 credits

Course substitutions may be granted by the Principal. High school credit may be awarded to students in Junior High if the course content and requirements are equivalent to a course offered in the high school.

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SPECIAL DIPLOMA

Requirements:

It shall be verified that the student who is issued this type of diploma is doing the caliber of work to the near maximum of his/her ability, but not meeting the standard of the Standard Diploma. These students will have met the goals as set forth on their IEP.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance will be eligible to participate in the graduation ceremony.

Section 3 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 4 Schedule Changes

Students needing schedule changes should notify the Principal or Guidance Counselor. Schedule changes must be initiated by the teachers involved, the Principal and Guidance Counselor, and the student's parent. If a student needs to make a schedule change after the drop/add period the grade for the class they are currently enrolled in will appear on their transcript and can impact GPA and class standing. Final approval of all schedule changes will be made by the Principal.

Section 5 Interim Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance.

Section 6 Report Cards

Report cards are issued at the end of each quarter and semester. Grades are used to designate a student's progress. A grade of "F" (Failing) carries no credit. Students receiving a grade of "I" (Incomplete) received at the end of a grading period will be given a timeline for completion as set by the teacher.

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Section 7 Parent-Teacher Conferences

Parent-Teacher Conferences will be held at approximately Mid-Quarter 1 and Mid-Quarter 3. Reference can be made 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 the teachers.

Section 8 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 Semesters 1 and 2. Students will be recognized accordingly:

1. Students receiving all A's will be classified as students with "All-A" Honor Roll status.
2. Students receiving no other grade lower than a B will be classified as students with "A-B" Honor Roll status.
3. All class grades are weighted the same for honor roll status, except those excluded in GPA calculation.
4. Honor roll lists are published in school and community publications.

Section 9 National Honor Society

The National Honor Society (NHS) Chapter of Callaway Public 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 each year. Students in grades 10, 11, and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 86% or better on a 100% scale. 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 in 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. 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 through the induction process.

The following notification, a formal induction ceremony is held at the school to recognize all newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in the four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held at the sponsor's request during the school year and participation in the chapter service project(s). Students or parents who have questions regarding the selection process, or membership obligations can contact the Principal or Chapter Advisor.

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Removal from National Honor Society (NHS)

A student may be removed from NHS by action of the Principal upon a determination of 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 this conduct had taken place prior to the time of induction. The student may appeal the Principal's decision to the Superintendent by given written notice of appeal to the Superintendent within ten (10) 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 10 Academic Integrity

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by

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the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one’s place for a test, or taking a test for another student.

(5) Misrepresenting the Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.

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- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

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Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

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Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. 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. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's 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. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.

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9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance Services

Callaway Public Schools employ a counselor for the purpose of assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. If you wish to visit with the School Counselor, stop by a counselor's office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses

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: a temperature greater than 100°F, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or

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manufacturer-labeled bottle. Repackaged medications will not be accepted. Prescription medications require a physician's authorization for these medications to be administered by the school.

School Health Screening

Children in Preschool through twelfth grade will be screened for vision (Preschool and Kindergarten exempt), hearing (Preschool exempt), height, and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school office. 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.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely-held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in the school office.

Unimmunized students may be excluded from school in the event of a disease outbreak.

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Summary of the School Immunization Rules and Regulations For 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 5/2015

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

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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 Nebraska on it and is signed by the director of vital statistics.

If a 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.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Article 6 - Support Services

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. 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 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.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. 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 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 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and 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 or alcohol on school premises, in school vehicles, or as a part of any of the school's

Article 7 - Drugs, Alcohol and Tobacco

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.

Disciplinary Sanctions

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 expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

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.

Article 8 - Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
2. Other violations of rules and standards of behavior adopted by the Callaway Public Schools 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 nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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.
4. 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.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice

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will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) 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) the misconduct occurred within ten (10) 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) 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. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed 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.
3. 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 in accordance with law.
4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
5. 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 (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

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6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, 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.

D. Other Forms of Student Discipline. Administrative and teaching personnel may 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 are 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 3 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

A. Behavior Definitions & Discipline Grid

Behavior	Definition
Abusive Language/Gross Disrespect	Language that is violent or grossly disrespectful in nature that is directed at another student or adult (i.e. derogatory name directed at another person, cussing at a teacher in a hurtful or violent way)
Alcohol (possession or use)	Student is in possession of or under the influence on school grounds or school events.

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Assigned Place	Student is not where he/she is supposed to be as documented by a pass from the teacher.
Bomb Threat	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosions.
Bullying Behaviors/Teasing	Student delivers disrespectful messages (verbal or gestural) to another person that includes taunting, teasing, intimidation, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age and/or national origin. (i.e. hurting or intimidating verbally, taunting, flipping the bird, threatening to beat up).
Defiance	Repeated refusal to cooperate or exhibit behaviors that contradict teacher's request. Examples: excessive arguing, ignoring adult, refusal to follow directions, rude interactions, talking back
Disability Harassment	The targeting of an individual because of their disability through verbal language, written language, or actions.
Disrespect	Behavior exhibited toward students or staff that are rude and excessive in nature.
Disruption	Behavior causing an interruption in a class or activity. (i.e. sustained loud talk, yelling, screaming, horseplay or roughhousing, and/or sustained out-of-seat behavior)
Drugs (possession or use)	Be under the influence, possess, transport illegal drugs, over the counter drugs, prescription drugs, controlled substances, drug paraphernalia, chemicals, precursor chemicals, cereal malt beverages, and alcohol at school, on or in, or while utilizing school property, or at school sponsored activities, programs, or events
Drugs (Intent to distribute or manufacture)	Possession or manufacturing of drugs on school property, or at school sponsored activities, programs, or events with intent to distribute.
Explosive Devise/Combustible	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. matches, lighters, firecrackers, gasoline, lighter fluid).
False Fire Alarm/911 Call	A call to the fire department or police station that was a prank or a joke.
Fighting	A fight is any exchange of physical aggression such as hitting, kicking, biting, by two or more students. All students involved in a fight will receive

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	consequences or suspension depending on the severity.
Horseplay-Inappropriate Physical Contact	Student delivers inappropriate physical contact toward another student without the intent to harm, horseplay.
Inappropriate Use of Technology	Student misuses school computers. (i.e. unapproved Internet sites, use of another student's password/files, emailing, retrieving other's information, downloading materials, chatting, instant messaging) or a student misuses any form of technology.
Instigating A Fight	Behavior that starts situations with other students (i.e. behavior the provokes students into fighting).
Physical Aggression	Behavior causing or threatening physical harm towards others.
Plagiarism/Academic Dishonesty	Cheating defined as copying another's work and claiming it as your own and plagiarism defined as the use of another's original ideas or writing without giving credit to the author. Materials taken from electronic sources are covered as well. Providing work for another student to copy or claim as his/her own. Sending or receiving another student's work via social media, email, text message or any other electronic means shall also be considered academic dishonesty.
Possession of Lewd or Inappropriate Materials	Student is in possession of or has passed on materials that are lewd or inappropriate in nature or can be reasonably predicted to cause a disruption in the school environment. (i.e. inappropriate pictures on phone)
Profanity	Any language that is abusive in nature (i.e. cuss words) that are not directed at a particular individual
Public Displays of Affection	The school is not the place for students to openly display their affection for each other. Inappropriate physical contact will not be allowed.
Racial Harassment	The targeting of an individual because of their race or ethnicity through verbal language, written language, or actions.
Sexual Harassment (Physical)	Student inappropriately touches another person with intent to sexually harass. (i.e. pelvic thrust, touching or grabbing under the clothes, sexual or any unwanted or inappropriate touching)
Sexual Harassment (printed or verbal)	Student delivers disrespectful sexual messages (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.
Sexually Inappropriate Behavior	Sexually suggestive actions, behavior that offends
Single Assault	A single assault is when a student carries out physical/verbal aggression, but

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	the other child does not reciprocate. The aggressive student will receive consequences or suspension depending on the severity.
Skiping Class/Leaving Class w/out Permission	Student leaves class/school without permission or stays out of class/school without permission. Student is not in his/her assigned area.
Theft	The action or crime of stealing.
Threat	Any verbal warning or challenge given to another person.
Tobacco (possession or use)	Student is in possession of or using tobacco.
Vandalism	Student deliberately impairs the usefulness of property. Student participates in an activity that results in substantial destruction or disfigurement of property. Student defaces school property leaving a permanent marking (i.e. band instruments, art supplies, athletic equipment, computers, writing on property that is not theirs, tearing and/or writing in textbooks).
Weapon	Student is in possession of knives or guns (real or look-alike) or other objects readily capable of causing bodily harm.

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Abusive Language/Gross Disrespect	Step 2-5	Step 3-5	Step 4-5	Step 5-6	Step 5-6
Alcohol (Possession of Use)	Step 5	Step 5- 6			
Assigned Place	Step 1-2	Step 2-3	Step 3-4	Step 4	Step 4-5
Bomb Threat	Step 5	Step 6			
Bullying/Teasing	Step 1	Step 2-5	Step 3-5	Step 4-5	Step 5
Defiance	Step 1-3	Step 2-6			
Disability Harassment	Step 1-5	Step 1-6			
Disrespect	Step 1-3	Step 2-4	Step 3-4	Step 4-5	Step 5
Disruption	Step 1-3	Step 2-3	Step 3-4	Step 4-5	Step 4-5
Drugs (Possession or Use)	Step 5	Step 6-7			
Drugs (Intent to Distribute)	Step 5-7	Step 6-7			
Explosive Device/Combustible	Step 4-6	Step 4-6			
False Alarm/911 Call	Step 5	Step 6			
Fighting	Step 5	Step 5-6			
Horseplay (Inappropriate physical contact)	Step 1-3	Step 2-3	Step 3-4	Step 3-5	Step 4-5
Inappropriate Use of Technology	Step 1-2	Step 2-3	Step 3-4	Step 4	Step 5
Instigating a Fight	Step 2	Step 3	Step 4	Step 4-5	Step 4-5
Physical Aggression	Step 3-5	Step 4-6	Step 5-6	Step 5-6	Step 5-6
Plagiarism/Academic Dishonesty	Step 1-3	Step 2-3	Step 3	Step 4	Step 4-5
Possession of Inappropriate Materials	Step 1	Step 2-3	Step 3-4	Step 4-5	Step 4-5
Profanity	Step 1-3	Step 2-3	Step 3-4	Step 4	Step 4-5

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Public Displays of Affection	Step 1-5	Step 1-5			
Racial Harassment	Step 5	Step 5-6			
Sexual Harassment	Step 5	Step 5-6			
Sexually Inappropriate Behavior	Step 3-4	Step 4	Step 5		
Single Assault	Step 5	Step 6			
Skipping Class/Leaving without permission	Step 1-2	Step 2-3	Step 3	Step 4	Step 4
Theft	Step 3-4	Step 4-6			
Threat	Step 2-5	Step 3-5	Step 4-5	Step 5	Step 5
Tobacco	Step 4	Step 4	Step 4	Step 5	Step 5
Vandalism	Step 2-4	Step 4-5	Step 5	Step 5	Step 6
Weapon	Step 5	Step 5-7			

Office Referral- Serious infractions will be dealt with administrative action

Step 1- Conference

A formal conference is held between the student and one or more school officials. During the conference, the student must agree to correct his/her behavior.

Step 2- Detention/Loss of Privileges

If the problem or behavior persists a student may be assigned a lunch/recess detention or time before/after school. Parents will be notified.

Step 3- Class Suspension

Student may be removed from one or more classrooms or multiple periods that they are having problems in. Parents will be notified.

Step 4- In School Suspension

The student is removed from class but remains in school. Parents will be notified.

Step 5- Out of School Suspension (Short Term)

The student is removed from school up to five (5) school days. A parent or guardian will be notified and asked to come to school to pick the student up from school. During this time a student is not allowed to be on school grounds or participate in extracurricular activities.

Step 6- Out of School Suspension (Long Term)

The Student is removed from the school setting for more than five (5) school days but less than twenty (20) school days. During this time the student is not allowed to be on school grounds or participate in extracurricular activities.

Step 7- Expulsion from school

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The student will be expelled 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 within ten (10) days prior to end of the semester.

B. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Callaway Public Schools are expected to dress in a way that is appropriate for the 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:
 - a. Clothing should provide coverage so as to not create a disruption or distraction to the learning environment. Examples include, but are not limited to:
 - b. Bottoms (Shorts, Skirts, or Pants) that do not provide adequate coverage.
 - c. Shirts such as spaghetti straps, tank tops with thin upper strips, shirts that show a bare midriff, or shirts that have been modified to show the side profile of the individual wearing it.
 - d. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - f. Head wear including hats, caps, bandannas, and scarves;
 - g. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - h. Clothing must be clean. Clothing that is soiled or has an odor to the point that it causes a distraction to the learning environment will not be allowed.

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.

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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 provided with appropriate clothes. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. 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 more stringent discipline, up to expulsion.

(2) Electronic Communication Devices

a. Philosophy and Purpose. Callaway Public Schools prohibits the use of cell phones or other electronic communication devices by students during the school day or attending a school instructional function except as provided otherwise below. The use of electronic devices can be disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) “Electronic communication devices” means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes, but is not limited to, cell phones, tablets, “smart” watches, earbuds, headphones, and gaming devices, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

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(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

Students are only permitted the use of cell phones during the school day under the following circumstances:

1. When required by an IEP or 504 plan.
2. When authorized by the district for educational purposes.
3. In the case of an emergency or perceived threat of danger.
4. When necessary to monitor or manage a student's health care.
5. When appropriate under District policies or otherwise allowed by an appropriate school employee.

Students who are caught using their cell phones will surrender the cell phone to the teacher, it will be available to be picked up at the end of the day from the office.

Students will only be permitted to use cell phones before school and after school.

Students who refuse to surrender their cell phone if caught using it in class will be referred to the office where students will be placed in ISS for the remainder of the day.

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the

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imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device at the end of the current school day.

- (ii) Second Violation and Subsequent Offences: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school administration. The electronic device may remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Students may receive additional consequences.

e. Penalties for Prohibited Use of Electronic Devices:

Students who receive a "sexting" message are to report the matter to a school administrator, and then delete such messages from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
- (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

f. Reporting to Law Enforcement.

Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

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g. Responsibility for Electronic Devices.

Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

- (3) Harassment and Bullying Policy: One of the missions of Callaway Public Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

- (4) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
 - b. Students are expected to bring all books and necessary materials to class. This includes study halls.

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- c. Assignments for all classes are due as assigned by the teacher.
- d. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- e. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- f. Students are to be in their seats and ready for class on the tardy bell.
- g. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
- h. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- i. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- j. Snow handling is prohibited.

(5) 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 communicate with others. 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 ensure 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, will 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.

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- (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.

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- (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) Etiquette and Rules 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.
- (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 administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
- (e) 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.

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(6) Risks of -Social Networking:

The purpose of this message is to give our students information about the risks of using similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social networking sites may affect you years later.

What you say now on social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social networking sites

Here are some common sense guidelines that you should follow when using social networking sites:

- Don't forget that your profile is in a public forum. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new friends on social networking sites from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to appropriate social networking site or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. We urge all students to following these common sense guidelines.

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Section 4 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event 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 Callaway Public Schools to notify the proper legal authorities when 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.

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

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

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Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

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14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Callaway Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

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Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- (1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular or school-sponsored activity for the following minimum periods:

1. First Violation: Twenty calendar days from date of finding.
2. Second Violation: Dismissal from the team or group for the remainder of the season.

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3. Any Subsequent Offense: Dismissal from any team or group for the entire year.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one (1) calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.
6. Offenses counted against a student reset at the beginning of each school year.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: Thirty (30) consecutive days.
2. Second or Any Subsequent Offense: One (1) calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the

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Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

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1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session).

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The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy may be ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance by 8:20 a.m. is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in

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extracurricular activities students must:

1. Be enrolled in at least 35 credit hours in the semester of participation.
2. Maintain passing grades. A student who is failing two (2) or more classes at the progress reporting time (Thursdays at 12:30 p.m.) will be placed on academic probation. If that same student is failing ANY two classes for a consecutive week, he/she will be ineligible to participate in any extracurricular or school-sponsored activities for the following week, which commences on the following Monday and extends through Sunday. Ineligibility will continue until a student is failing less than two (2) classes.
4. Academic requirements do not apply to activities which are considered an “extension of the classroom” and/or a grade will be given:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are considered in determining the student’s grade. Example, lettering points do not define an “extension of the classroom”.

Section 5 “Team Selection” and “Playing Time”

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

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

Section 6 School Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the

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Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Callaway Public Schools and their guests may attend.
 - a. Students currently attending Callaway High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Callaway High School or their own school are generally considered appropriate dates or invited guests.
 - b. Guests must complete a form made available at the school office.
 - c. Persons who are younger than 9th grade or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - d. Some school dances may be restricted to students attending specified grades levels at Callaway Public Schools. For any dances at the middle school level, only students attending Callaway Public Schools in the grade(s) for which the dance is being held may attend.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - g. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
 - h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check

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in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Section 7 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending

Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

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Section 8 Student Fees Policy

The Board of Education of Callaway Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting 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 Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to

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assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is 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.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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(3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and 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. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. 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. 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. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, 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.

(6) 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.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. 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 imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records.

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The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are determined to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) 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, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) 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 (for 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 every student of the District or to every household in which at least one (1) student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended 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)

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participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Appendix“1” to 2025-2026 Student Fees Policy of Callaway Public Schools— Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ¹ or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$2.40 Lunch K-6—\$2.85

¹ Generally, dollar amounts are stated in terms of “maximums.” The actual fee or charge may be less during the 2025-2026 school year.

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		Adults—\$4.15 Preschool/Kindergarten/1 st Grade Snacks - \$10.00/month or \$90.00/year Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$2.40 Lunch 7-12—\$3.00 Adults—\$4.15 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers' education class: Price according to DMV
Locker usage	Use of school padlock	

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Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required																
Athletic Programs																		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$20.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.																
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.																
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <table><tr><td>Basketball</td><td>No additional</td></tr><tr><td>Cross Country</td><td>No additional</td></tr><tr><td>Football</td><td>Mouthpieces</td></tr><tr><td>Golf</td><td>Golf bag & clubs</td></tr><tr><td>Speech/Debate</td><td>Dress attire; copies of research</td></tr><tr><td>Track</td><td>No additional</td></tr><tr><td>Volleyball</td><td>Volleyball knee pads</td></tr><tr><td>Cheerleading and Dance Team Squads</td><td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td></tr></table>	Basketball	No additional	Cross Country	No additional	Football	Mouthpieces	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Basketball	No additional																	
Cross Country	No additional																	
Football	Mouthpieces																	
Golf	Golf bag & clubs																	
Speech/Debate	Dress attire; copies of research																	
Track	No additional																	
Volleyball	Volleyball knee pads																	
Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																	
4. Travel meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.																
5. Locker use	Padlock for gym locker																	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.																

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7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.
Clubs/Organizations		
Art Club	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.
FFA	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.
Future Career & Community Leaders of America (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class

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		composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.
5. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The Callaway Public Schools does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 101 North Needham, PO Box 280, Callaway, Nebraska 68825, telephone number (308) 836-2272.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Callaway Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Callaway Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Callaway Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other

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protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

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.

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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 Callaway Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

Section 4 **Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 **Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. 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.

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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 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 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

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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

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Callaway Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

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A parent or eligible student has the right to refuse to let the District designate 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 information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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, assist 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/or 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.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Callaway Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District 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. The District will comply with any such request.

Section 8 Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District 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.

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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, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

It is the policy of Callaway Public Schools to develop and implement policies which 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 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

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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: a student or parent's first and last name, home address, telephone number, and 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,

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within five (5) school days, shall consult with the school staff member or person responsible for the program which 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 provides 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 will 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.

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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 10 Parental Involvement Policies

A. General - Parental/Community Involvement in Schools:

Callaway Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District’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,

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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.

B. Title I Parental Involvement Policy:

The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental

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involvement activities to improve student academic achievement and school performance.

3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such

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compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental

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involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 11 Homeless Students Policy

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 Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which 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

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“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 as provided in Nebraska Rule 19.

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. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. 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 District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Callaway Public Schools based on it being the school of origin, the new school and Callaway Public Schools shall agree upon a method to apportion the responsibility

Article 10 - State and Federal Programs

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 12 Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

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, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov. USDA is an equal opportunity provider and employer.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room;

Article 10 - State and Federal Programs

go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. 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.
8. 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.
9. 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 information will be available in the office of the Superintendent:

Article 10 - State and Federal Programs

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Section 13 Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as 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. Dating partner means 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.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

**2026-2027 STUDENT - PARENT HANDBOOK
OF CALLAWAY PUBLIC SCHOOLS**

_____ Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the Internet. My signed receipt below acknowledges receipt of the handbook in a satisfactory manner via the internet.

_____ I prefer a paper copy of the handbook.

Name: _____

**RECEIPT OF 2026-2027 STUDENT - PARENT HANDBOOK
OF CALLAWAY PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Callaway Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as 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 respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

Return to:

J.D. Furrow, Superintendent
Callaway Public Schools
101 North Needham
P.O. Box 280
Callaway, NE 68825

2020-21 Projected Callaway Student-Parent Handbook Changes

- 1- Updated School Board Officers
- 2- Updated Teaching Staff
- 3- Updated Support Staff
- 4- Updated 26-27 School Calendar
- 8- Updated School Day (3:44-3:39)
- 15- Added 2 college visits to Excused Absences
- 16- Changed time for Absence procedure from 3:44 to 3:39
- 17- Students must be in school by 8:20
- 21- Removed shall not be eligible for graduation exercise for Certificate of Attendance
- 60- Attendance match page 17
- 61- Removed online or web based classes for eligibility
- 91- Updated years for student-parent handbook

Callaway Public Schools

TEACHER HANDBOOK

2026-2027



**Callaway Public Schools
101 N. Needham
PO Box 280
Callaway, NE 68825
(308)-836-2272
Fax (308)-836-2771**

Callaway Public Schools Teacher Handbook 2026-27 School Year

FORWARD

Section 1 Intent of Handbook

Welcome to Callaway Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Callaway Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

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

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

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

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

This handbook will be in effect for the 2026-27 and subsequent school years unless replaced by a later edition.

Section 2 Information About Callaway Public Schools

The first school meeting held in Callaway was a hotly contested affair, held August 1, 1887 in the Deems Opera House; C.W. Root, moderator, Dr. A.L. Mathews, director, and F.A. Clark, treasurer. The tract offered by Smith and Needham was considered the best location and their propositions was accepted, the tract located south across the creek from the original town site. A unanimous vote was cast for a nine-month school starting in September 1887, bonds voted not to exceed \$1,500 for the building. The contract for the building, a two-story brick schoolhouse, was awarded to Joh Wirges and S.R. Idell. The brick was from the kiln of Mr. Wirges, of Callaway. This was the first two-story building erected in Custer County and the people of the community carried the project through by subscribing liberally in money and material to have the second story erected, there being barely enough funds in the treasury to complete one story. School census, 1888—54. The new brick school was ready for use in the fall of 1889; the first class graduated for the tenth grade in 1893. The bell on the school house, which was donated by the Ladies Union, was put up. The bell weighs about 200 pounds and is a beauty. It has a very sweet tone and can be heard for a long distance. This bell is now located at the west side of the Callaway School. This building was blown down and completely wrecked June 4, 1894 in a terrible storm.

After the destruction of the brick building, a frame building about the same size was built. This was completed during the summer of 1894 and was ready for occupancy by the time school started in the fall. This building served the community for 14 years. During this time Callaway had its greatest growth and the building became inadequate in size in a few years. A one-room building was built to take care of the increase in enrollment, but this was not sufficient. John Smith bought the building, dismantled it and built the big barn on his farm.

In 1907 bonds were voted for the erection of a new building. The amount of the bonds issue was \$22,000, the total cost of the building and grounds was \$25,000. The building was completed in January, 1909. In the fall of 1909, the 11th grade was added and in the fall of 1919, the 12th grade was added. It contained two stories and a basement and was 50X70 feet in size. This building was torn down in the summer of 1959.

The planning for the present building began in 1971 by the School Board. The first public meeting was held in March 1972, with the bond issue election being held May 2, 1972. 87% of the voters voted YES on the \$697,000 bonds. The plans called for 42,000 square feet of new construction. Hinde, Laurinat, and Nelson of North Platte were the architects and Roedar Brothers Construction Company of Kearney was the General Contractor. Total cost of the new structure was \$830,948. This includes all construction costs, architects' fees, new furniture and equipment, demolition of the old building and extra cement and siding of the yard. Interest on money invested yielded \$48,500 and a grant of \$8833 from Title III funds for equipment totaled \$57,333 of total cost. New costs to the local School District was \$773,615 or \$19.78 per square foot. The first classes were held September, 1974.

Section 3 School Mission Statement

The Mission of Callaway Public Schools is to create positive global citizens, one story at a time.

CPS (Creating Positive Stories)

Section 4 Members of the Board of Education

Jim Phelps, President
Rhonda Pandorf, Vice President
Rebecca Eggleston, Secretary
Mike Reiff, Treasurer
TR Anderson, Board Member
Liana Hrupek, Board Member

Section 5 Administrative Staff

NAME	POSITION
J.D. Furrow	Superintendent
Heath Birkel	7-12 Principal
Brittany Jesseph	PK-6 Principal

Section 6 Teachers and Counselors

Name	Grades	Department
Crysta Anderson	Elementary	2nd Grade
Brenner Beavers	Elem. & Sec.	Music
Kaylee Brogan	Elementary	3 rd Grade
Suzi Campbell	Elem. & Sec.	Art
Madison Dockweiler	Elem. & Sec.	Speech Pathology
Wendy Dockweiler	Elementary	Title I

Name	Grades	Department
Tina Donegan	Secondary	Special Education
John Klemmensen	Secondary	Math
Sheila Ellis	Secondary	Math
Jenn Hickenbottom	Elementary	Preschool
Abe Hinman	Secondary	Social Science
Garrett Hrupek	Secondary	Agricultural Education
Marcia Keeney	Elem. & Sec.	Special Education
Kendra Meyer	Elementary	1 st Grade
Brianna Mowrey	Secondary	Business & Technology Coordinator
Charmayne Popp	Secondary	Family Consumer Science
Stephanie Ross	Elementary	Kindergarten
Nicole Rush	Elementary	4 th Grade
Kim Sallach	Elementary	5 th Grade
Cathy Leibhart	Secondary	English Language Arts
Denise Sughayar	Secondary	Guidance Counselor
Kendra Boyd	Secondary	Science
Zac Sweet	Elem. & Sec.	Physical Education
Jadyn Weber	Elementary	6 th Grade
Karen Weverka	Elementary	Special Education

Section 7 Support Staff

Name	Position
Cassie Anderson	Medical Aide
Kailey Bonde	Head Cook
Brandie Morrison	Assistant Cook
Melissa Eggleston	Office Manager
Christi Furrow	School Nurse
Beth Kranz	Kitchen Aide
Kristy Morrison	Business Manager
Andy Martin	Custodian
Keegan Mehrens	Para-Professional
Lois Seadore	Accompanist
Amanda Feters	Custodian & Para-Professional & Bus Driver
Jo Trumbull	Para-Professional
Mike Weverka	Maintenance
Laykin Wilkins	Para-Professional
Katie Mason	Para-Professional

Article I – School Calendar and Schedules

Section 1 School Calendar

See Appendix “E” Attached hereto.

Section 2 Daily Schedule

Daily classes will meet from 8:00 a.m. – 3:44 p.m. Monday through Thursday and 8:00 a.m. – 2:40 p.m. on Friday.

Preschool classes meet as follows: 3 year-old class will meet from 8:00 a.m. – 11:05 a.m. Monday through Thursday, 4 year-old class will meet at from 12:15 p.m. – 3:44 p.m. Monday through Friday (2:40 p.m. dismissal on Friday)

If there is a 10:00 a.m. late start there is no 3 year-old preschool class and if there is a 1:30 p.m. early out there is no 4 year-old preschool class. For early and late start the secondary will follow the schedules developed for these situations.

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 will be shared on the schools FaceBook page, the schools phone messaging system, and Sandhills Express.

Decision to Close School. 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 9:00 p.m. 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 6:00 a.m. if possible). In any case, **an announcement will be made via the outlets listed above.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, preschool, student activities, etc.) Some staff may be designated as being required to come to school even in the event of a school closing.

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parent may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of telephone request.

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

Section 5 Contract Days

Teachers are contracted for 182 contract days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. While the common practice is to not schedule make-up teacher work days, it will be at the discretion of the administration and the Board of Education to schedule such days if necessary.

Article 2 – EMPLOYMENT, COMPENSATION, AND BENEFITS

Section 1 Employment

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

On or after March 15th of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before the date set by the superintendent. (Not to be before March 15th) It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after the date designated by the superintendent, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb. Rev. Stat. §79-829.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teachers' professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required to teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall education

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

Section 3 Personnel File

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

Section 4 Grievances and Complaints

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

Section 5 Compensation

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

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

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or weekend day.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed over the twelve-month period of the teaching contract. Upon request, the additional compensation can be paid out as it is earned.

Deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Extended Duty Pay

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

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teachers election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions

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

Section 9 Expense Reimbursement

Teachers shall utilize a school vehicle for school-related travel. If a vehicle is not available, reimbursement for authorized mileage will be paid. Teachers who choose to drive their own vehicles when a school vehicle is available will not be paid mileage. Claims for reimbursement

should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

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

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Permission must be obtained prior to the purchase.

Section 10 403(b) Salary Reduction Agreements

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

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

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

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 ½ times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with the FLSA regulation. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the

employer, with the rate figured as 1 ½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

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

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 –ABSENCES FROM WORK

Section 1 Paid Leave – Paid Time Off (PTO) and Professional Leave

Paid Leave

1. *Paid Leaves Available.* Callaway Public Schools makes the following forms of paid leaves available to certificated employees: Sick (6), PTO (6), Bereavement Leave (3) and Professional (2), as specified in the negotiated agreement between the staff and board of education. PTO may be taken for sick or personal leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Time.* Paid leave time is calculated hourly, based on an eight period school day.
5. *Carry-over and Accumulation.* Using a combination of sick and PTO days, a teacher may carry over up to eight days per year to a maximum of 30 days. Carryover days may be used for sick leave only.
6. *Approved Leave Bank.* Approved leave bank will be managed by the CEA.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $\frac{1}{182}$ of total salary. This will occur during the pay period immediately following the overage unless an arrangement is made in advance with the superintendent of schools.

Section 3 Unpaid Leaves

Callaway Public Schools complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Legal Reference:	§25-1640
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Section 5 Family Medical Leave Act

Employees Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for your child after birth, or placement for adoption of foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition;
- or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency

operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Callaway Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Callaway Pubic Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Callaway Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's leave entitlement. If the District determines that the leave is not FMLA – protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

- 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
- www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact J.D. Furrow (308)-836-2272

Section 6 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, and consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school district. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference:	Neb. Rev. Stat. §§55-160 to 55-166 Neb. Rev. Stat. §§55-501 to 55-507 29 U.S.C. §§2611, et seq.; 29 CFR Part 825 FMLA 38 U.S.C. §§4301 to 4333; 20 CFR Part 1002 (USERRA)
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Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for the purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§48-234
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Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8:00 a.m. to 8:00 p.m. Most Employees are off duty on or before 6:00 p.m. If not off work by 6:00 p.m., the employee is usually not on duty before 10:00 a.m.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§32-922
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Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work and Meetings

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

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

Staff members are expected to report to school by no later than 7:45 a.m., and remain in the building until 4:15 p.m. Monday – Thursday. On Friday, staff members may leave after all the students have been dismissed. Staff members are entitled to a 30-minute uninterrupted lunch period.

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

Teachers shall attend all meetings called by the Superintendent of Schools, Principal, and team leaders, except those meetings which are designated for optional attendance. It should be understood that some meetings may be scheduled outside of the regular work day

Section 2 Arrival to Duty Assignments

Certificated employees other than teachers are expected to meet the guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. Teachers are not to leave students unattended for any period of time, or will be considered derelict of duty, at which time record will be made in the staff members file. Disciplinary action may be taken if found derelict multiple times.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than

30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least a week of advance instruction. The plans must be made available to the principal as directed. Substitute lesson plans, class rosters, etc. should be kept in the top right hand drawer of the teacher's desk. If that is not possible, the plans should be kept in a place readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member who may be unfamiliar with previous classroom activities or progress. The plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable record of the attendance and achievement of every student in a district approved grade book (may be paper or digital). This must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester – dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
 - a. Days on which the student was tardy.
 - b. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. The minimum requirement for the frequency of recorded grades is at least weekly (or for the requirement for the giving of written lessons or examinations). Teachers must test frequently enough and

record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should be seen by other students or parents.

Grades must be finalized at the end of each term, and will be stored by office personnel in an accessible data holding system approved by the board (i.e. PowerSchool). Teacher may request to see final transcripts of students they previously taught, but not the grades awarded by other teachers in previous terms.

Section 6 Classroom and School Procedures

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

1. Bulletin Boards – Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom.
2. Text Book and Room Inventory – All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
3. Use of Cell Phones – Teachers shall not use personal cell phones for any non-school purpose during teacher duty time. Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones will not be used while the vehicle is in motion.
4. Use of Teacher Aides – Teacher aides (paras) provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written

material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teachers' aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

5. Use of Student Aides – Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of the regular teacher duty hours.
6. Checking out Equipment – All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
7. Requisition of Equipment and Supplies – Books and supplies which are needed for instruction should be requested through the principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
8. Email – Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
9. Teacher Mail Box – Each teacher will be assigned a mailbox located in the main office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.
10. Teacher Meetings – Teachers' meetings will be conducted by the superintendent and held on the second Tuesday of the month at 7:45 a.m. to review the board meeting from the previous evening. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential – do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Use of corporal punishment is prohibited at Callaway Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- f. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instruction

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
 - c. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.
4. Proper Warnings
- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

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

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

Student Searches

Office administration should always be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

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

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

1. On the first day of class, make students aware of classroom expectations. Student will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in disciplining procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation general escalates tense situations. Corporal punishment is

prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonable necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

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

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

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or

6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessment

1. State Assessment –

Callaway Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teacher are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills, or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessment” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of Assessment Instrument. The integrity of the assessment instrument is to be maintained
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test this is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
- b. Teaching for Success on Assessments. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.
 - i. Teacher to Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review or content previously taught is appropriate.
 - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of the standardized test

that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats

c. Conditions for Successful Assessments.

- i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Student who violate standards of academic integrity are to be reported to the administration.

d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.

e. Assistance During Assessments

- i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in the students' 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
- ii. Coursework Assessment. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.

f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure

directions are being followed (e.g., students are using a No. 2 pencil on all “bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

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

Preamble

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

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

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

Principle I – Commitment as a Professional Educator:

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

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

- B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to student, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek reprisal against any individual who has reported a violation of this rule.

Principal II – Commitment to the Student:

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

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

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III – Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

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

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV – Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

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

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V – Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualification.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Callaway Public Schools;

- ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students: or
- iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Callaway Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given

Employees must provide full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Callaway Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Callaway Public Schools' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or member of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without the product container, as part of a smoking cessation program.

Legal Reference:	§§71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform Callaway Public Schools of any complaints or concerns about the operations of Callaway Public Schools using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of Callaway Public Schools and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to:

1. Not disrupt the proper functioning of their office, department, or position,
2. Not undermine the authority of their co-workers, supervisors, or superiors,
3. Maintain close working relationships with their co-workers, supervisors, and superiors, and
4. Ensure that all applicable laws and regulations are followed.

All employee official communications must be accurate, demonstrate sound judgment, and promote Callaway Public Schools' mission. Employees must ensure that all applicable laws and regulations are followed by Callaway Public Schools and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of Callaway Public Schools.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

Callaway Public Schools will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experience unlawful retaliation in any form.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain

appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
2. Engaging in social-networking friendships with a student on Instagram, Facebook, or other social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
4. Making any sexual advance – verbal, written, or physical – towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing with a student sexual topics that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want the attention.
10. Being overly "touchy" with a specific student.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).

13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of familial relationships between employees and their children who are students in the District.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. The administration may establish more detailed guidelines for individual teachers should that be necessary.

- Professional attire is expected on all workdays, unless a field trip which requires alternate clothing is planned.
- Jeans may be worn on the last workday of the week ONLY with a South Loup shirt, Callaway shirt, or dressy top. T-shirts of any other nature with jeans will not be allowed.
- Leggings should be worn with a top that provides adequate coverage in the front and back.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide tutoring during duty time.

4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except:

1. Teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations, and
2. Teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Callaway Public Schools' Board of Education is committed to providing a quality education for all Callaway Public Schools' students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent

basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in the district approved gradebook. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in 7-12 are as follows:

90-100	Outstanding (A)
80-89	Superior (B)
70-79	Average (C)
69 or Lower	Failing (F)

Callaway Public Schools K-8
Standards Based Grading Rubric

0	The student has not been assessed on the standard.	Not Assessed
1	The student is insufficient on the standard.	Insufficient
2	The student is progressing towards meeting the standard.	Progressing
3	The student has met the standard.	Meets

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an

evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).

4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credits. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into Callaway Public Schools at the 15 to 18-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Report to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school and are readily available to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, knowledge. If any such factors have significant bearing on the student's grades or their

relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports to Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be made available to all parents.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be schedule and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

As Determined on the Calendar Annually

Teachers are expected to be prepared for such conferences. Being prepared includes having complete grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecutions will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or member of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposed of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intendent to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sandclub, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2 ½ inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a student gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration had directed.
10. Any other object that is designed to or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in a teacher’s personal possession, as well as in a teacher’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Teachers have access to the District’s computer network and the Internet for the enhancement and support of the student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District’s mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer user’s areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person’s files. Teachers will not engage in “hacking” or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else’s password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems or computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences.

Malicious attempts to hare or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.

12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posing of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a sit for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess of surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Person telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days

school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. Posters are not to be attached to any painted wall surfaces. 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 12 Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, 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 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.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Section 13 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 14 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who have been convicted of driving under the influence (DUI) will not be allowed to transport students for five years from the date of the conviction.

Teachers who have been cited for DUI will not be permit to drive a school vehicle from the date of the citation to the date of the conviction. It is the responsibility of the teacher to inform the Superintendent of a DUI within 3 school days of the citation. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving

practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Callaway Public Schools does not discriminate on the basis of race, color, national origin, religion, disability, age, sex, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office of Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816)-268-0550; Fax (816)-268-0499, (800)-877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800)-669-4000; TTY: (800)-669-6820; Fax (913)-551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Callaway Public Schools, 101 North Needham, PO Box 280, Callaway, NE 68825, (308)-836-2272

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 identity	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	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-Discrimination and Harassment Policy

Elimination of Discrimination

The Callaway Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Callaway Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Callaway Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition,

or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

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 or 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 Callaway Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

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

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal and the complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonable necessitated by the circumstances. The decision shall be made in writing, shall set for the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the

date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board)

7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information on FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provide instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field or discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8 Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District) – give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the student;
2. Student surveys which involve "sensitive" matters – make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental or psychological problems of the student or the student's parent;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating or demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the students or the student's parent;
 - h. Income (other than that required by law to determine eligibility for participation in a program or from receiving financial assistance under such program).
3. Instructional materials – permit parent upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.

4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information – the District policy is to not gather such information for such purposes.

Section 9 Parent Involvement

General – Parental/Community Involvement in Schools

The District's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. Provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. Make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. Permit parents access to their child's records according to law and school policy;
4. Encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. Assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. Permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. Notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. Encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children have been given the opportunity to participate in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring – (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the

education of their child; and (D) the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of student in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practice, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designate the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

2026-2027 Classified Employee Handbook

Class A Employees

Occasional employees are those employees who are hired for short term or part-time jobs.

Class B Employees

Substitute Drivers:

Persons who are hired to substitute for regular route drivers on a semi-regular basis,

Substitute Cook:

Persons who are hired to substitute for the regular hot lunch personnel on a semi-regular basis.

Class C Employees:

Bus Drivers:

Persons who are hired to transport students to and from school and drive activity trips. This is not a full-time position.

Assistant Cook:

This person is hired to help the cook and is under the direct supervision of the hot lunch managers.

Teacher Aides (Para-Educators):

Includes all persons who are to assist the regular classroom teacher in the classroom.

Class D Employees:

Secretary - Bookkeeper (Business Manager):

This person has the responsibility of keeping all district books and filing all State and Federal wage and hour reports. This person will supervise all office personnel.

Secretary - Lunch Program Bookkeeper - SIS (Office Manager):

This person will have the responsibility of general secretarial and/or receptionist duties. This position includes Hot Lunch bookkeeper, lunchroom supervision and operation of the school's student information system (SIS).

Hot Lunch Manager:

This person will have the responsibilities of managing the hot lunch program. This program must meet all State and Federal rules and regulations. This person will also supervise the assistant cook and dishwasher.

Transportation Supervisor:

This person will have the responsibility of keeping all transportation equipment safe and in good working order. This person will supervise all bus drivers.

Maintenance (Building Supervisor):

This person will be responsible for the overall maintenance of the building. He/she will schedule outside contractors to repair out of scope maintenance.

Custodial Staff:

This person will be responsible for cleaning and sanitizing the building. The superintendent will have the list of duties and schedules for each custodial staff member.

Assistant Transportation Coordinator:

This person will be responsible for routine maintenance on all transportation vehicles as well as driving a route. Oil changes, vehicle cleanliness, filling fuel tanks, etc.

Compensatory Time Off:

Compensatory time off in lieu of immediate overtime pay in cash, at a rate of one and one-half (1 ½) hours for each hour of overtime worked, will be used in cases of overtime pay unless otherwise stated in this handbook. Unused compensatory time off will roll over to the next school year. At the end of service, the employee's compensatory time will be paid to them at their hourly rate.

Bereavement Leave:

Each non-certified staff member will have three (3) days bereavement leave each year. Extended time if needed will be at the discretion of the superintendent of schools.

1. Length of Service:

The length of service will be determined by the number of full years of service as of September of each year. If any employee resigns from any position within the structure of the Callaway Public School and is then rehired, that employee will begin as starting salary.

2. Work Week:

The work week for the Callaway Public School will be defined as 12:00 AM Sunday morning to 11:59 PM Saturday night.

3. Breaks:

Each employee will be granted a fifteen (15) minute break after each two and one-half (2 ½) hours work. The maximum number of breaks per day will not exceed two (2) per day.

4. Lunch Break:

Each employee working at least eight (8) hours per day will be granted a noon break. The noon break must be scheduled with the approval of the employees supervisor and the superintendent.

5. Hours Will Be Set:

Each employee will have his/her hours set by the superintendent. No employee will be allowed to deviate from set hours without written permission of the superintendent. Callaway Public School will not pay for any hours worked that is performed at home or other location not covered within this policy.

6. Holiday Pay

All Class D employees will be paid for the following holidays:

Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Memorial Day, and 4th of July
Employees will be paid for only the holidays during their scheduled work year.

Para-Educators and Assistant Cook will be paid for the following holidays:

Labor Day, Thanksgiving Day, Christmas Day and New Years Day

Employees will be paid for only the holidays during their scheduled work year.

If a paid holiday falls on a weekend, the employee can choose either the Friday prior or the Monday following to be the paid holiday with the superintendents approval.

7. Vacations:

The following Class D employees will be eligible for vacation leave: Full time Transportation Supervisor, Business Manager, Office Manager, Building Supervisor, Custodial Staff and Assistant Transportation Coordinator will receive 5 days of vacation up to five years of employment and 10 days after five years of employment.

8. PTO:

Class D employees, Para Educators, and Assistant Cook (30 hours or more) will receive 3 PTO days each year.

9. Income Protection Insurance (LTD):

Income protection insurance will be provided for the following employees: Business Manager, Office Manager, Hot Lunch Manager, Transportation Supervisor, Assistant Cook, Building Supervisor and Custodial Staff.

10. Life Insurance:

Business Manager, Office Manager, Transportation Supervisor, Building Supervisor, Custodial Staff, Hot Lunch Manager and Assistant Cook will be provided with a \$10,000 life insurance policy. Benefits cease at age 70.

11. Health Insurance:

Business Manager, Office Manager, Hot Lunch Manager and Transportation Supervisor will be provided with full family insurance with single dental benefits. Building Supervisor, Custodial Staff, Assistant Transportation Coordinator, Bus Drivers and Assistant Cook employees who work 17 ½ hours per week will be provided with single coverage. Paras will be provided with single coverage the first August after their start date.

12. Sick Leave:

Class D employees (9 and 12 months) will have five (5) days leave each year. School bus drivers will have five (5) days or ten (10) runs. Hot Lunch Manager and Assistant Cook employees (30 hours or more) will be allowed five (5) days per year. Assistant Cook employees (less than 30 hours) will be allowed three (3) days per year. Para Educators will be allowed three (3) days per year. Sick leave absences in excess of three (3) consecutive days will require medical documentation.

13. Sick Bank:

Employees who get sick leave and work more than 30 hours per week, can carry over up to 8 days per year to a maximum of 30 days for a sick bank. This does not include bus drivers. Sick Bank days must be used for sick leave.

14. Overtime:

Each employee will be assigned a number of hours during a calendar week. If, for any reason, an employee is required to work over the assigned number of hours, the employee must have permission by the superintendent or his designee before working the additional hours. The time card must be signed by the superintendent or his designee.

15. Clocking In and Out:

The Callaway Public School realizes that there is a certain element of time needed to check in and out. It is the responsibility of the employee to be clocked in before the beginning of the shift and checked out after the end of the shift. All time will be recorded to the nearest 15 minutes. The electronic time clock performs these calculations.

16. Schooling and Conventions:

If the Callaway Public School requires an employee to attend a workshop or school or convention, that employee will be paid for their travel time and time at the conference/convention up to 8 hours per day.

17. Overnight Bus Trips:

Bus drivers assigned to overnight trips will be paid for actual driving time. The minimum number of hours will be eight (8) hours. In this case, the school will pay for the driver's lodging.

18. Leave Without Pay:

All employees may be granted leave without pay. Leave without pay must be approved in advance by the immediate supervisor and the superintendent. This leave may be denied if in the opinion of the immediate supervisor, it would cause a hardship on the district.

19. Pay Period:

Pay periods will begin on the first day of the month and end on the last day of the month. And non-certified employees will be paid on or about the 15th of each month following their month of service.

20. School Closing - Educational Holidays:

All support staff are obligated to complete their duties on days of weather closing and educational holidays as directed by the superintendent.

21. Outside Employment:

Employees are to give first effort to their school employment. Outside, or other employment will be done on the employee's unscheduled time or free time. Failure to meet the school work schedule will result in loss of wages or discharge from employment.

22. Termination:

Termination of the employment of a non certificated staff member, either by his/her own volition or by determination of the superintendent, shall require two (2) weeks notice of such termination.

If continued employment is detrimental to the district, the superintendent may terminate the employee immediately. Upon employee separation, any remaining vacation and PTO will be paid out with the final paycheck. Sick bank and sick days will not be paid out.

23. Conference With Superintendent or Board:

Non certified staff members may request a conference with the superintendent or board of education for personal reasons. All requests shall be presented to the superintendent.

Callaway Public Schools

"Creating Positive Stories"

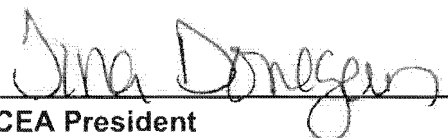
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Date: 04/28/26

This memo is to serve as a document agreed upon by the Callaway Education Association and the Board of Education to amend the 2026-27 negotiated agreement with the following change(s).

- Add zero period weights to the extra-duty schedule to be paid at 16 units per year.



CEA President

School Board President