Board of Education Regular Meeting
Monday, July 13, 2026 5:30 PM
Room 218
802 Highland Street
Wakefield, NE 68784

1. Opening Procedures

    1.1. Call to Order

    1.2. Open Meetings Act

    1.3. Pledge of Allegiance
    Keagle

    1.4. School District Mission Statement
    Keagle

    1.5. Roll Call

2. Consent Agenda

    2.1. Minutes of the previous meeting

    2.2. Financial Reports

3. Public Comment and Recognitions

4. Reports
    Administrators

    4.1. Administrators

        4.1.1. Superintendent Report
        DeTurk

    4.2. Board Committee Reports

        4.2.1. Board Policy
        Lundahl

4.2.2. Building, Sites & Transportation
Haglund

4.2.3. Business & Finance
Dorcey

4.2.4. American Civics, Curriculum & Technology
Driskell

4.2.5. Negotiations & Public Relations
Keagle

4.2.6. Strategic Planning
Riewer

5. Discussion and Action Items

5.1. Discuss and take appropriate action regarding the recommendation from the Policy Committee to approve updates to policies 2007, 3019, 3057, 4065, 5001, 5035, 5035, 5048, 6038 and 6046 as reviewed and to include the required updates.
DeTurk

5.2. Hold for discussion and take appropriate action on an administrative recommendation regarding setting the price of meals for the 2026-2027 school food program.
DeTurk

5.3. Discuss and take appropriate action on the participation in the state and federal hot lunch program with the appointments of the High School Secretary as the determining official for all hot lunch applications received from students in grades 7-12, the Elementary Secretary as the determining official for all hot lunch applications received from students in grades PreK-6, the Elementary Principal serving as the elementary hearing officer, and High School Principal as the high school hearing officer.
DeTurk

5.4. Appointment of the Business Manager as the Recording Secretary/Board Treasurer for the 2026–2027 school year.
DeTurk

5.5. Staff Handbook
DeTurk

5.6. 2026-27 School Calendar
DeTurk

6. Upcoming Dates and Times

6.1. Set the date and time for the next regular meeting

7. Adjournment

Wakefield Community School
Board of Education Regular Meeting
Monday, June 15, 2026 5:30 PM
Posted Locations:
• Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance
Posted Date: 06/11/2026

The Board of Education Regular Meeting convened in open and public session on Monday, June 15, 2026 at 5:30 PM in Room 218 at 802 Highland Street, Wakefield, NE 68784.

Opening Procedures

Call to Order

Open Meetings Act

President Keagle informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

Pledge of Allegiance

School District Mission Statement

Roll Call

Attendance taken at 5:30 PM:
Present: Josh Dorcey, Dex Driskell, Erik Haglund, Jeffrey Keagle, Sherri Lundahl, Eric Riewer.
Present: 6, Absent: 0

Awards and Special Recognition

- State Track Report:
  - Cael Johnson: 1st place in the 300 hurdles with a time of 37.93 seconds setting a Class C State and Meet record, 5th place in the 110 Hurdles with a time of 14.95 seconds, 3rd Place in the 400-meter dash.
  - Boys 1600 M Relay: 6th place overall with a time of 3:25.99 (Team consisted of Colt Johnson, Cael Johnson, Mason Lamprecht, and Jacob Borg) The boys finished 9th overall as a team.
  - Rylee Reaves competed in the shot put for the first time as a sophomore and competed well.
  - Colt Johnson competed in the triple jump and finished 9th as a freshman, one place from medaling.
  - Mason Lamprecht competed in the long jump and 200 meter dash and competed well.
  - Benny Palma competed in the 3200-meter run and competed well.

Reports

Secondary Principal/AD Report – Mr. Brenn

- Summer school was completed for students over 15 absences in the school year. Seven students completed the days that they owed by Friday, May 29, 2026.
- Since school was dismissed for the year, I have been working in the science room cleaning, organizing and planning for the four classes that I will be teaching next year. I have also looked through items in the handbook, activities manual and the coaches manual that need to be updated prior to the start of the 2026-27 school year.
- Power School incident reports have been completed for both the Elementary and the High School buildings. I have updated information regarding Office Referrals, number of OSS's during the school year, and chronic absenteeism rate per grade for the 25-26 school year in our Data Profile.

Director of Student Services Report – Mrs. Zach

- Whenever the board is ready to look at the perpetual data surveys, I would like to share the results.

Board Committee Reports
Board Policy – Sherri Lundahl

- After the legislative session ends, KSB gives us a list of required and recommended policy updates. Later on the agenda, we will begin approving a few of the required policy changes.

Building, Sites & Transportation – Erik Haglund

- The committee met with Dwight VanderVeen, Director of Transportation, last week to discuss our current bus situation. There is a recommendation later on the agenda to purchase a new bus.

Strategic Planning – Eric Riewer

- We are working with NASB to facilitate the strategic planning process. However, things are put on hold until fall when we will resume stakeholder surveys.

Discussion and Action Items
Consent Agenda

Motion to approve the Consent Agenda passed with a motion by Dorcey and a second by Riewer.
Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer
Yea: 6, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: $514,385.75; Lunch: $17,370.14; Payroll: $314,652.75; Activities: $11,415.90.

Review, discuss and take appropriate action regarding offering Dr. Ted DeTurk an Interim Superintendent employment contract.
KSB Attorney Karen Haase has drawn up an Interim Superintendent contract for Dr. Ted DeTurk for July 1, 2026 through June 30, 2027

Motion to offer an employment contract to Dr. Ted DeTurk as Interim Superintendent for the 2026-2027 school year passed with a motion by Keagle and a second by Dorcey.
Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer
Yea: 6, Nay: 0

Consider, discuss, and take action to appoint Dr. Ted DeTurk the authorized representative for state and federal programs.
The State needs an official act of the board appointing someone to be the authorized representative of the District's State and Federal programs in order to approve required reports.

Motion to appoint Dr. Ted DeTurk the authorized representative of Wakefield Schools' state and federal programs passed with a motion by Riewer and a second by Haglund.
Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer
Yea: 6, Nay: 0

Consideration and possible approval of the purchase of a new school bus to replace the district's 2014 bus due to significant mechanical concerns and ongoing transportation needs.
The district's 2014 bus has recently experienced significant mechanical issues. The estimated cost to repair the bus is a minimum of $16,500, with the potential for an additional $9,000 in repairs. Importantly, the repair provider has indicated there is no guarantee that these repairs will resolve the issue or fully address the underlying problem. This creates a substantial financial risk of investing up to $25,000 into a vehicle that may remain unreliable. In response, the Building, Sites & Transportation Committee looked at several options including new vs used, and outright purchasing vs financing. After comparing prices, the committee is recommending the purchase of a new 71-passendger bus to ensure safe, reliable, and consistent transportation for students.

Motion to approve the purchase of a new 71-passenger school bus with AC and luggage racks for the price of $153,200 passed with a motion by Riewer and a second by Lundahl.
Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer
Yea: 6, Nay: 0

Take appropriate action to declare district transportation vehicles as surplus.
In accordance with Wakefield Community Schools Board Policy and Nebraska Revised Statutes, items owned by the District must be formally declared as *surplus property* by the Board of Education prior to

being sold, donated, or otherwise disposed of. This declaration ensures the District remains in compliance with statutory requirements for the management and disposition of public property.

The items listed for consideration have been identified by district staff as no longer needed for instructional or operational purposes, are outdated, nonfunctional, or have been replaced. Declaring these items surplus allows the District to sell them through a public silent auction, providing an opportunity for community members to purchase the items while allowing the District to recover a portion of their value.

All proceeds from the silent auction will be deposited into the appropriate District account in accordance with Board policy and state regulations.

Items are:
2009 Ford Van
2011 Ford Van
2014 International Bus

Motion to declare the listed items as surplus property and authorize their sale through a school-sponsored silent auction consistent with Board policy governing the disposition of public property passed with a motion by Dorcey and a second by Riewer.
Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer
Yea: 6, Nay: 0

Take appropriate action to declare outdated district technology as surplus.
In accordance with Wakefield Community Schools Board Policy and Nebraska Revised Statutes, items owned by the District must be formally declared as *surplus property* by the Board of Education prior to being sold, donated, or otherwise disposed of. This declaration ensures the District remains in compliance with statutory requirements for the management and disposition of public property.

The items listed for consideration have been identified by district staff as no longer needed for instructional or operational purposes, are outdated, nonfunctional, or have been replaced. Declaring these items surplus allows the District to dispose of non-working items.

Items are:
- 267 iPads - will be recycled and we will get money for some of them
  - 6th generation (do not update anymore)
  - 7th generation (do not update anymore)
  - Broken 8th & 9th generation - since we are switching to Chromebooks it does not make financial sense to fix these when I have lots of 8th & 9th gen on the side
- 13 Windows Desktop computer towers
  - 1 - 2020
  - 12 - 2021
- 11 Computer Monitors
  - 2 - 19"
  - 9 - 24"
- Windows Laptops
  - 25 - 2019
  - 30 - 2020
  - 22 - 2021
  - 1 - 2022 (broken)
- MacBooks
  - 2 - 2017
  - 3 - 2020
- Fortinet Firewall - 2018
- Old Phone System

Motion to declare the listed items as surplus property and authorize the disposal of items passed with a motion by Dorcey and a second by Driskell.

Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer

Yea: 6, Nay: 0

Discuss and take appropriate action to purchase sand pit covers and track crossover mats.

Covers would help keep the sandpits cleaner and prevent the sand from getting spread over the field when not in use. The track crossover mats will protect the track from cleats when teams go to the locker rooms as well as by the gate when players and spectators walk onto the field. The Trojan logo is optional.

Motion to approve the purchase of sand pit covers and track crossover mats without Trojan logo passed with a motion by Sherri Lundahl and a second by Erik Haglund.

Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer

Yea: 6, Nay: 0

Discuss and take appropriate action regarding the recommendation from the Policy Committee to approve updates to policies 2008, 3003, 3003.1, 3004.1 and 4017 as reviewed and to include the required updates.

The proposed changes to policies 2008, 3003, 3003.1, 3004.1 and 4017 do NOT include any new policies and are required due to legislative updates..

Motion to approve the recommendation from the Policy Committee to approve updates to the listed required policies specify policy 2008 update that we list the school website as the avenue to keep policies current. Passed with a motion by Sherri Lundahl and a second by Eric Riewer.

Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer

Yea: 6, Nay: 0

Review, discuss and take appropriate action to approve the 2026-2027 Parent-Student handbook

Motion to approve the 2026-2027 Parent-Student Handbook passed with a motion by Dorcey and a second by Riewer.

Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer

Yea: 6, Nay: 0

Upcoming Dates and Times – *all times and dates are tentative and may change*

- Regular Board Meeting – July 13 at 5:30pm

Adjournment

Motion to adjourn the meeting at 6:03pm passed with a motion by Dorcey and a second by Driskell.

Yea: Dorcey, Driskell, Haglund, Keagle, Lundahl, Riewer

Yea: 6, Nay: 0

Sherri Lundahl, Board Secretary

Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY25-26; Beginning Period: Period 10 (06/01/2026 - 06/30/2026) ; Ending Period: Period 10 (06/01/2026 - 06/30/2026) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: Yes; Include Unposted Transactions: No; Created On:

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	$3,439,284.63	$639,065.38	($990,960.92)	$0.00	$3,087,389.09	($32,869.09)	$0.00	$3,054,520.00
02	Depreciation Fund	$330,091.13	$719.46	$0.00	$0.00	$330,810.59	$0.00	$0.00	$330,810.59
03	Employee Benefit Fund	$77,820.89	$168.98	$0.00	$0.00	$77,989.87	$0.00	$0.00	$77,989.87
05	Activity Fund	$28,279.50	$558.54	($19,303.61)	$0.00	$9,534.43	$0.00	$0.00	$9,534.43
06	School Nutrition Fund	($8,253.96)	$39,618.15	($26,878.35)	$0.00	$4,485.84	$0.00	$0.00	$4,485.84
07	Bond Fund	$31,942.30	$49.01	$0.00	$0.00	$31,991.31	$0.00	$0.00	$31,991.31
08	Special Building Fund	$735,647.22	$3,937.55	$0.00	$0.00	$739,584.77	$0.00	$0.00	$739,584.77
09	QCPUF Fund	$2,914.41	$4.47	$0.00	$0.00	$2,918.88	$0.00	$0.00	$2,918.88
11	Interim Fund	$6,729.50	$10.32	($100.00)	$0.00	$6,639.82	$0.00	$0.00	$6,639.82
Sub Total		**$4,644,455.62**	**$684,131.86**	**($1,037,242.88)**	**$0.00**	**$4,291,344.60**	**($32,869.09)**	**$0.00**	**$4,258,475.51**

Wakefield Community School

Budget Report - June 2026

FUNCTION	June Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
01100 - Regular Instruction	$369,013.59	4,199,600.00	$3,130,626.94	$18,596.43	$1,050,376.63	25.01%
01150 - Limited English Proficiency Programs	$31,020.15	397,150.00	$317,854.27	$5,175.41	$74,120.32	18.66%
01160 - Poverty Programs	$26,883.03	311,040.00	$269,165.80	$0.00	$41,874.20	13.46%
01190 - Early Childhood Educational Programs	$9,502.60	85,810.00	$99,716.67	$907.68	($14,814.35)	-17.26%
01200 - Special Education Instructional Programs - School Age	$58,967.94	1,070,000.00	$731,282.62	$136.97	$338,580.41	31.64%
01300 - Summer School	$0.00	6,400.00	$72.27	$0.00	$6,327.73	98.87%
02120 - Guidance Services	$16,078.09	302,700.00	$152,273.15	$0.00	$150,426.85	49.70%
02130 - Health Services	$7,222.05	92,000.00	$74,818.53	$1,471.55	$15,709.92	17.08%
02140 - Psychological Services	$930.51		$930.51	$0.00	($930.51)	#DIV/0!
02141 - Psychological Services - SPED - School Age	$12,090.34	127,100.00	$2,438.55	$0.00	$124,661.45	98.08%
02151 - Speech Pathology and Audiology Services - SPED - School Age	$0.00	117,900.00	$80,625.00	$0.00	$37,275.00	31.62%
02161 - Occupational Therapy-Related Services - SPED - School Age	$0.00	30,000.00	$22,280.60	$0.00	$7,719.40	25.73%
02171 - Physical Therapy-Related Services - SPED - School Age	$0.00	10,000.00	$11,190.93	$0.00	($1,190.93)	-11.91%
02181 - Visually Impaired or Vision Services - SPED - School Age	$0.00		$350.00	$0.00	($350.00)	#DIV/0!
02190 - Support Services - Student - Other	$173.57	22,600.00	$6,818.19	$406.99	$15,374.82	68.03%
02220 - Library or Media Services	$7,330.75	74,400.00	$73,085.09	$0.00	$1,314.91	1.77%
02290 - Other Support Services - Instructional Staff	$1,943.51	6,600.00	$11,085.00	$0.00	($4,485.00)	-67.95%
02310 - Board of Education	$1,750.60	140,000.00	$99,487.91	$0.00	$40,512.09	28.94%
02320 - Executive Administration	$173,973.24	115,000.00	$265,607.50	$0.00	($150,607.50)	-130.96%
02330 - District Legal Services	$7,396.65	25,000.00	$21,377.65	$0.00	$3,622.35	14.49%
02410 - Office of the Principal	$32,044.24	411,250.00	$324,788.64	$0.00	$86,461.36	21.02%
02490 - School Administration Other	$1,802.74	21,760.00	$14,731.59	$0.00	$7,028.41	32.30%
02510 - Fiscal Services	$10,643.42	250,000.00	$139,101.90	$0.00	$110,898.10	44.36%
02570 - Personnel Services	$993.60	6,500.00	$5,281.09	$0.00	$1,218.91	18.75%
02580 - Administrative Technology Service	$39,160.73	223,500.00	$192,652.11	$174.06	$30,673.83	13.72%
02610 - Operation of Buildings	$69,368.63	690,100.00	$450,681.65	$6,000.00	$233,418.35	33.82%
02630 - Care and Upkeep of Grounds	$4,381.02	85,000.00	$43,608.66	$0.00	$41,391.34	48.70%
02660 - Security	$0.00	100,000.00	$51,536.72	$0.00	$48,463.28	48.46%
02670 - Safety	$1,050.00	4,000.00	$14,050.26	$0.00	($10,050.26)	-251.26%
02710 - Vehicle Operation and Purchasing - Regular Education	$20,113.79	201,600.00	$234,042.19	$0.00	($32,442.19)	-16.09%
02712 - Vehicle Operation and Purchasing - School Age SPED	$3,706.41	85,000.00	$32,605.23	$0.00	$52,394.77	61.64%
02730 - Vehicle Servicing and Maintenance - Regular Education	$2,179.95	68,500.00	$48,608.65	$0.00	$19,891.35	29.04%
02732 - Vehicle Servicing and Maintenance - School Age SPED	$0.00	1,000.00	$142.98	$0.00	$857.02	85.70%
03400 - Categorical Grants from Corporations and Other Private Interests	$590.11	12,000.00	$5,898.84	$0.00	$6,101.16	50.84%
03535 - High Ability Learners	$786.32	7,500.00	$8,008.11	$0.00	($508.11)	-6.77%
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	$15,941.20	154,500.00	$127,099.49	$0.00	$27,400.51	17.73%
06406 - Federal Services - IDEA Preschool (619) Base Allocation	$0.00	740.00	$909.00	$0.00	($169.00)	-22.84%
06408 - IDEA Part B Base & Enrollment Poverty Allocation	$0.00	226,500.00	$187,555.98	$0.00	$38,944.02	17.19%
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	$1,384.47	0.00	$14,432.48	$0.00	($14,432.48)	#DIV/0!

FUNCTION	June Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
06925 - Federal Services - Title III ESSA - ELL	$4,687.67	26,650.00	$29,656.67	$0.00	($3,006.67)	-11.28%
06926 - Federal Services - Title III ESSA - Immigrant	$0.00	7,900.00	$360.41	$0.00	$7,539.59	95.44%
06992 - Federal Services - REAP	$32,850.00	52,000.00	$45,410.10	$0.00	$6,589.90	12.67%
08000 - Transfers (Outgoing)	$25,000.00	350,000.00	$25,000.00	$0.00	$325,000.00	92.86%
2025-26 General Fund Grand Total	**$990,960.92**	**$10,119,300.00**	**$7,367,249.93**	**$32,869.09**	**$2,719,180.98**	**26.87%**
2024-25 General Fund Grand Total	**$1,168,383.72**	**$10,109,900.00**	**$7,769,608.70**	**$167,082.82**	**$2,173,208.48**	**21.50%**
2023-24 General Fund Grand Total	**$724,252.05**	**$9,527,308.00**	**$7,313,001.16**	**$139,365.68**	**$2,074,941.16**	**21.78%**

GENERAL FUND
TREASURER'S REPORT AS OF JUNE 30, 2026

BALANCE AS OF JUNE 1, 2026		**$3,439,284.63**
REVENUE		
Various Summer Insurance Premium Reimb.	369.18	
ESU 7 Substitute Reimb	160.00	
Casey's Fundraising Donation	2.80	
BCBS Subscribers Settlement	33,574.57	
SON - SPED Reimb	89,386.00	
SON - State Aid	131,196.00	
Thurston County - Proceeds	10,696.65	
Dixon County - Proceeds	291,210.42	
Wayne County- Proceeds	66,665.12	
Bank - Interest	522.54	
Money Market - Interest	6,109.05	
TOTAL REVENUE		**$629,892.33**
EXPENSES		
June Payables	578,337.52	
June Payroll	403,450.35	
TOTAL EXPENDITURES		**$981,787.87**
TOTAL		**$3,087,389.09**
GENERAL FUND AS OF JUNE 30, 2026		**$3,087,389.09**

MONEY MARKET
TREASURER'S REPORT AS OF JUNE 30, 2026

BALANCE AS OF JUNE 1, 2026		**$3,712,561.77**
REVENUE		
Interest Earned	8,116.78	
Transfer from General Fund		
TOTAL REVENUE		**8,116.78**
EXPENSES		
Transfer to General Fund		
TOTAL EXPENDITURES		**-**
MONEY MARKET AS OF JUNE 30, 2026		**3,720,678.55**

SPECIAL BUILDING FUND
TREASURER'S REPORT AS OF JUNE 30, 2026

BALANCE AS OF JUNE 1, 2026		**$735,647.22**
REVENUE		
Thurston County - Proceeds	367.80	
Dixon County - Proceeds		
Wayne County- Proceeds	2,103.05	
Bank - Interest	339.47	
Money Market Interest	1,127.23	
TOTAL REVENUE		**$3,937.55**
Money Market Investment		
EXPENSES		
TOTAL EXPENDITURES		**$0.00**
TOTAL		**$739,584.77**
SPECIAL BUILDING FUND AS OF JUNE 30, 2026		**$739,584.77**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2026 to 06/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
		100	FOOTBALL	2,033.02	0.00	0.00	0.00	2,033.02
		110	VOLLEYBALL	2,133.54	500.00	0.00	0.00	2,633.54
		125	BOYS BASKETBALL	6,651.04	0.00	3,627.31	0.00	3,023.73
		130	GIRLS BASKETBALL	3,727.62	0.00	400.00	0.00	3,327.62
		145	TRACK	3,061.20	0.00	0.00	0.00	3,061.20
		160	NEW UNIFORMS	-14,483.97	0.00	2,266.00	0.00	-16,749.97
		170	WRESTLING	3,086.91	0.00	0.00	0.00	3,086.91
		175	GEN ATHLETICS	-39,445.99	0.00	2,906.94	0.00	-42,352.93
		580	GOLF	967.64	0.00	0.00	0.00	967.64
		GIRLSW	GIRLS WRESTLING	1,781.05	0.00	0.00	0.00	1,781.05
			A Totals:	-30,487.94	500.00	9,200.25	0.00	-39,188.19
B	CLASSES							
		215	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
		216	CLASS OF 2025	1,882.38	0.00	0.00	0.00	1,882.38
		582	CLASS OF 2026	1,288.55	0.00	0.00	0.00	1,288.55
		584	CLASS OF 2027	5,896.88	0.00	4,200.00	0.00	1,696.88
		CLASS28	Class of 2028	969.77	0.00	0.00	0.00	969.77
		CLASS29	Class of 2029	395.71	0.00	0.00	0.00	395.71
		CLASS30	Class of 2030	214.36	0.00	0.00	0.00	214.36
			B Totals:	10,647.65	0.00	4,200.00	0.00	6,447.65

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2026 to 06/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	ORGANIZATIONS							
		301	POWER DRIVE	0.00	0.00	0.00	0.00	0.00
		302	FFA	0.00	0.00	0.00	0.00	0.00
		303	SPEECH	-2,121.51	0.00	0.00	0.00	-2,121.51
		305	DISTRICT 7 FCCLA	6,438.59	0.00	0.00	0.00	6,438.59
		306	MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
		310	NATIONAL HONOR SOCIETY	3,178.80	0.00	0.00	0.00	3,178.80
		315	FBLA	7,673.23	0.00	0.00	0.00	7,673.23
		320	ANNUAL	12,282.58	50.00	0.00	0.00	12,332.58
		330	FCCLA	1,783.85	0.00	833.04	0.00	950.81
		335	STUCO	2,700.89	0.00	0.00	0.00	2,700.89
		345	ONE ACT	758.53	0.00	0.00	0.00	758.53
		346	ART CLUB	2,259.87	0.00	0.00	0.00	2,259.87
		355	TROJAN ZONE	16,494.51	0.00	0.00	0.00	16,494.51
		385	LIBRARY	1,924.76	0.00	0.00	0.00	1,924.76
		395	HOMECOMING	-207.68	0.00	0.00	0.00	-207.68
		401	CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
		501	COLOR GUARD	0.00	0.00	0.00	0.00	0.00
		553	ELEMENTARY STUCO	639.30	0.00	0.00	0.00	639.30
		578	SKILLS USA	3,147.81	0.00	0.00	0.00	3,147.81
		581	FCA	242.50	0.00	116.55	0.00	125.95
		CHEER	CHEER GROUP	0.00	0.00	0.00	0.00	0.00
		EDURIS	EDUCATORS RISING	2,946.27	0.00	400.96	0.00	2,545.31
		OWORLDC	ONE WORLD CLUB	3,355.48	0.00	31.76	0.00	3,323.72
		SNACK	SNACK SHACK	750.00	0.00	0.00	0.00	750.00
			C Totals:	64,247.78	50.00	1,382.31	0.00	62,915.47
D	CONCESSIONS							
		400	CONCESSIONS	2,656.91	0.00	0.00	0.00	2,656.91
			D Totals:	2,656.91	0.00	0.00	0.00	2,656.91

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2026 to 06/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	MISC							
		190	ACTIVITY PASSES	6,660.00	0.00	0.00	0.00	6,660.00
		350	SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
		390	STUDENT ASSISTANCE	2,892.10	0.00	157.30	0.00	2,734.80
		503	LOUNGE	622.95	0.00	0.00	0.00	622.95
		505	CHECKING INTEREST	1,372.03	8.54	0.00	0.00	1,380.57
		510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
		520	ELEMENTARY	2,360.45	0.00	0.00	0.00	2,360.45
		540	POP FUND	6,619.69	0.00	0.00	0.00	6,619.69
		550	STUDENT FEES	0.00	0.00	0.00	0.00	0.00
		555	WAKEFIELD PLAYGROUND FUND	0.00	0.00	0.00	0.00	0.00
		560	MEMORIALS	200.00	0.00	0.00	0.00	200.00
		576	PE UNIFORMS	0.00	0.00	0.00	0.00	0.00
		577	STATE TOURNAMENTS	-44,317.33	0.00	4,363.75	0.00	-48,681.08
		901	D-Day Band Trip	396.43	0.00	0.00	0.00	396.43
		903	MUSIC TOUR	-3,222.68	0.00	0.00	0.00	-3,222.68
		BETTERB	BETTER BLENDED	5,365.03	0.00	0.00	0.00	5,365.03
		HAWAII	HAWAII MUSIC 2025	0.00	0.00	0.00	0.00	0.00
		VIDEOP	VIDEO PRODUCTION	314.83	0.00	0.00	0.00	314.83
			E Totals:	-18,034.90	8.54	4,521.05	0.00	-22,547.41

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2026 to 06/30/2026.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Z	Inactive							
		105	JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
		115	JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
		120	GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
		135	JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		140	JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		150	JH TRACK	-750.00	0.00	0.00	0.00	-750.00
		155	BOYS GOLF	0.00	0.00	0.00	0.00	0.00
		180	JH WRESTLING	0.00	0.00	0.00	0.00	0.00
		200	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
		205	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
		210	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
		211	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
		212	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
		220	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
		226	CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
		227	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
		228	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
		229	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
		230	CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
		231	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
		232	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
		233	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
		234	CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
		235	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
		236	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
		300	VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
		325	TOTAD	0.00	0.00	0.00	0.00	0.00
		340	SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
		360	CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
		365	VICA	0.00	0.00	0.00	0.00	0.00
		370	EMBROIDERY	0.00	0.00	0.00	0.00	0.00
		405	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
		502	YOUTH FOUNDATION	0.00	0.00	0.00	0.00	0.00
		551	5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
		552	TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
		575	WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
		579	STUDENTS TRACK ACCOUNT	0.00	0.00	0.00	0.00	0.00
		583	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
		902	EDUCATION CLUB	0.00	0.00	0.00	0.00	0.00
			Z Totals:	-750.00	0.00	0.00	0.00	-750.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2026 to 06/30/2026.

Site ID Site Name
Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
	WCS Activity Totals:	28,279.50	558.54	19,303.61	0.00	9,534.43

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WCS Checking:	28,279.50	0.00	558.54	19,303.61	0.00	9,534.43
WCS Investment:	0.00	0.00			0.00	0.00
WCS Bank Balances:	28,279.50		558.54	19,303.61	0.00	9,534.43

Report Activity Totals:	28,279.50	558.54	19,303.61	0.00	9,534.43

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 06/01/2026 to 06/30/2026.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description

Activity ID	Activity Name	Fee Name & Student ID	Amount	Sales Tax	Amount

Tax Name	Tax Activity	Tax Rate %	Tax Amount

WCS Wakefield Community School

Receipt Number	Receipt Date	Received From	Receipt Description
002463	06/22/2026	Yearbooks Purchased	Yearbooks Purchased

Activity ID	Activity Name	Amount	Sales Tax	Amount
320	ANNUAL	50.00	0.00	50.00
		Total For 002463:		50.00

Receipt Number	Receipt Date	Received From	Receipt Description
002464	06/26/2026	Wakefield Volleyball	Wakefield Volleyball Program

Activity ID	Activity Name	Amount	Sales Tax	Amount
110	VOLLEYBALL	500.00	0.00	500.00
		Total For 002464:		500.00

Receipt Number	Receipt Date	Received From	Receipt Description
002465	06/30/2026	BANK INTEREST	BANK INTEREST

Activity ID	Activity Name	Amount	Sales Tax	Amount
505	CHECKING INTEREST	8.54	0.00	8.54
		Total For 002465:		8.54

Site Total	558.54
Report Total	558.54

Check Summary

Sorted by Activity ID, Site ID.
From 06/01/2026 to 06/30/2026.

Activity ID / Site ID		Activity Name / Site Name					
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
125		BOYS BASKETBALL					
WCS		Wakefield Community School					
014110	Cleared	06/09/2026	Hauff Sports		200864	Boys Basketball Sweat Set	3,627.31
						Total:	$ 3,627.31
130		GIRLS BASKETBALL					
WCS		Wakefield Community School					
014109	Cleared	06/08/2026	Tekamah-Herman High School		GB6926	Wakefield GB Entry Fee 6.9.26	200.00
014118	Printed	06/23/2026	West Point Beemer High School		GBB623	Girls BBall	200.00
						Total:	$ 400.00
160		NEW UNIFORMS					
WCS		Wakefield Community School					
014114	Cleared	06/16/2026	Hauff Sports		200865	New Uniforms Boys BBall	2,266.00
						Total:	$ 2,266.00
175		GEN ATHLETICS					
WCS		Wakefield Community School					
014113	Cleared	06/16/2026	Big Game		17760	Footballs	895.90
014115	Cleared	06/22/2026	ASPi Solutions, Inc		20260527-1340391951	Bound	500.00
014119	Printed	06/25/2026	Nebraska School Activities Association		62226FEE	Wakefield Activity Fee 2026-27	1,325.00
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	186.04
						Total:	$ 2,906.94
330		FCCLA					
WCS		Wakefield Community School					
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	833.04
						Total:	$ 833.04
390		STUDENT ASSISTANCE					
WCS		Wakefield Community School					
014112	Cleared	06/16/2026	Dollar General-REGIONS 410526		1001436910	Plates	157.30
						Total:	$ 157.30
577		STATE TOURNAMENTS					
WCS		Wakefield Community School					
014087	Void	06/01/2026	Grafton & Associates PC		NLC2625	4220 Registration Wakefield	-120.00
014107	Cleared	06/01/2026	Nebraska FCCLA		NLC26251	4220 Registration Wakefield	120.00
014108	Cleared	06/02/2026	Holiday Inn Kearney		112751/112752	FCCLA State Officer Interview	358.00
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	4,005.75
						Total:	$ 4,363.75

Check Summary

Sorted by Activity ID, Site ID.
From 06/01/2026 to 06/30/2026.

Activity ID / Site ID		Activity Name / Site Name					
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
581		FCA					
WCS		Wakefield Community School					
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	116.55
						Total:	$ 116.55
584		CLASS OF 2027					
WCS		Wakefield Community School					
014111	Cleared	06/12/2026	Eaton's Floral & Greenhouse Inc.		PROMFLWR26	Prom Fundraiser 5/2026	4,200.00
						Total:	$ 4,200.00
EDURIS		EDUCATORS RISING					
WCS		Wakefield Community School					
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	400.96
						Total:	$ 400.96
OWORLDC		ONE WORLD CLUB					
WCS		Wakefield Community School					
014120	Cleared	06/25/2026	VISA		CabST	Carrabbas State Track	31.76
						Total:	$ 31.76
						Report Total :	19,303.61

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY25-26; Begin Date: 06/23/2026; End Date: 07/10/2026; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [All]; Created On: 7/10/2026 3:39:07 PM

Sorted By	Value	Description
FUND	01	General Fund

Check Number	Check Date	Payee	Reason	Amount
	6/23/2026	VISA	NEMTSS Summit Registration	$420.00
	6/23/2026	VISA	NETA Conf Lodging	$335.90
	6/23/2026	VISA	Cinco de Mayo Celebration	$7.98
	6/23/2026	VISA	Graduation Programs	$639.07
	6/23/2026	VISA	Jr Class Field Trip	$294.50
	6/23/2026	VISA	Canson Single Sheet Drawing Paper (18x24)	$123.00
	6/23/2026	VISA	Casters	$33.34
	6/23/2026	VISA	3rd Grade Field Trip	$81.12
	6/23/2026	VISA	Cinco de Mayo Celebration	$17.35
	6/23/2026	VISA	https://www.wayfair.com/storage-organization/pdp/wfx-utility-3-pieces-garage-storage-cabinet-system-set-w113400593.html?piid=947937076	$599.99
	6/23/2026	VISA	Scallop Decorative Basket Large Citrus - Brightroom	$80.00
	6/23/2026	VISA	Shipping	$32.48
	6/23/2026	VISA	Summer Afterschool Camp Field Trip	$617.50
	6/23/2026	VISA	Summer Afterschool Camp Supplies	$264.40
	6/23/2026	VISA	CNA books and skills packet	$320.00
	6/23/2026	VISA	Shipping	$24.00
	6/23/2026	VISA	Education.com Annual Subscription	$119.88
	6/23/2026	VISA	Annual Subscription	$125.00
	6/23/2026	VISA	Monthly Subscription	$19.99
	6/23/2026	VISA	Subscription Refund	($125.00)
	6/23/2026	VISA	Subscription Renewal	$25.00
	6/23/2026	VISA	ESL Field Trip	$74.48
	6/23/2026	VISA	Brightroom modular storage drawer set, blue	$54.53
	6/23/2026	VISA	ELPA Graduation Celebration	$39.38
	6/23/2026	VISA	Really Useful Box Plastic 4 Drawer Tower - ClearBlue	$138.98
	6/23/2026	VISA	Shipping	$9.03
	6/23/2026	VISA	SPED Law Conf Registration	$300.00
	6/23/2026	VISA	SPED Law Conf Registration	$300.00
	6/23/2026	VISA	SPED Law Conf Registration	$300.00
	6/23/2026	VISA	Little Troy Cart Celebration	$77.45
	6/23/2026	VISA	Annual Subscription	$96.00
	6/23/2026	VISA	SPED Law Conf Registration	$300.00
	6/23/2026	VISA	Educators Rising Participation Cords	$173.57
	6/23/2026	VISA	Inservice Meal	$152.93
	6/23/2026	VISA	Teacher Appreciation	$75.44
	6/23/2026	VISA	Teacher Appreciation Meal	$143.76
	6/23/2026	VISA	Inservice Meal	$152.94
	6/23/2026	VISA	Teacher Appreciation	$75.45
	6/23/2026	VISA	Teacher Appreciation Meal	$143.76
	6/23/2026	VISA	DLT Retreat Parking Passes	$35.00

Check Number	Check Date	Payee	Reason	Amount
	6/23/2026	VISA	Employee Recognition	$43.10
	6/23/2026	VISA	Adobe Subscription	$21.29
	6/23/2026	VISA	NEMTSS Summit Registration	$140.00
	6/23/2026	VISA	Nebraska Literacy Assoc - Summer Institute Registration	$150.00
	6/23/2026	VISA	Filing Cabinet Keys	$23.11
	6/23/2026	VISA	Timeclock Subscription	$131.05
	6/23/2026	VISA	TurboScribe Subscription	$20.00
	6/23/2026	VISA	Data Conf/NETA Lodging	$671.80
	6/23/2026	VISA	NETA Conf Meal	$69.27
	6/23/2026	VISA	Ceiling Tiles	$195.79
	6/23/2026	VISA	Laundry Detergent	$67.92
		VISA Total		**$8,231.53**
10771	7/10/2026	ACE Hardware & Home	Paint Supplies	$267.05
10771	7/10/2026	ACE Hardware & Home	Supplies	$169.54
		ACE Hardware & Home Total		**$436.59**
	7/10/2026	Amazon	FOXBC 93-1/2 Inch x 3/8 Inch x 6 TPI Bandsaw Blades for 14" Craftsman, Delta, Rockwell, Grizzly, Jet, Rikon, Steel City, General, Ridgid Band Saw - 2 Pack	$18.99
	7/10/2026	Amazon	100% Pure Acetone Nail Polish Remover | Professional Quality | Easy To Use | Rapidly Removes Natural, Gel, Acrylic, shellac, and Glitter Nails | 8 Fl oz	$6.99
	7/10/2026	Amazon	100pcs Clothes Pins Wooden Clothespins 3inch Heavy Duty Wood Clips for Hanging Clothes Pictures Outdoor	$9.99
	7/10/2026	Amazon	1800 Paper Clips Assorted Sizes Large, Medium and Small, Durable and Rustproof, Paperclips for Office School and Personal Use, Office Supplies Document Organizing (50mm, 33mm, 28mm) (Silver)	$17.39
	7/10/2026	Amazon	20 Acrylic Yarn Skeins - 438 Yards Multicolored Yarn in Total – Great Crochet and Knitting Starter Kit for Colorful Craft – Assorted Colors	$15.98
	7/10/2026	Amazon	208 PCS Binder Clips Paper Clamps Assorted Sizes, Metal Paper Binder Clip, Black Binding Paperwork Clamp Bulk, School Teachers Office Supplies	$23.99
	7/10/2026	Amazon	2500PCS Pipe Cleaners Craft, Pipe Cleaners Bulk for Arts and Crafts Supplies Multi-Color Chenille Stems DIY Project Room Decor,Christmas Decorations Creative Toys Gift (12inch*6mm,50colors)	$39.99
	7/10/2026	Amazon	30 Pack Plastic Drop Cloth, 9x12 Ft Plastic Sheeting for Painting, Dust-Proof Tear-Resistant Painters Plastics Tarp Cloth for Furniture Floor Sofa Protector Cover Durable & Thick	$29.59
	7/10/2026	Amazon	30 Pack Plastic Petri Dishes with Lids,90 x 15mm Bioresearch Sterile Petri Dish,Culture Dishes for School Science Projects,Seeding,Storage,Biological Themed Party	$9.99
	7/10/2026	Amazon	50 Pack White Air Dry Foam Clay,17.6oz Super Light Modeling Foam Clay,White Soft Modeling Clay for Birthday Gift,Arts & Crafts,Family & Classroom Rewards	$12.99
	7/10/2026	Amazon	500PCS Sewing Pins for Fabric, Straight Pins with Colored Ball Glass Heads Long 1.5inch, Quilting Pins for Dressmaker, Jewelry DIY Decoration, Craft and Sewing Project by Sunenlyst	$5.69
	7/10/2026	Amazon	6 Pack pH Test Strips, 480 Strips Full Range 1-14 Universal pH Test Litmus Paper pH Soap Making Testing Strips for Water Wine Saliva Urine Soil, pH Strips and 6 Test Pipette Droppers with Storage Case	$5.49
	7/10/2026	Amazon	8 Tier Paper Letter Tray Organizer with Handles, Mesh Desk File Holder Storage Organization for Home School Classroom & Office (Black-2Pack)	$37.79
	7/10/2026	Amazon	Amazon Basics 91% Isopropyl Alcohol First Aid Antiseptic, Unscented, 16 Fl oz, 1-Pack	$7.84
	7/10/2026	Amazon	Amazon Basics Disposable Striped Plastic Flex Straws, BPA Free, Food-Safe, 7.5" Long, Assorted Colors, 100 Count	$6.87

Check Number	Check Date	Payee	Reason	Amount
	7/10/2026	Amazon	Amazon Basics Double-Tipped Cotton Swabs for Personal Hygiene and Baby Care, Cotton, Versatile, Baby Safe, 500 Count	$2.18
	7/10/2026	Amazon	Amazon Basics Mini Disposable Clear Plastic Cups, 3oz, 100 Count	$5.39
	7/10/2026	Amazon	Amrules Friendship Bracelet String, 60 Skeins Cross Stitch Thread, 344.5 Inch Cotton Embroidery Floss, Hand Embroidery Thread for DIY Sewing and Embroidery Crafts Making	$3.79
	7/10/2026	Amazon	AmScope Microscope Slides, 100 Blank Slides with 100 Cover Glass	$16.99
	7/10/2026	Amazon	Bandle B. Chalk Markers - 24 Vibrant, Erasable, Non-Toxic, Water-Based, Reversible Tips. For Glass or Chalkboard Markers for Businesses, Restaurants, Liquid Drawing Chalk (Vibrant 6mm)	$17.05
	7/10/2026	Amazon	Barbasol Sensitive Skin Thick and Rich Shaving Cream, 10 Ounce Pack of 2	$7.89
	7/10/2026	Amazon	Berkley Jensen Ultra Strength Antacid Chewable Tablets - 1000mg Calcium Carbonate for Heartburn, Acid Indigestion, Upset Stomach Relief - Assorted Berry Flavor - 265 Count	$9.97
	7/10/2026	Amazon	BIC Intensity Advanced Colorful Dry Erase Markers, Chisel Tip, 12-Count Pack of Assorted Colors, Whiteboard Markers for Teachers and Office Supplies	$37.58
	7/10/2026	Amazon	Carter's Foam Black Stamp Pad, 2.75 x 4.27 Inches, 3 Pack (25603)	$6.15
	7/10/2026	Amazon	Caydo 2000 Pieces 1 cm Pompoms, Fuzzy Pom Poms Ball for DIY Art Craft Supplies and Home Decorations(Assorted Color)	$9.49
	7/10/2026	Amazon	Clawsoff Coffee 120 Pack Cups 12 oz, Corrugated Insulated Ripple Wall Disposable Paper Cups for Hot Beverage or Cold Drinks Office/Home/Cafe/Party/Travel (Gray)	$28.99
	7/10/2026	Amazon	Command Picture Hanging Strips Variety Pack, Damage Free Hanging Picture Hangers, No Tools Wall Hanging Strips for Living Spaces, White, 16 Small Pairs, 32 Medium Pairs and 16 Large Pairs (128 Strips)	$39.19
	7/10/2026	Amazon	Command Round Cord Clips, Damage Free Hanging Cable Clips, No Tools Wall Clips for Hanging Electrical Cables, 40 Clear Cord Clips and 48 Command Strips	$14.81
	7/10/2026	Amazon	Crayola Broad Line Markers (12pk), Assorted Bulk Markers for Kids, Arts & Crafts Supplies for Coloring Books, Construction Paper, Ages 3	$18.00
	7/10/2026	Amazon	Crayola Colored Pencils Set for Kids (120ct), Cute School Supplies, Teacher Must Haves, Coloring Book Pencils, Bulk Colored Pencils for Boys & Girls, Ages 3, 4, 5	$51.98
	7/10/2026	Amazon	Crayola Take Note Dry Erase Markers for School (12ct) Teacher Classroom Supplies, Chisel Tip Whiteboard Markers, Must Haves	$29.98
	7/10/2026	Amazon	Darice 1000 Pcs Popsicle Stick, 4.5" Natural Wood Craft Sticks Supplies, Ice-Cream Stick Pop, Ages 3	$21.77
	7/10/2026	Amazon	Dart Board - 12pcs Magnetic Darts - Excellent Indoor Game and Party Games - Gifts for 5 6 7 8 9 10 11 12 Year Old Boy Kids	$19.99
	7/10/2026	Amazon	Discount	($1.19)
	7/10/2026	Amazon	DIYMAG Strong Magnets 70Pcs 0.6x0.12Inch Fridge Refrigerator Magnet for Crafts with Adhesive Backing Magnetic Small Black Button Ceramic Circle Craft Round Heavy Duty Adhesive Neodymium Whiteboard	$7.59
	7/10/2026	Amazon	DKAOVH 6-Pack Clear Card Deck Case - Collectible Trading Card Cases, Plastic Playing Game & Business Card Storage Box	$7.99
	7/10/2026	Amazon	Dual-Sex Human Body Model 33.4", 32 Part Removable Human Torso Anatomy Model with Heart Brain Visceral Organ Muscular Layers Bone Vessels Includes Manual for Medical Scientific Education	$271.69
	7/10/2026	Amazon	Duck Brand Max Strength Duct Tape - 1 Roll - Heavy Duty Hold - 1.88 Inch x 45 Yards - Silver (240201)	$13.58
	7/10/2026	Amazon	Duracell Coppertop 9V Battery, 6 Count (Pack of 1), Long-lasting All-Purpose Alkaline 9V Batteries for Household and Office Devices	$25.37

Check Number	Check Date	Payee	Reason	Amount
	7/10/2026	Amazon	EISCO 12pc Cylindrical Bars Density ID Set - Hardwood, Softwood, Aluminum, Copper, Brass, Rubber, Nylon, Derlin, PVC, Glass, Acrylic & Teflon - Includes Storage Block - Study Density & Mass	$43.69
	7/10/2026	Amazon	Elmer's All Purpose School Glue Sticks, Acid-Free and Washable, Clear, 7 Grams, 30 Count - Craft Projects, Poster, Classroom Supplies, #1 Teacher Brand	$12.69
	7/10/2026	Amazon	Elmer's Liquid School Glue, Slime & Craft, Safe and Non-Toxic, Washable, White, 4 Ounces Each, 12 Count - For Classroom, Home, Office, Teacher Supplies, #1 Teacher Brand	$12.42
	7/10/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Black, Fine Tip, 40 Count - Whiteboard, Calendar, Organization, Essential Supplies for Office, School, Classroom, Teachers	$31.99
	7/10/2026	Amazon	Ferraycle 500 Pieces Mini Brads Fasteners Brass Paper Fasteners Metal Round Pastel Brads for Scrapbooking Crafts DIY Projects 0.5 Inch, 0.7 Inch, 1 Inch (Silver)	$7.99
	7/10/2026	Amazon	Food Coloring Set - 12 Color Food Grade Vibrant Food Dye Tasteless Liquid Color for Cake Decorating, Baking, Easter Egg, Icing, Fondant, Cooking, Slime Making DIY Supplies Kit - 0.35 Fl. oz (10 ml)/Bottles	$9.99
	7/10/2026	Amazon	GeriCare Milk of Magnesia, Magnesium Hydroxide 1200mg | Mint Flavor | Constipation Relief | Cramp-Free, Saline Laxative | 12 Fl Oz (Pack of 1)	$7.99
	7/10/2026	Amazon	Gingerbread Man Cookie Cutters 3PCS, Stainless Steel Christmas Cookie Cutter Tools with Red Environmental PVC, Gingerbread Boy Shape Moulds Set for Baking	$6.99
	7/10/2026	Amazon	Goodsense Effervescent Antacid and Pain Relief, Blue, 36 Count	$9.98
	7/10/2026	Amazon	Goupchn 5PCS Alligator Clips Test Leads Dual Ended Crocodile Wire Cable with Insulators Clips Test Flexible Copper Cable for Electrical Testing 3.3ft/1m	$13.99
	7/10/2026	Amazon	HAIDIBAO-Rubber Bands Assorted Sizes Beige Elastic Bands for Office supplies 0.5lbs size10,size#16,size 33,Size(4-4/5" x 1/8") rubber band	$8.50
	7/10/2026	Amazon	Honoson 30 Pieces E10 Screw Mini Bulbs Warm White Light and E10 Mini Screw Type Bulb Socket Black Plastic Bulbs Holder for Student Experiment Lighting DIY Accessories, 1.5V, 0.3A	$8.99
	7/10/2026	Amazon	Houseables Disarticulated Human Skeleton, Human Skeleton Model for Anatomy, Anatomy Model, Anatomically Correct, Physiology Bones, Skeletal System, Full Life Size, Anatomical, Study, Class, 62” Height	$116.23
	7/10/2026	Amazon	jijAcraft Butchers Twine - 328 Feet, 2mm Cotton Twine for Meat Trussing, Food Safe Kitchen Cooking and Baking, White Cotton String for Turkey, Sausage and More	$47.20
	7/10/2026	Amazon	JOLLY CHEF 12 oz Clear Plastic Cups, 100 Pack Heavy-duty Party Glasses, Disposable Plastic Cups for Halloween,Thanksgiving Day, Christmas Party	$29.80
	7/10/2026	Amazon	JOLLY CHEF 9x13 Aluminum Foil Pans (30 Pack) - Disposable Half Size Deep Steam Foil Pans for Roasting Turkey, Lasagna, Casseroles - Thanksgiving, Christmas, Parties, Catering	$23.84
	7/10/2026	Amazon	KIMTECH™ Vista™ Nitrile Exam Gloves (62827) 4.3 Mil, Ambidextrous, 9.5”, M, 200 Nitrile Gloves / Box,Blue	$275.92
	7/10/2026	Amazon	KIMTECH™ Vista™ Nitrile Exam Gloves (62828) 4.3 Mil, Ambidextrous, 9.5”, L, 200 Nitrile Gloves / Box,Blue	$131.56
	7/10/2026	Amazon	LOVIMAG 1x0.19x0.12in Neodymium Bar Magnets 30 Pcs, Rare Earth Magnet Bar, Small Refrigerator Magnets for Craft, Fridge, Whiteboard, Rectangle Magnets for Office, Science and Tool Storage	$13.29
	7/10/2026	Amazon	MEGA BLOKS First Builders Toddler Blocks Toys Set, Deluxe Building Bag with 150 Pieces and Storage, Creative Open-Ended Play, Red, Ages 1 Years	$32.39
	7/10/2026	Amazon	MESHA Jewelry Gift Boxes, 3.5x3.5x1 Inch 20 Pcs Matte Small Gift Box with Lids, Small Cardboard Jewelry Boxes with Cotton Filled and Lids, JewelryBox Bulk for Festive Day Brown	$12.99

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	7/10/2026	Amazon	MHREN Toothpick Holder, 3000 Count Bamboo Toothpicks with 4 Reusable Toothpick Dispenser, Sturdy Smooth Health Toothpicks for Party, Bar, Olive, Barbecue, Fruit and Teeth Cleaning	$8.98
	7/10/2026	Amazon	MontoPack Unscented Tea Light Candles 100 Pack | 4 hours, White, Smokeless, Dripless Small Votive Paraffin Tealights | Long-Lasting for Home, Shabbat, Weddings, Events, Emergencies | Mini Candles Bulk	$15.80
	7/10/2026	Amazon	Oxford Index Cards, 3 x 5 Inches, White, Lined on Front, Blank on Back, Flashcards for School and Studying, Recipe Note Cards, 500 Count (5 Packs of 100) (40176)	$87.90
	7/10/2026	Amazon	Oxford Index Cards, Index Cards, Blank on Both Sides, White, Cards (40177), 4x6,100 Count (Pack of 5)	$24.14
	7/10/2026	Amazon	Pampers Baby Wipes, Complete Clean Baby Fresh Scented Wipe, Gently Cleans Head to Toe, 72 Total (1 Flip-Top Packs)	$2.49
	7/10/2026	Amazon	PerkDecor 1,200ft (600ft x 2Rolls) Butchers Twine 2mm Cotton String for Cooking Kitchen Meat Turkey Sausage Roasting Baking Gift Wrapping DIY Crafts Crocheting Knitting	$7.59
	7/10/2026	Amazon	Play-Doh Modeling Compound 36-Pack Case of Colors, Non-Toxic, 3 Oz Cans of Assort. Colors, Back to School Classroom Supplies, Preschool Toys, Ages 2 (Amazon Exclusive)	$23.51
	7/10/2026	Amazon	POPLAY 50 PCS Beautiful Player Marbles Bulk for Marble Games,Multiple Colors(1 Whistle for Free)	$5.48
	7/10/2026	Amazon	Post-it Flags Value Pack, 35/Dispenser, 8 Dispensers/Pack, .47 in Wide, Assorted Colors, Includes 48 Free Arrow Flags (683-VAD1)	$10.07
	7/10/2026	Amazon	Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 6 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559VAD6PK)	$88.18
	7/10/2026	Amazon	Post-it Super Sticky Notes, 24 Sticky Note Pads, 3 x 3 in., School Supplies, Office Products, Sticky Notes for Vertical Surfaces, Monitors, Walls and Windows, Energy Boost Collection	$15.39
	7/10/2026	Amazon	Post-it Super Sticky Notes, 3 Lined Sticky Notes Pads, 4 x 6 in., School Supplies and O?ce Supplies, 2X the Sticking Power, Simply Serene Collection	$13.45
	7/10/2026	Amazon	Post-it Tabs, 1 in Solid, Aqua, Yellow, Pink, Red, Green, Orange, 6/Color, 36/Dispenser (686-ALOPRYT)	$3.87
	7/10/2026	Amazon	Post-it Transparent Notes, 2.8 in. x 2.8 in., Clear Sticky Notes, School Supplies, Office Products, Great for Studying, 12 Pads	$10.91
	7/10/2026	Amazon	Rock Salt for Ice Cream Making, Universally Compatible Coarse and Non-Iodized Salt for All Ice Cream Maker, 5lb Bag	$18.99
	7/10/2026	Amazon	Rubber Bands Assorted Sizes 65Pcs Wide Big Thick Elastic Bands Heavy Duty	$7.59
	7/10/2026	Amazon	S & E TEACHER'S EDITION #2 HB Pencils 200 Count, Pre-Sharpened Wood-Cased Pencils with Eraser Tops, Yellow Bulk Pencil for Classroom Teacher Supplies, Writing, Drawing & Back to School	$23.49
	7/10/2026	Amazon	Sally Hansen Hard as Nails Nail Polish, Crystal Clear, 0.45 Fluid Ounce	$2.37
	7/10/2026	Amazon	Scotch General Purpose Masking Tape, 1.88 in x 60.1 yd, Beige, Sticks for Up to 5 Days, Removes Easily Without Leaving Sticky Residue, Easy-to-Tear Masking Tape (2050-48MP)	$9.24
	7/10/2026	Amazon	Scotch Greener Masking Tape, 0.94 in x 60 Yard, 2050, 1 roll	$6.30
	7/10/2026	Amazon	Scotch Heavy Duty Shipping Packing Tape, Clear, Packing Tape for Moving Boxes and Packaging Supplies, 1.88 in. x 22.2 yd., 6 Roll Dispensers, Moving Supplies	$11.32
	7/10/2026	Amazon	ScotchBlue Original Multi-Surface Painters Tape, 1 Inch Wide (0.94 in. x 60 Yds), 3 Rolls, Blue, Paint Tape Protects and Removes Easily, Masking Tape for Indoor and Outdoor Use (2090-24EC3)	$10.62
	7/10/2026	Amazon	Sharpie Clear View Highlighters, With See-Through Chisel Tip, Assorted Colors, 12 Count - School, Teacher, Office Supplies	$16.19
	7/10/2026	Amazon	Sharpie Permanent Markers, Chisel Tip, Black, 12 Count - Home, School, Office Supplies	$8.68

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	7/10/2026	Amazon	Sharpie Permanent Markers, Fine Tip, Black, 12 Count - Quick Drying, Fade Resistant, For Wood, Plastic, Paper, Metal, And More	$6.59
	7/10/2026	Amazon	Sharpie Permanent Markers, Ultimate Collection, Ultra Fine And Fine Tip Markers, Assorted Colors, 72 Count - Classroom, Teacher Supplies, Arts & Crafts, Bulk Marker Set	$51.62
	7/10/2026	Amazon	Sharpie Permanent Markers, Ultra Fine Tip, Black, 12 Count - Quick Drying, Fade Resistant	$8.29
	7/10/2026	Amazon	Sharpie Tank Highlighters, Chisel Tip, Assorted Fluorescent Colors, 12 Count - Back to School, Office, Teacher Supplies	$24.88
	7/10/2026	Amazon	Shipping	$13.98
	7/10/2026	Amazon	Simetufy 10000Pcs Pony Beads Bulk, 30 Colors Rainbow Kandi Beads for Hair Braiding Bracelet Making Kandi Jewelry Key Chains DIY Crafts Gifts Gifts (5.73lb, Stack Box)	$30.89
	7/10/2026	Amazon	Simply Soft Premium Cotton Balls (600 Count), 100% Pure Cotton, Large Cotton Balls for Face and Nail Polish Remover	$9.27
	7/10/2026	Amazon	Solid No Splinter Chopsticks 40 pairs | Individually Wrapped Disposable Wooden Chopstick | Best for Sushi & Asian Dishes	$6.98
	7/10/2026	Amazon	Spring Chef Magnetic Measuring Cups & Spoons Set, Patented, Strong N45 Magnets, Heavy Duty Stainless Steel Fits in Spice Jars for Baking & Cooking, BPA Free, Round Set of 15 with Leveler, Black	$30.39
	7/10/2026	Amazon	Stansport Aluminum Drink Cups, Small, Silver, 2 Pack	$56.97
	7/10/2026	Amazon	SuLiao Sand Timer 1 Minute Hourglass, Colorful Small Purple Sand Clock one Minute, Reloj De Arena 1 Min, Plastic Hour Glass Sandglass Timer for Kids, Games, Classroom, Kitchen, Decor	$7.95
	7/10/2026	Amazon	SuLiao Sand Timer 60 Minute Hourglass,Giant Purple Sand Clock,Reloj De Arena,Plastic Sand Watch 1 Hour Glass Colorful Sandglass Timer for Kids, Games, Classroom, Kitchen, Decor	$6.95
	7/10/2026	Amazon	SUPEASY 10 Tier Wall File Organizer with Hooks, Large Capacity Metal Mesh Hanging File Organizer, Wall Mounted Mail & Document Organizer for Home, Classroom, Office Organization, Black	$28.98
	7/10/2026	Amazon	SWRT 2 Rolls Premium Yellow Caution Tape, 3 Inch x 1000FT(Total 2000FT) Bright Hazard Tape with Bold Black Text for Danger Zones/Sporting Events, Construction Tape for Crime Scenes/Halloween Decor	$14.99
	7/10/2026	Amazon	THERABAND Resistance Bands Set, Beginner Kit, Yellow, Red, Green, Non-Latex Elastic Bands for Exercise & Physical Therapy, Strength Training for Upper & Lower Body Fitness	$11.24
	7/10/2026	Amazon	Thickened balloons, 120 PCS Balloons Assorted Colors, Latex Balloons for Kid's Birthday Party, Exquisite Rainbow Balloon, 12 Inches 13 Kinds of Rianbow Colorful Party Balloons Decorations.	$9.49
	7/10/2026	Amazon	TotalPond A20011 Chlorine Remover Plus, 16-Ounce	$9.00
	7/10/2026	Amazon	Wausau Exact Index Cardstock, 250 Sheets, White, 94 Brightness, 90 lb, 11 x 17 Inches	$25.46
	7/10/2026	Amazon	White Air Dry Clay Wolwefa 72 Packs Air Dry Foam Clay, Moldable Super Light Clay Perfect for Arts, Crafts, Classroom Teaching	$19.99
	7/10/2026	Amazon	WILSON Championship Tennis Balls - Extra Duty, Single Can (3 Balls)	$7.18
	7/10/2026	Amazon	Yalikop 10 Pcs Shatterproof Mirror for Kids Back to School Small Science Mirrors Acrylic Safety Sheets Non Glass for Science Class Preschool Classroom Home(Rectangle,Transparent)	$9.29
	7/10/2026	Amazon	YoleShy 24 Pack Kitchen Sponges Natural Cellulose Compressed Sponges for Cleaning Reusable Dish Sponge Kitchen Non-Scratch DIY	$13.77
	7/10/2026	Amazon	Zacurate 500 Series Fingertip Pulse Oximeter Blood Oxygen Saturation Monitor with Silicon Cover, Batteries and Lanyard, Royal Black	$94.75

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	7/10/2026	Amazon	Ziploc Gallon Food Storage Freezer Bags, 132ct Total, Stay Open Design, Easy to Fill, 66 Count, 2 Pack, 132 Total	$21.49
	7/10/2026	Amazon	Ziploc Quart Food Storage Freezer Bags, Grip 'n Seal Technology for Easier Grip, Open, and Close, 100 Count	$11.69
	7/10/2026	Amazon	300 PCS Index Cards 4x6 Ruled - Goefun White Lined Note Cards 4 x 6 Flashcards for Studying, Note Taking and To Do List	$18.98
	7/10/2026	Amazon	Amazon Basics Mini Size Hot Glue Sticks, 4" x 0.27", 100-Pack, Hot Melt Compatible with Most Glue Guns for Crafting, DIY, Home Repair, Transparent	$6.45
	7/10/2026	Amazon	Shipping	$6.99
	7/10/2026	Amazon	24 Pack Clipboards Bulk, Clip Boards 8.5x11 Standard Letter Size, Clipboards for Classroom, Wooden Clipboard, Hardboard Office Clipboard, Classroom Supplies	$26.59
	7/10/2026	Amazon	30 Pack Small White Boards, 9"x12" Double Sided Personal Dry Erase Boards Portable Handheld Whiteboards for Kids, Students, Teacher School, Include 30 Markers, 30 Erasers, 30 Pen Clips	$37.99
	7/10/2026	Amazon	36 Pcs Carpet Spot Markers 4 Inch Boho Circle Floor Dots for Classroom 6 Colors Sitting Carpet Spots Circle Dots Markers for Classroom Elementary Preschool Kindergarten Teachers Supplies	$11.99
	7/10/2026	Amazon	Amazon Basics 30-Pack Mesh Zipper Pouch Bags, 8 Sizes Assorted Colors Storage Organizers, Multipurpose Clear Travel Document Bags for Office Home School Organization	$14.99
	7/10/2026	Amazon	Amazon Basics Collapsible Fabric Storage Cube Bins Organizer with Handles, Organization Containers, Multifunctional, 13" x 13" x 13", Black, 6-Pack	$44.08
	7/10/2026	Amazon	Anwyll Line up Spots for Classroom Floor 36Pcs 4'' Floor Stickers for Classroom Line Number Stickers for Classrooms Floor Number for Classrooms Lining Up for Back to School Decoration (Black & Color)	$7.98
	7/10/2026	Amazon	Avery Full-Sheet Printable Shipping Labels, 8.5" x 11" Customizable Stickers, White, 100 Blank Mailing Labels, Great for Mailing, Shipping, Organizing, and More (5165)	$25.49
	7/10/2026	Amazon	Bulk 24 Pack Economy 3-Ring Binders, 1 Inch, Round Rings, 200 Sheet Capacity, ClearVue Presentation View, Non-Stick, White (24)	$67.99
	7/10/2026	Amazon	Clorox 30112 Disinfecting Wipe, Fresh/Lemon Fresh Scent (525 Count)	$41.91
	7/10/2026	Amazon	Crayola Broad Line Markers (12pk), Assorted Bulk Markers for Kids, Arts & Crafts Supplies for Coloring Books, Construction Paper, Ages 3	$30.03
	7/10/2026	Amazon	Crayola Crayons Bulk (24 Packs), Preschool Classroom Supplies, Coloring Book Supplies, School Crayons for Kids, Gifts, Ages 3	$12.00
	7/10/2026	Amazon	Dandat 16 Pcs Plastic Book Bins for Classroom Library Cubby Bins Scoop Front Stackable Toy Storage Tubs Containers for School Office Home Nursery Playroom Organization(Pastel Color)	$36.99
	7/10/2026	Amazon	Dowling Magnets Adhesive Magnet Tape, 1 roll (25 ft x .75 in) in Dispenser, Thin Dark Gray, for Paper and Photos. Item 735001	$51.96
	7/10/2026	Amazon	EXPO Dry Erase Markers Chisel Tip Black Low-Odor Perfect for Whiteboards Non-Porous Surfaces & Home Offices (Pack of 1 36 Count Total)	$25.89
	7/10/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Assorted Colors, Chisel Tip, 36 Count - Whiteboard, Calendar, Organization, Essential Supplies for Office, School, Classroom, Teachers	$25.89
	7/10/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Black, Fine Tip, 36 Count - Easily Erases, Ideal for Classroom, Home, Office, Back to School, Teacher Supplies	$27.99
	7/10/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Black, Fine Tip, 40 Count - Whiteboard, Calendar, Organization, Essential Supplies for Office, School, Classroom, Teachers	$31.99

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	7/10/2026	Amazon	EXPO Dry Erase Markers, Low Odor Ink, Chisel Tip, 16 Count - Whiteboard, Calendar, Organization, Essential Supplies for Office, School, Classroom, Teachers	$12.09
	7/10/2026	Amazon	GEOPHIA 12 Pack Extra Large Pencil Box with Removable Divider, Thickened Pencil Case Bulk, Clear Crayon Marker Organizer Stackable Plastic Small Storage Containers for Pen Craft School Supplies, Multi	$56.98
	7/10/2026	Amazon	Gerrii 8 Pieces Floor Cushions for Kids Classroom Flexible Floor Seating Cushions Floor Pillows for Home School Kindergarten Daycare Nursery(Bright Color,Square)	$54.99
	7/10/2026	Amazon	HOOBRO Literature Organizer, 27 Compartments Wooden Mail Organizer, Countertop Literature Sorter with Adjustable Shelves for Home, Office, School, Student Mailbox for Classroom, Black BK27WF01	$88.98
	7/10/2026	Amazon	Humble Crew Toy Storage Organizer with 16 Removable Storage Bins for Kids Playroom, 4-Tier Toddler Toy Organization and Storage, Natural Wood/White	$64.39
	7/10/2026	Amazon	IRIS USA 20-Pack Storage Bins with Lids, 6 Quart, Shoe Boxes Clear Stackable Containers Organize Shoes Closet Shelves, Classroom Organization Teacher Tools, Game Storage - BPA-Free Plastic	$29.69
	7/10/2026	Amazon	JoyCat Giant Magnetic Dry Erase Notebook Paper, 22" L x 28" H Handwriting Lined White Board for Classroom Must Haves,Whiteboard Accessories for Homeschool Teaching Supplies	$29.99
	7/10/2026	Amazon	Kids Scissors Bulk, Woswel 36 Pack Safety Blunt Tip Student Scissors, 5 “ Student Scissors with Comfort Grip, Assorted Colors Children Craft Scissors for Cutting Paper Craft Art Supplies	$29.49
	7/10/2026	Amazon	Kleenex Professional Facial Tissue, Bulk (21270), 2-Ply, White, Upright Cube Boxed Format, Designed for Business (90 Tissues/Box, 36 Boxes, 3,240 Sheets/Case)	$69.67
	7/10/2026	Amazon	Letter Tray Paper Organizer 5-Tier Desk Organizer File Organizer Paper Holder with Handle, Metal Desktop Document Shelf Tray Office Classroom Organization - Black	$16.18
	7/10/2026	Amazon	Lufeiya Computer Desk with Fabric File Drawers Cabinet, 55 Inch Reversible Home Office Desks with Filing Cabinet for Small Space, Study Writing Table PC Desks with Storage for Bedroom, Rustic Brown	$89.98
	7/10/2026	Amazon	Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets Per Pad, 4 Pads, Large, White, Premium Self Stick Flip Chart Paper, Anchor Chart, Office Supplies & School Supplies, Great for Teachers and Students	$31.01
	7/10/2026	Amazon	Post-It Super Sticky Easel Pad, Plastic Stacking Desk Top Storage	$62.38
	7/10/2026	Amazon	Roymnie Wall Clock Silent Non-Ticking Modern Clock Battery Operated 10 Inch Classic Analog Decorative for Classroom, Living Room, Office, Bedroom, School, Hotel (Black)	$13.71
	7/10/2026	Amazon	Shappy 600 Pcs Math Cubes Educational Counting Toy Math Manipulatives Connecting Counting Cubes Blocks for Learning Classroom Homeschool Supplies(Classic)	$30.99
	7/10/2026	Amazon	Shipping	$13.98
	7/10/2026	Amazon	Ticonderoga Wood-Cased Pencils, Pre-Sharpened, 2 HB Soft, Pastel Colors, 150 Count	$36.85
	7/10/2026	Amazon	Unlearning: Changing Your Beliefs and Your Classroom with UDL	$19.97
	7/10/2026	Amazon	Vatge Classroom Door Window Cover, Classroom Door Curtain, W8 x L36, Black	$13.99
	7/10/2026	Amazon	VEVOR Kids Wobble Chair Active Chair with Sponge Cushion, Wobble Stool Improves Focus, Posture and Calm Children, Ideal for Schools and Preschools, Age 3-7, Green	$30.89
	7/10/2026	Amazon	VEVOR Kids Wobble Chair, Active Chair with Sponge Cushion, Wobble Stool Improves Focus, Posture and Calm Children, Ideal for Schools and Preschools, Age 3-7, Blue	$30.60

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	7/10/2026	Amazon	AILIHEN Headphones Wired 12-Pack Bulk for School Students Kids K-12 Classroom,Adjustable, Foldable, Over-Ear Headsets with Microphone HD Stereo Sound 3.5mm Jack for Chromebook, Laptop (Multicolor)	$1,209.45
	7/10/2026	Amazon	Monoprice 8K Certified Ultra High Speed HDMI Cable - Braided - HDMI 2.1, 8K@60Hz, 4K@120Hz, 48Gbps, HDR, VRR, CL2 In-Wall Rated, 6ft, Black	$130.74
	7/10/2026	Amazon	10 Different Colored Circle Dot Stickers for Toddlers Kids 3/4 Inch 1600 Pcs, Misofuki 20 Assorted Blank Garage Sale Price Stickers Sheets for Classroom Student Home, Round Color Coding Label Stickers	$6.15
	7/10/2026	Amazon	Astrobrights Colored Sentence Strips, 3" x 24", 65 lb/176 gsm, 5-Color Assortment, 100 Count (91992)	$10.59
	7/10/2026	Amazon	NATIONAL GEOGRAPHIC Kids Jumbo Cardboard Building Blocks – 40 Heavy-Duty Bricks in 3 Sizes, Build & Learn with Game Spinner & Activity Cards for Kids 3 , Indoor Play Construction Toy for STEM Learning	$39.99
	7/10/2026	Amazon	Shipping	$0.10
	7/10/2026	Amazon	SteeLoong 2 Drawer File Cabinet with Lock,Pink Rolling File Cabinet for Home Office, Metal Small Mobile Filing Cabinets on Wheels for Hanging Letter	$68.99
	7/10/2026	Amazon	Stress Balls Set, Squishy Stress Ball, 4 Pack Squeeze Ball for Adults, Squeeze Ball for Adults Stress Relieve, Stress Relieve, Increase Entertainment	$12.99
	7/10/2026	Amazon	Vtopmart 8 Tier Rolling Cart with Drawers, Clear Plastic Drawers with Removable Dividers for Art &Office Supplies, Beauty Products, Toy, Under Desk Storage for Craft Room, Classroom	$54.99
	7/10/2026	Amazon	Chair mat	$34.29
	7/10/2026	Amazon	Office Supplies	$524.39
	7/10/2026	Amazon	Expanding File Folders	$27.37
	7/10/2026	Amazon	USB Adapter	$20.66
	7/10/2026	Amazon	Sterilite 6-Pack Clip Box, Stackable Clear Plastic Bins with Latching Lids, Large - Writing, Arts or Crafts Supplies Storage Containers for Home, Office, Classroom and Workshop Organization	$66.34
	7/10/2026	Amazon	Sterilite 6-Pack Gasket Box, Weather-Resistant Storage Bins with Latching Lids, 12 Quart - Heavy-Duty Organizing Containers for Closet, Bathroom, and Office	$50.75
	7/10/2026	Amazon	CablesAndKits - AC Power Cord Extension 8ft (2.4m) - C14 to C15-15A/250V, 14 AWG Power Cord - Heavy-Duty Power Cable for PDU, UPS, Electronics, Network and Data Center Needs - (Black)	$56.97
	7/10/2026	Amazon	Cargo Net	$26.92
	7/10/2026	Amazon	Classroom Curtains	$26.98
	7/10/2026	Amazon	Curtain Rods	$72.16
	7/10/2026	Amazon	Curtains	$94.96
	7/10/2026	Amazon	EXPO Whiteboard Cleaner	$21.91
	7/10/2026	Amazon	Mr Clean Liquid All Purpose Cleaner	$207.98
	7/10/2026	Amazon	Urinal Screen	$17.13
		Amazon Total		**$6,902.62**
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 1	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 2	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 3	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 4	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 5	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Grade 6	$94.00
10772	7/10/2026	Amplify Education Inc	mCLASS DIBELS 8th Edition Kit - Kindergarten	$94.00

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10772	7/10/2026	Amplify Education Inc	Shipping	$78.96
10772	7/10/2026	Amplify Education Inc	State Bundle mCLASS with DIBELS 8th Ed w Dyslexia - 1 Yr License - 1 yr 2026-2027	$875.00
10772	7/10/2026	Amplify Education Inc	State Bundle mCLASS with DIBELS 8th Ed w Dysliexia - 1 Yr License - 1 yr 2026-2027	$1,015.00
		Amplify Education Inc Total		**$2,626.96**
10773	7/10/2026	Appeara	Mops & Towels	$127.02
		Appeara Total		**$127.02**
	7/10/2026	Century Link	Phone Service	$457.82
	7/10/2026	Century Link	BB Phone/Internet Service	$119.04
		Century Link Total		**$576.86**
10774	7/10/2026	City of Wakefield	PF Utilities	$20.56
10774	7/10/2026	City of Wakefield	Stadium Utilities	$122.05
10774	7/10/2026	City of Wakefield	BB Utilities	$44.50
10774	7/10/2026	City of Wakefield	Utilities	$303.50
10774	7/10/2026	City of Wakefield	BB Utilities	$266.38
10774	7/10/2026	City of Wakefield	Utilities	$4,513.06
		City of Wakefield Total		**$5,270.05**
10775	7/10/2026	Cubby's Inc.	Gator Fuel	$36.92
10775	7/10/2026	Cubby's Inc.	Mower Fuel	$111.02
10775	7/10/2026	Cubby's Inc.	Pickup Fuel	$34.86
10775	7/10/2026	Cubby's Inc.	Bus Diesel	$241.16
10775	7/10/2026	Cubby's Inc.	Suburban Fuel	$294.01
10775	7/10/2026	Cubby's Inc.	Van Fuel	$148.01
		Cubby's Inc. Total		**$865.98**
10776	7/10/2026	Dana F Cole & Company LLP	Single Audit Services	$5,500.00
		Dana F Cole & Company LLP Total		**$5,500.00**
10777	7/10/2026	Dixon County Sheriff's Office	2nd Qtr SRO Cost	$28,976.13
		Dixon County Sheriff's Office Total		**$28,976.13**
10778	7/10/2026	Dollar General	Summer Afterschool Camp Supplies	$16.50
10778	7/10/2026	Dollar General	Cleaning Supplies	$18.20
		Dollar General Total		**$34.70**
10779	7/10/2026	DSN Security	Door Station Service Call	$333.75
		DSN Security Total		**$333.75**
10780	7/10/2026	Duet Resource Group	Ruckus Single Post Adjustable Lectern on Casters	$741.19
		Duet Resource Group Total		**$741.19**
10781	7/10/2026	Egan Supply Co.	Gym Floor Resurfacing	$6,317.50
		Egan Supply Co. Total		**$6,317.50**
10782	7/10/2026	Ekberg Auto Parts, Inc.	Bottle Jack, Impact Wrench	$683.97
10782	7/10/2026	Ekberg Auto Parts, Inc.	Lubricant Spray, Starting Fluid	$117.19
10782	7/10/2026	Ekberg Auto Parts, Inc.	Moltan Diat Earth	$29.98
10782	7/10/2026	Ekberg Auto Parts, Inc.	Self Etching Primer	$32.98
10782	7/10/2026	Ekberg Auto Parts, Inc.	Socket Screw, Car Wash, Wash Mitt	$19.73
10782	7/10/2026	Ekberg Auto Parts, Inc.	Tubing, Connector, V-Belt	$27.35
10782	7/10/2026	Ekberg Auto Parts, Inc.	V Band Clamp	$26.49
10782	7/10/2026	Ekberg Auto Parts, Inc.	Weldable Steel	$79.98
		Ekberg Auto Parts, Inc. Total		**$1,017.67**
10783	7/10/2026	Ekberg Auto Repair	2012 Dodge Caravan Repairs	$2,171.48
		Ekberg Auto Repair Total		**$2,171.48**

Check Number	Check Date	Payee	Reason	Amount
10784	7/10/2026	Essential Screens	DOT Screening	$71.11
		Essential Screens Total		**$71.11**
10785	7/10/2026	ESU #1	DIBELS 8 mCLASS Training	$180.00
10785	7/10/2026	ESU #1	Fourth Qtr SPED Billing	$38,009.66
10785	7/10/2026	ESU #1	Fourth Qtr SPED Billing	$27,750.00
10785	7/10/2026	ESU #1	Fourth Qtr SPED Billing	$4,781.24
10785	7/10/2026	ESU #1	Fourth Qtr SPED Billing	$1,921.25
10785	7/10/2026	ESU #1	Fourth Qtr SPED Billing	$18,228.80
		ESU #1 Total		**$90,870.95**
10786	7/10/2026	Follett Software LLC	Library Manager Software	$1,644.64
		Follett Software LLC Total		**$1,644.64**
10787	7/10/2026	Holiday Inn Kearney	NSNA State Conf Lodging	$374.85
		Holiday Inn Kearney Total		**$374.85**
10788	7/10/2026	Iowa School for the Deaf	2nd Semester Student Services Jan 26-May26	$27,354.10
		Iowa School for the Deaf Total		**$27,354.10**
10789	7/10/2026	Jason Sears Flooring	Flooring Replacement	$36,862.75
		Jason Sears Flooring Total		**$36,862.75**
10790	7/10/2026	Jensen Gardens	Basketball Hoop Installation	$9,750.00
		Jensen Gardens Total		**$9,750.00**
10791	7/10/2026	KSB School Law, PC LLO	Legal Services	$4,197.50
		KSB School Law, PC LLO Total		**$4,197.50**
10792	7/10/2026	Mack-Miller Supply	Painting Supplies	$85.70
10792	7/10/2026	Mack-Miller Supply	Garden Hoe	$26.95
10792	7/10/2026	Mack-Miller Supply	Reflective Tape	$4.55
10792	7/10/2026	Mack-Miller Supply	BB Supplies	$31.02
		Mack-Miller Supply Total		**$148.22**
10793	7/10/2026	Matheson Tri-Gas Inc	ITE Gases	$926.89
		Matheson Tri-Gas Inc Total		**$926.89**
10794	7/10/2026	McGraw-Hill School Education LLC	Reading Wonders Curriculum	$6,651.49
		McGraw-Hill School Education LLC Total		**$6,651.49**
10795	7/10/2026	Nebr Assoc Of School Boards	Board Candidate Workshop	$25.00
		Nebr Assoc Of School Boards Total		**$25.00**
10796	7/10/2026	Norfolk Daily News	Director of Nutrition Services Job Ad	$1,265.90
		Norfolk Daily News Total		**$1,265.90**
10797	7/10/2026	NRCSA	2026-27 Dues	$850.00
		NRCSA Total		**$850.00**
10798	7/10/2026	Ponca State Park	Summer Afterschool Camp Field Trip	$364.00
		Ponca State Park Total		**$364.00**
10799	7/10/2026	Rooted Construction	Carpet Installation	$250.00
		Rooted Construction Total		**$250.00**
10800	7/10/2026	RTI	Managed Print Agreement	$982.90
10800	7/10/2026	RTI	Managed Print Agreement	$982.90
		RTI Total		**$1,965.80**
10801	7/10/2026	S2 Roll Offs LLC	Garbage Service	$778.00
10801	7/10/2026	S2 Roll Offs LLC	Rolloff	$410.20
		S2 Roll Offs LLC Total		**$1,188.20**
10802	7/10/2026	Security Shredding Services	Shredding Services	$80.00

Check Number	Check Date	Payee	Reason	Amount
		Security Shredding Services Total		**$80.00**
10803	7/10/2026	SeeSaw Learning Inc	SeeSaw for Schools	$2,535.00
		SeeSaw Learning Inc Total		**$2,535.00**
10804	7/10/2026	Siouxland Lock & Key	Keys	$118.20
		Siouxland Lock & Key Total		**$118.20**
10805	7/10/2026	The Positivity Project LLC	Annual P2 School Partnership	$7,190.00
		The Positivity Project LLC Total		**$7,190.00**
	7/10/2026	Verizon	Mobile Hot Spots	$201.54
		Verizon Total		**$201.54**
10806	7/10/2026	Wakefield Republican, The	June Lunch Menu	$181.50
10806	7/10/2026	Wakefield Republican, The	Meeting Notice	$10.91
10806	7/10/2026	Wakefield Republican, The	Mtg Notice	$36.00
10806	7/10/2026	Wakefield Republican, The	Mtg Proceedings	$764.19
10806	7/10/2026	Wakefield Republican, The	Senior Sponsor	$325.00
10806	7/10/2026	Wakefield Republican, The	Director of Nutrition Services Ad	$115.50
10806	7/10/2026	Wakefield Republican, The	Director of Nutrition Services Job Ad	$115.50
		Wakefield Republican, The Total		**$1,548.60**
10807	7/10/2026	Washington National Insurance Co	Payroll Liability	$60.90
		Washington National Insurance Co Total		**$60.90**
10808	7/10/2026	Wayne Herald	Director of Nutrition Services & Girls Wrestling Coach Job Ad	$504.00
		Wayne Herald Total		**$504.00**
	7/10/2026	WoodRiver Energy LLC	Natural Gas	$1,628.71
		WoodRiver Energy LLC Total		**$1,628.71**
Sub Total				**$268,758.38**

Sorted By	Value	Description
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
	6/23/2026	VISA	Child Nutrition Training Academy Registration	$380.00
	6/23/2026	VISA	Pampered Chef - Mix'N Chop	$62.78
	6/23/2026	VISA	Summer Lunch Program	$322.66
		VISA Total		**$765.44**
6121	7/10/2026	Appeara	Aprons, Mops & Towels	$63.85
		Appeara Total		**$63.85**
	7/10/2026	Cash-Wa Distributing	Food/Supplies	$875.55
	7/10/2026	Cash-Wa Distributing	Food	$11,944.63
	7/10/2026	Cash-Wa Distributing	Food/Supplies	$7,586.75
	7/10/2026	Cash-Wa Distributing	Return	($424.70)
		Cash-Wa Distributing Total		**$19,982.23**
6122	7/10/2026	Dollar General	Hamburger Buns	$15.00
		Dollar General Total		**$15.00**
6123	7/10/2026	Hiland Dairy	Milk	$1,408.62
		Hiland Dairy Total		**$1,408.62**
6124	7/10/2026	Pac N Save, Inc.	Food/Supplies	$8.94
6124	7/10/2026	Pac N Save, Inc.	Food/Supplies	$49.90
6124	7/10/2026	Pac N Save, Inc.	Tortillas	$60.90

Check Number	Check Date	Payee	Reason	Amount
		Pac N Save, Inc. Total		**$119.74**
	7/10/2026	Sysco Lincoln	Food	$632.29
		Sysco Lincoln Total		**$632.29**
Sub Total				**$22,987.17**
Grand Total				**$291,745.55**

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY25-26; Voucher: 071026,071026 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/10/2026 9:19:52 AM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Allie Holcomb - HSA	$269.07
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Allie Holcomb	$269.07	
Sub Total				**$269.07**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		American Fidelity	$5,445.80
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	Amer Fidelity - Accident 125	$344.70	
071426	7/14/2026	01-00941-000	Amer Fidelity - Cancer	$50.20	
071426	7/14/2026	01-00941-000	Amer Fidelity - Cancer 125	$295.30	
071426	7/14/2026	01-00941-000	Amer Fidelity - Critical Illness	$92.38	
071426	7/14/2026	01-00941-000	Amer Fidelity - Disability	$94.76	
071426	7/14/2026	01-00941-000	Amer Fidelity - Hospital Indemnity	$192.74	
071426	7/14/2026	01-00941-000	Amer Fidelity - Term Life	$262.43	
071426	7/14/2026	01-00941-000	Amer Fidelity - Whole Life	$22.52	
071426	7/14/2026	01-00941-000	Child Care 125	$833.32	
071426	7/14/2026	01-00941-000	Med Reimb 125	$3,257.45	
Sub Total				**$5,445.80**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Blue Cross and Blue Shield of NE	$106,922.88
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00903-000	BCBS Empl Dental 125	$34.92	
071426	7/14/2026	01-00903-000	BCBS Empl Health 125	$3,167.29	
071426	7/14/2026	01-00903-000	BCBS Employer Hlth	$1,788.59	
071426	7/14/2026	01-00941-000	BCBS Empl Dental 125	$1,690.59	
071426	7/14/2026	01-00941-000	BCBS Empl Health 125	$1,570.66	
071426	7/14/2026	01-00941-000	BCBS Employer Dental	$1,927.12	
071426	7/14/2026	01-00941-000	BCBS Employer Hlth	$95,983.72	$106,162.89
071426	7/14/2026	06-00941-000	BCBS Employer Dental	$31.78	
071426	7/14/2026	06-00941-000	BCBS Employer Hlth	$728.21	$759.99
Sub Total				**$106,922.88**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Brent Schmidt - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Brent Schmidt	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Brittany Vinchattle - HSA	$380.34
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Brittany Vinchattle	$380.34	
Sub Total				**$380.34**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Caitlin Smith - HSA	$380.34
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Caitlin Smith	$380.34	
Sub Total				**$380.34**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Colton McCreary - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Colton McCreary	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Connie Wageman - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Connie Wageman	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Federal Reserve KC	$259,717.52
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	Direct Deposit	$255,134.60	
071426	7/14/2026	06-00941-000	Direct Deposit	$4,582.92	
Sub Total				**$259,717.52**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Jamie Gamble - HSA	$399.53
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Jamie Gamble	$399.53	
Sub Total				**$399.53**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Kim Barge - HSA	$184.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Kim Barge	$184.89	
Sub Total				**$184.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	589845	6120	Madison National Life	$2,783.01
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00903-000	Addtl Life Ins	$64.06	
071426	7/14/2026	01-00903-000	Life Ins Employer	$50.50	
071426	7/14/2026	01-00903-000	Long Term Disability	$70.82	
071426	7/14/2026	01-00941-000	Addtl Life Ins	$51.41	
071426	7/14/2026	01-00941-000	Dependent Life Ins	$0.78	
071426	7/14/2026	01-00941-000	Life Ins Employer	$459.12	
071426	7/14/2026	01-00941-000	Long Term Disability	$1,091.24	
071426	7/14/2026	01-00941-000	Addtl Life Ins	$119.09	
071426	7/14/2026	01-00941-000	Dependent Life Ins	$3.32	
071426	7/14/2026	01-00941-000	Life Ins Employer	$242.88	
071426	7/14/2026	01-00941-000	Long Term Disability	$592.38	$2,745.60
071426	7/14/2026	06-00903-000	Long Term Disability	$17.91	
071426	7/14/2026	06-00941-000	Life Ins Employer	$9.75	
071426	7/14/2026	06-00941-000	Life Ins Employer	$9.75	$37.41
Sub Total				**$2,783.01**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Megan Virgil - HSA	$380.34
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Megan Virgil	$380.34	
Sub Total				**$380.34**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		MG Trust Company	$6,291.79
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	403b Plan	$100.00	
071426	7/14/2026	01-00941-000	403b Plan ROTH	$5,126.66	
071426	7/14/2026	01-00941-000	403b Plan ROTH - 10%	$503.45	
071426	7/14/2026	01-00941-000	403b Plan ROTH - 5%	$561.68	
Sub Total				**$6,291.79**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Michelle Galles - HSA	$480.34
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Michelle Galles	$480.34	
Sub Total				**$480.34**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Nebraska Department of Revenue	$10,690.40
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	State Withholding - NE	$10,517.94	
071426	7/14/2026	06-00941-000	State Withholding - NE	$172.46	
Sub Total				**$10,690.40**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Nebraska Retirement System	$47,786.53
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	NPERS	$6,624.81	
071426	7/14/2026	01-00941-000	NPERS	$40,366.38	$46,991.19
071426	7/14/2026	06-00941-000	NPERS	$795.34	$795.34
Sub Total				**$47,786.53**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Paulina Vallejo - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Paulina Vallejo	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	589845		Richard Chavanu - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	06-00941-000	HSA Richard Chavanu	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Security Bank	$78,363.18
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	Federal Withholding	$23,734.04	
071426	7/14/2026	01-00941-000	FICA	$43,302.22	
071426	7/14/2026	01-00941-000	Medicare	$10,127.18	$77,163.44
071426	7/14/2026	06-00941-000	Federal Withholding	$297.12	
071426	7/14/2026	06-00941-000	FICA	$731.54	
071426	7/14/2026	06-00941-000	Medicare	$171.08	$1,199.74
Sub Total				**$78,363.18**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Shannon Carroll - HSA	$783.24
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Shannon Carroll	$783.24	
Sub Total				**$783.24**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Tara Valenzuela - HSA	$249.53
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Tara Valenzuela	$249.53	
Sub Total				**$249.53**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Teresa Soderberg - HSA	$134.89
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Teresa Soderberg	$134.89	
Sub Total				**$134.89**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Texas Life Insurance Company	$394.67
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00903-000	Amer Fidelity - TX Life	$136.02	
071426	7/14/2026	01-00941-000	Amer Fidelity - TX Life	$258.65	
Sub Total				**$394.67**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026 HSA	Security Bank	585254		Tory Gemelke - HSA	$380.34
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00941-000	HSA Tory Gemelke	$380.34	
Sub Total				**$380.34**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071026	Security Bank	585254		Vision Service Plan	$902.49
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071426	7/14/2026	01-00903-000	Vision 125	$152.89	
071426	7/14/2026	01-00941-000	Vision 125	$740.38	$893.27
071426	7/14/2026	06-00903-000	Vision 125	$9.22	$9.22
Sub Total				**$902.49**	
Grand Total				**$523,995.57**	

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY25-26; Voucher: 071326; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/13/2026 11:42:37 AM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071326	Security Bank	585254		Federal Reserve KC	$4,406.07
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071326		01-00941-000	Direct Deposit	$4,406.07	
Sub Total				**$4,406.07**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071326	Security Bank	585254		Nebraska Department of Revenue	$211.46
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071326		01-00941-000	State Withholding - NE	$211.46	
Sub Total				**$211.46**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071326	Security Bank	585254		Nebraska Retirement System	$874.35
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071326		01-00941-000	NPERS	$874.35	
Sub Total				**$874.35**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
071326	Security Bank	585254		Security Bank	$1,406.47
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
071326		01-00941-000	Federal Withholding	$488.47	
071326		01-00941-000	FICA	$744.00	
071326		01-00941-000	Medicare	$174.00	
Sub Total				**$1,406.47**	
Grand Total				**$6,898.35**	

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY25-26; Voucher: 061626; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/10/2026 4:31:21 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061626	Security Bank	585254		Federal Reserve KC	$88,797.60
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
061626	6/18/2026	01-00941-000	Direct Deposit	$88,797.60	
Sub Total				**$88,797.60**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061626	Security Bank	585254		Nebraska Department of Revenue	$7,047.14
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
061626	6/18/2026	01-00941-000	State Withholding - NE	$7,047.14	
Sub Total				**$7,047.14**	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
061626	Security Bank	585254		Security Bank	$68,174.48
Register	**Register Paid Date**	**Account Code**	**Deduction**	**Amount**	
061626	6/18/2026	01-00941-000	Federal Withholding	$50,136.04	
061626	6/18/2026	01-00941-000	FICA	$13,543.44	
061626	6/18/2026	01-00941-000	Medicare	$4,495.00	
Sub Total				**$68,174.48**	
Grand Total				**$164,019.22**	

July Report

Board

1. August Board Meeting Date Change
    a. Meet and Greet on Monday, August 10
2. NASB Membership Meeting NOT offered in Norfolk
    a. S. Sioux City (Marriott Riverfront: 385 E 4th St)
    b. Fremont (Middle School: 540 Johnson Rd)
3. Normally in July the Board receives information about Multicultural Ed. – unable to provide at this time.
4. Meeting set with Allen Superintendent, Mike Pattee
5. Meeting with Wayne and Dixon County Attorneys – 79-267 & 79-293

Finances

1. Workshops
    a. Budgeting on June 24 and July 23
    b. Admin Days July 28 - 30
2. Contracts
    a. Dixon County SRO
    b. Random Drug Tests
    c. DIBELS assessment
    d. Renaissance Assessments
3. Declaring the old risers as surplus – change in Policy 3019
4. Working with Fremont Public Schools on a student wheelchair

Personnel

1. Director of Nutrition - Michelle Schmitz
2. List of Extra-Duty Coaches and Sponsors
3. Prepping for back to school

NDE

1. Forwarded Policy 3004.1 to the compliance auditor on federal fund usage
2. GMS – updated
3. Portal both new and legacy, including ADVISOR/NSSRS - updated

Extra Duty Assignments, 2026-2027 DRAFT			Indicates still in question
			Indicates yet to be offered
Season	**Position**	**2026-2027**	**2025-2026**
HIGH SCHOOL FOOTBALL			
Fall	Head	Joe Kvidera	Joe Kvidera
Fall	Assistant	Evan Donner	Chad Metzler
Fall	Assistant	Brent Schmidt	Brent Schmidt
Fall	Assistant	Jeremian Chase	Evan Donner
Fall	Assistant - VOLUNTEER		Bebee
JUNIOR HIGH FOOTBALL			
Fall	Head	Mike Hassler	Colton McCreary
Fall	Assistant	Mike Clay	Scott Hansen
Fall	Assistant	Colton McCreary	Luke Walsh
HIGH SCHOOL VOLLEYBALL			
Fall	Head	Alex Arenas	Heidi Brown
Fall	Assistant	Grace Baumert	Tory McCreary
Fall	Assistant	Heidi Brown	
Fall	Assistant - VOLUNTEER		
JUNIOR HIGH VOLLEYBALL			
Fall	Head	Lynette Haisch	Lynette Haisch
Fall	Assistant	Timarie Hansen	Timarie Hansen
Fall	Assistant		
CROSS COUNTRY			
Fall	Head	Allie Holcomb	Allie Holcomb
Fall	Assistant	See number of participates	
ONE ACT			
Fall	Head	Donna Johnson	Donna Johnson
Fall	Assistant	Karlee Karnes	Karlee Karnes
SPEECH			
Spring	Head	Donna Johnson	Donna Johnson
Spring	Assistant	Kaylynn Stark	Kaylynn Stark
HIGH SCHOOL BOYS WRESTLING			
Winter	Head	Jeremiah Chase	Jeremiah Chase
Winter	Assistant	Franco Tapia	Franco Tapia
Winter	Assistant	Caleb Chase	
Winter	Assistant - VOLUNTEER		
HIGH SCHOOL GIRLS WRESTLING			
Winter	Head		Luke Walsh
Winter	Assistant		Jolene Trumble
Winter	Volunteer	Jolene Trumble	
JUNIOR HIGH BOYS WRESTLING			
Winter	Head		Bryson Bussinger
Winter	Assistant		
Winter	Assistant		

Season	Position	2026-2027	2025-2026
JUNIOR HIGH GIRLS WRESTLING			
Winter	Head	Jolene Trumble	Jolene Trumble
Winter	Assistant		
HIGH SCHOOL BOYS BASKETBALL			
Winter	Head	Austin Galles	Austin Galles
Winter	Assistant	Colton McCreary	Colton McCreary
Winter	Assistant	Brent Schmidt	Brent Schmidt
Winter	Assistant- VOLUNTEER		
JUNIOR HIGH BOYS BASKETBALL			
Winter	Head	Brent Schmidt	Brent Schmidt
Winter	Assistant	Colton McCreary	Colton McCreary
Winter	Assistant		
HIGH SCHOOL GIRLS BASKETBALL			
Winter	Head	Ben Donner	Ben Donner
Winter	Assistant	Alex Arenas	Alex Arenas
Winter	Assistant		
JUNIOR HIGH GIRLS BASKETBALL			
Winter	Head	Logan McPhillips	Logan McPhillips
Winter	Assistant	Allie Rosener	Allie Rosener
Winter	Assistant		
HIGH SCHOOL TRACK			
Spring	Head	Mike Hassler	Mike Hassler
Spring	Assistant	Timarie Hansen	Timarie Hansen
Spring	Assistant	Austin Galles	Austin Galles
Spring	Assistant	Iris Borg	Iris Borg
Spring	Assistant	Chris Pieper	Chris Pieper
JUNIOR HIGH TRACK			
Spring	Head	Joe Kvidera	Joe Kvidera
Spring	Assistant	Colton McCreary	Colton McCreary
Spring	Assistant	Timarie Hansen	Timarie Hansen
Spring	Assistant		
HIGH SCHOOL GOLF			
Spring	Head	Scott Hansen	Scott Hansen
Spring	Assistant		
SPONSORS			
Yearly	7th Grade Class	Hassler	Hassler
Yearly	8th Grade Class	Carroll	Carroll
Yearly	Fresh Class	Aguirre	Aguirre
Yearly	Soph Class	Borg	Borg
Yearly	Junior Class	T. Hansen	T. Hansen
Yearly	Senior Class	Rose/Knust	Rose/Knust
Yearly	Annual	Hassler	Hassler
Yearly	Art Club	Hassler	Hassler
Yearly	Color Guard		
Yearly	Concessions	T. Hansen	Hassler
Yearly	Communications	M. Galles	M. Galles
Yearly	Department Coordinator		
Yearly	Ed Rising	Aguirres/Knust	Aguirres/Knust
Yearly	FBLA	Hansen	Hansen
Yearly	FCCLA	M. Galles	M. Galles
Yearly	HAL Program	Eisenmann/Montoya/Karnes/Haisc	Eisenmann/Montoya/Karnes/Haisc

Season	Position	2026-2027	2025-2026
Yearly	Head Strength & Conditionin	Mike Clay	E. Donner
Yearly	Homecoming	T Hansen	T Hansen
Yearly	Instrumental Music	J. Horsely	J. Trenhaile
Yearly	Lil' Troy Mascot	Hassler	Hassler
Yearly	Livestream/Broadcast	Schmidt	Schmidt
Yearly	NHS	Tracy	Tracy
Yearly	One World	Aguirre/Knust	Aguirre/Knust
Yearly	Skills USA	Chase/David	Chase/David
Yearly	Student Council	Rose	Virgil
Yearly	Vocal Music	Karnes	Karnes
Yearly	Quiz Bowl	Knust	Knust

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance
Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age
All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions
This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5-Year-Old Students
The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students
Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation
Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer
Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In instances of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others
The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism
When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Making Up Absences

When a student receives 15 unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance at Summer School. Absences shall be made up at a rate of one for one.

Adopted on: _____

Revised on: July 13, 2026

Reviewed on: _____

5035
Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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 to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for discipline purposes.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

“Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students
Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students
Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension
The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,

2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
    a. The student's conduct, misconduct or violation of the rule or standard;
    b. The reasons for the action taken;
    c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
    d. Resources the school is able to provide or recommend to assist the student; and
    e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or

2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a class, or program/plan and to other consequences which the district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:
The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:

a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. Resources the school is able to provide or recommend to assist the student;
    d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
    e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
    h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, the student's Parent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school

days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____

Revised on: July 13, 2026

Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at: Dean of Students Office, 802 Highland St, Wakefield, NE 68784 or call 402-287-2012. Any other inquiries regarding the application of this policy should be referred to this Title IX Coordinator.

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

- **Title IX Team** consists of the following positions:
  - Coordinator – Dean of Students
  - Investigator – School Psychologist
  - Decision Maker – Appropriate Building Principal
  - Appellate - Superintendent

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

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the district's education program or activity.

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

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

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

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

- **Sex Offenses -** Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    - **Rape -** (Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
    - **Criminal Sexual Contact** —The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Unlawful Sexual intercourse**
    - **Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
    - **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by:
    - A person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship and frequency of interaction between the persons involved in the relationship.

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

- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.

- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

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

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

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

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide a written notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

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

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

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

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

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

Adopted on: _____

Revised on: July 13, 2026

Reviewed on: _____

4065
Staff Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person, even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: July 13, 2026

Revised on: _____

Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent or designee shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. Publication of this policy and Protocol shall be included in each student and employee handbook.

The superintendent or designee shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: _____

Revised on: July 13, 2026

Reviewed on: _____

6038
Student Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. These AI Tools may only be used by students in accordance with the following:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;
    d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    e. Bully, harass, threaten, intimidate or impersonate any person;
    f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
    g. Use AI Tools to bypass accommodations, content filers, or school security.
4. A student may use AI Tools as an accommodation if the IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: July 13, 2026

Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3019: Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district, and shall endeavor to obtain the best price for the property.

The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action to approve the sale or disposal of any property with an estimated fair market value of $1,000 or more by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: 02/08/2010

Revised on: 07/13/2026

Reviewed on: 03/11/2026

2007: Reimbursement and Miscellaneous Expenditures

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the district.

2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.

    a. The superintendent or designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such approved costs as permitted by law.

    b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational functions outlined above, provided that such reimbursement is permitted by law.

    c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers during or immediately following their participation in any activity approved by the board.

    d. It is in the best interest of this district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost no more than $300.00.

Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed $100.00.

Adopted on: *12/14/2009*

Revised on: *07/10/2018*
07/13/2026

Reviewed on: *06/09/2025*

Wakefield Community Schools
Staff Handbook

2026-2027

EMBRACE~EDUCATE~EMPOWER

Dear Staff Member,

The Wakefield Community Schools Board of Education extends its sincere appreciation to each member of our staff. The success of our students and district is made possible through your dedication, professionalism, and commitment to serving others.

As a Board, we recognize that education is a collaborative effort. Every employee—whether working directly with students or supporting district operations—plays an important role in creating a safe, positive, and engaging learning environment. Your efforts help shape the experiences of our students and strengthen the future of our community.

We are proud of the work taking place throughout our district and remain committed to supporting our staff as they continue to grow, innovate, and meet the needs of all learners. Thank you for the care, expertise, and passion you bring to Wakefield Community Schools each day.

We are honored to partner with you in preparing students for success in school, in life, and in their future endeavors.

Wakefield Community Schools
Board of Education

Welcome to Wakefield Community Schools!

This handbook merely serves as a guide to employees. It is designed to provide practical information about the daily operations and procedures of the district. Each staff member should carefully review this handbook. The administration and the Board of Education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance. Your suggestions about ways to improve the school are welcome and will always be considered.

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ACKNOWLEDGMENT OF RECEIPT FINAL PAGE

The School Calendar & Bell Schedules will be provided as a separate handout.

Mission, Vision, and Core Beliefs

At Wakefield Community Schools, our work is guided by our commitment to ***embrace, educate, and empower*** every learner. We strive to create a learning community where diversity is valued, meaningful relationships are fostered, and all students are supported in reaching their full potential.

Our mission is to embrace diversity, educate and support the whole learner, and empower students to become critical thinkers, lifelong learners, and responsible global citizens. Through collaboration with families and the community, we provide relevant learning opportunities that prepare students for success in school, in life, and in an ever-changing world.

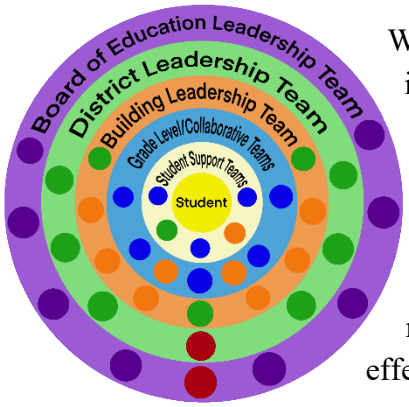
As educators, support staff, and leaders, we share a responsibility to inspire learning, cultivate respectful relationships, promote effective communication, and empower students to think critically and solve problems. These beliefs guide our decisions, our interactions, and our continuous efforts to improve outcomes for all learners.

Continuous Improvement Framework

At WCS, continuous improvement is the responsibility of every staff member. Our district utilizes the Nebraska Multi-Tiered System of Supports (NeMTSS) Framework as the foundation for continuous improvement and decision-making. The framework guides our efforts to ensure equitable access, high expectations, quality instruction, and meaningful supports for all.

Continuous improvement is achieved through a collaborative problem-solving process that focuses on identifying student and system needs, analyzing data, selecting evidence-based solutions, implementing action plans, and monitoring results. This process is used at the classroom, team, building, and district levels to support academic, behavioral, and social-emotional success.

Through the NeMTSS Framework staff work together to continuously improve outcomes for students while strengthening instructional practices, systems, and supports across the district.



WCS values collaboration, shared ownership, and meaningful staff input. While some decisions must be made by administrators due to legal, operational, or time-sensitive considerations, the district seeks opportunities to involve staff in decisions that directly impact their work.

The district strives to foster trust, collaboration, and shared responsibility while maintaining the ability to make timely and effective decisions in support of students and our mission.

Instructional Model

WCS has a collective commitment to high-quality teaching and learning. The model serves as a common language for instructional practice and provides a framework for designing learning experiences that support student engagement, growth, and success. The model includes both student and teacher perspectives because effective instruction is a shared experience.

Strategies to Empower, Educate, and Embrace - Prepared to Learn

Student Perspective	Teacher Perspective
• I know what I will learn today. • I am expected to be safe, respectful, and responsible. • I have access to instruction and materials that work for the way I learn. • Instruction is broken into small chunks that make sense and connect to skills I have already learned.	• Classroom expectations are clear and visible in my classroom. • I clearly communicate standard-aligned learning objectives to my students. • Students have access to my instruction through accommodations/modifications. • My instruction is chunked into teachable parts with complex skills broken into small units.

Engaged in Learning

Student Perspective	Teacher Perspective
• I am engaged in what I am learning and have the opportunity to participate in my classroom. • When learning new vocabulary or skills, I am given supports to help me organize and connect to what I am learning. • I am given choices to practice what I am learning.	• I provide opportunities for students to respond 3-5 times per minute during instruction or practice. • I provide scaffolds and supports for vocabulary and content. • I provide students with choices to practice skills.

Assessment

Student Perspective	Teacher Perspective
• When I am learning new skills, my teacher checks my understanding often and corrects me when needed. • I am offered choices of different ways I can show what I have learned.	• I provide my students with frequent and corrective feedback. • I provide my students with multiple means of demonstrating their learning.

Reflect on Learning

Student Perspective	Teacher Perspective
• At the end of class, I know what I learned today. • I am given opportunities to review key skills to help me remember and connect to new skills I am learning. • My performance helps my teachers plan for instruction	• My lessons have closure through the use of exit tickets or a summary of key points that connect back to the learning objective. • I provide students with spiral reviews of previously learned skills. • I make data-based decisions to guide my instruction

Professionalism, Growth, and Community

Teacher Perspective
• I support the district's shared capacity for success. • I am growing as a professional educator.

Multi-Tiered Systems of Support (MTSS)

Grade Level Collaborative Teams serve as the district's Student Assistance Teams and play an important role in identifying student needs, developing intervention plans, monitoring progress, and coordinating supports. To support consistency and effective implementation of the MTSS process, the district has developed a guidance document that serves as a practical playbook for team structures, problem-solving practices, intervention planning, and progress monitoring.

Staff members are expected to actively participate in the MTSS process by implementing interventions with fidelity, collecting and utilizing data, collaborating with colleagues, communicating with families, and contributing to all efforts focused on student success.

MTSS is not a separate initiative. It is the framework through which we support learners, improves systems, and empower every student. Staff should present information fairly and accurately, encourage students to consider a variety of viewpoints, and maintain a learning environment that supports thoughtful discussion. Employees who anticipate addressing particularly sensitive or controversial topics should consult with their building administrator and communicate with families as appropriate.

Student Discipline and Behavior

WCS is committed to creating safe, supportive, and productive learning environments that promote student success. Consistent with the district's Multi-Tiered System of Supports (MTSS) framework, student behavior is addressed through a continuum of supports that emphasizes prevention, relationship-building, skill development, problem-solving, and appropriate intervention. The district has established three school-wide behavior expectations for all students and staff:

Be Safe **Be Respectful** **Be Responsible**

These expectations provide a common language for behavior across all grade levels and settings. School-wide expectations are posted throughout the district. Teachers are expected to post classroom expectations and may further define those expectations to meet the unique needs of their class while remaining aligned with the district's behavior framework.

WCS utilizes a PK-12 Social, Emotional, and Behavioral Learning (SEBL) curriculum, Positivity Project (P2) within tier 1 core instruction. P2 promotes character development, positive relationships, and an “other people mindset” that supports student well-being and school culture.

Teachers and staff play an important role in establishing clear expectations, teaching and reinforcing appropriate behaviors, maintaining safe learning environments, and responding to student misconduct in a fair and consistent manner. Employees are expected to implement classroom management practices that maximize instructional time and support positive behavior. Office Referrals should only be made upon the teacher’s inability to control the given situation.

All staff members are required to complete district-designated behavior training, including restorative practices training and other state-required behavior training. These practices support the district's commitment to building relationships, addressing behavior through problem-solving, and creating positive learning environments for all students.

Employees are responsible for maintaining appropriate supervision of students and for following district procedures regarding office referrals, safety concerns, student discipline, and emergency situations. Additional information regarding student discipline, suspension, expulsion, emergency exclusion, and behavioral procedures is available in Board Policy 5035, the Student Discipline Act, and building-specific procedures.

Consistent documentation of student behavior is an essential. Behavioral documentation provides valuable information regarding the frequency, intensity, duration, and patterns of student behavior and helps teams make informed decisions regarding student support.

Behavioral data is used to identify students who may require additional interventions, monitor the effectiveness of classroom and school-wide supports, and determine whether behavioral goals and intervention plans are producing the desired outcomes.

Employees are expected to document behavior incidents and office referrals in accordance with district procedures. Staff members responsible for implementing behavior intervention plans,

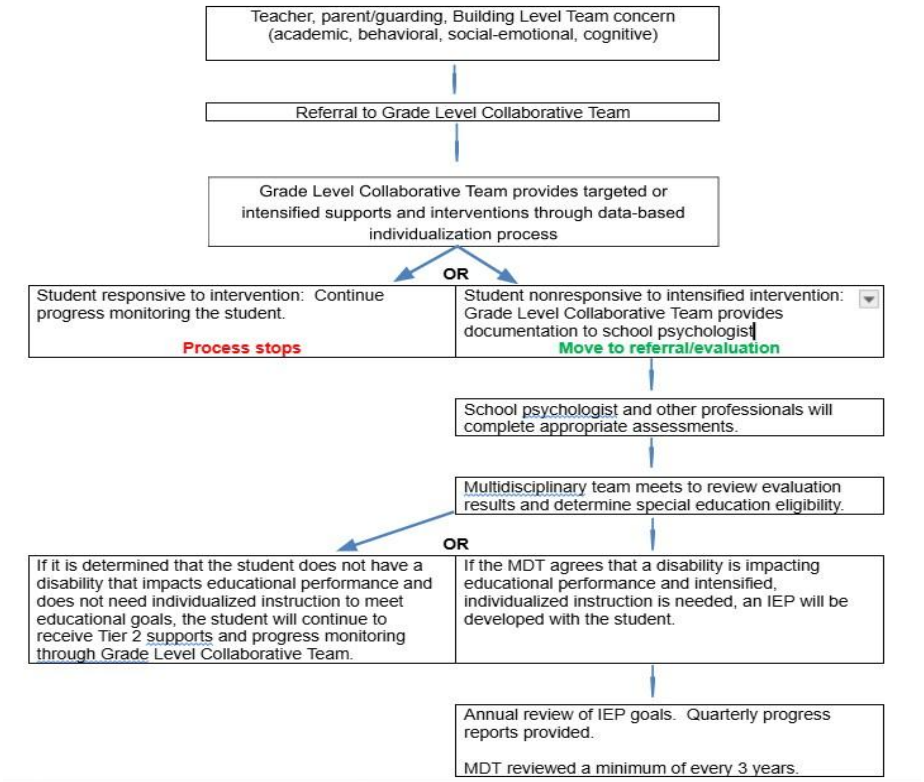
Individualized Education Programs (IEPs), 504 Plans, or other student support plans are expected to collect and report behavioral data as required. Ongoing progress monitoring helps determine whether interventions are effective and whether students are making progress toward established goals.

Behavior documentation should be objective, factual, and timely. Consistent data collection supports student success, decision-making, and the commitment to continuous improvement.

Student Support Services and Special Education

Our district is committed to ensuring that all students have access to the instruction, interventions, and supports necessary to succeed. Grade Level Collaborative Teams serve as the district's Student Assistance Teams and are responsible for reviewing student data, identifying barriers, developing intervention plans, monitoring progress, and coordinating support.

Special education is one component of the district's comprehensive system of student support. When data indicates that a student may have a disability and require specially designed instruction, the district follows state and federal requirements for evaluation, verification, and service delivery. This chart indicates the process.



Staff members are expected to actively participate in student support processes and implement accommodations, modifications, and services identified through IEPs, Section 504 Plans, English Learner (EL) plans, and other district-approved support plans.

Additional guidance regarding Grade Level Collaborative Teams, interventions, progress monitoring, referrals, and special education processes is available in the district's Grade Level Collaborative Team guidance document.

Notice of Nondiscrimination

The district does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The district prohibits sex discrimination in any program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, race, color, or national origin, or that have other related concerns or questions, should contact the Coordinator of ADA, Title IX, and Title VI: Dean of Students at: phone 402-287-2012 or email mbrenn@wakefieldschools.org or mail 802 Highland St. Wakefield, NE 68784 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-287-2012 or email tdeturk@wakefieldschools.org or in person at school. Students may report discrimination or harassment to any staff member who will

then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

Professional Expectations and Procedures

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff and complete the appropriate accident form that is available from the district office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the High School Activities office. No student or sponsor may make any purchase without a signed purchase order from the administration. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent. Circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

Bell schedules will be provided by building principals annually.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. Additionally, the Board has authorized the Superintendent or designee to adopt rules and directives regarding the conduct of students, staff, and other persons.

Child Abuse

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

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

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment based on race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy. References to "coordinator" in this policy refer to the board-designated coordinator.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone questioning the appropriate person to speak with may contact the superintendent.
   a) Complaints about operations, decisions, or personnel should start with the building principal.
   b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent.
   c) Complaints about the superintendent should be submitted in writing to the president of the board.
   d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of

Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
   a) Determine whether the complainant has discussed the matter with the respondent.
      1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
      2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
   b) Strongly encourage the complainant to reduce his or her concerns to writing.
   c) Interview the complainant and, if necessary, the respondent to determine:
      1) All relevant details of the complaint;
      2) All witnesses and documents which may support the complaint;
      3) The action or solution which the complainant seeks.
   d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
   e) The appeal must be in writing.
   f) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
   g) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as appropriate.
   h) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after received. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
4. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
   a) When the complaint is about a board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

   If a complaint involves those limited grounds and a party is not satisfied with the decision regarding the complaint or appeal, he or she may appeal the decision to the board.
   d) This appeal must be in writing.
   e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
   f) This policy allows but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination

or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

5. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP or 504, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. He/She will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education or Notice of Section 504 Parental Rights adopted by the board.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing

final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Chain of Command – District Administration

A. The superintendent shall be in control of all school district operations except as provided by another policy or otherwise provided by law.

B. The following is the administrative chain of command working from the lowest level on the chain and moving upward. Examples include:

Student Discipline:	1. Classroom Teacher 2. Principal 3. Superintendent
SPED	1. Teacher 2. SPED Director 3. Principal 4. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal 3. Superintendent
Transportation:	1. Bus Driver 2. Principal 3. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent

<u>Computers and the Internet: Acceptable Use by Staff</u>

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding

Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

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

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably

understood to be school-related. This includes any website which identifies the school district by name, or which uses the school's mascot name or image.

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

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

III. Enforcement

A. Methods of Enforcement

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

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

B. **Any violation of school policy or rules may result in:**

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

IV. Off-Duty Personal Use

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

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/.

Corporal Punishment

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

Crisis Response Team

Any staff member may be appointed to serve on the Crisis Response Team. This team serves a vital role in supporting the district during emergencies. It is the responsibility of the appointed staff member to discuss any circumstances that may affect one's abilities on the team.

Disability Leave (Long-Term)

Long-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Long-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability or sex should contact the Section 504 Coordinator or Title IX Coordinator listed previously in this handbook.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. See the district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

A. **General Expectations in Dress and Appearance**

1. Certified staff, Para educators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

B. **Unacceptable Forms of Dress and Appearance**

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt is approved by administration.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical activity.
- Shorts, except when teaching P.E. class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students.

Custodial, maintenance, and transportation staff should dress appropriate for their work.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

Personnel shall self-report any of the following to the superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason; or criminal conviction; or a sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate vehicle if the employee's job duties may require the operation of a vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Expenses

Staff should make arrangements to receive a school credit card whenever travel is necessary. Further, travel should be in a school vehicle whenever possible. Mileage reimbursement will be denied if a school vehicle was available. Reimbursement for any expense will only be made with administrative approval.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation received for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Security/Keys/Fobs

Staff will not lend or have any duplicate keys/fobs made of any school key/fob. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours. Staff members are responsible at all times for all keys/fobs issued to them and must keep their keys/fobs in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Locker Room Supervision

Staff members must review and comply with the procedures regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff should inform the Head of Maintenance as soon as they notice a maintenance issue.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches and extra milks from the school cafeteria when not on lunch duty at the designated

price. Staff members must deposit funds in their lunch accounts before purchasing meals, which may be done via a payroll deduction. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events. The superintendent may delegate responsibility for communicating with the media to whomever on an ad hoc basis.

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

Obligations Related to American Civics Instruction

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

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the responsibilities to the district.

Political Activities

Employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The district assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs with staff support. Staff will work with the student to develop a plan to assist the student. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of childcare providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. District employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor and/or questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

The district is committed to the improvement of instruction and invests in employees as needed.

Purchasing

District funds may only be used for authorized purchases that support the educational mission. Purchase requests shall be submitted through AptaFund and must be approved before an order is placed. Employees should not place orders or commit district funds until an official purchase order has been issued by the district office. Unauthorized purchases may become the personal responsibility of the employee making the purchase.

Employees using a district-issued credit card must submit itemized receipts documenting all purchases. Credit card transaction receipts alone are not sufficient documentation. Additional purchasing procedures and spending guidelines are established by the superintendent.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

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

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School employees, board members, and other elected or appointed school officials who are not transporting children are authorized to use a school vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Smoking on School Premises or at School Activities

Smoking, including the possession or use of cigarettes, cigars, other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. School facilities may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the individual shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use (4012) and Staff and District Social Media Use (4051). Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

I. **Personal Versus School-Affiliated Social Media Use**

A. **Personal Social Media Use**

1. The district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. **School-Affiliated Social Media Use**

1. Any social media account which purports to be "the official" account of the school district (i.e., "Trojan Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are not entitled to First Amendment protections.

II. **Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

A. **General Use and Conditions**

Staff must comply with applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. **Acceptable Use**

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. **Unacceptable Use**

1. Staff shall not access obscene or pornographic material while at school, on school-owned devices or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. **School-Affiliated Digital Content**

A. **General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide

the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. **Moderation of Third-Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

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

Telephones

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

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

Threat Assessment Team

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

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

Threat Assessment Investigation and Response

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

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

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

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences. Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with Nebraska law.

Communication with the Public about Reported Threats

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

Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff will be expected to take tickets at one home event. The Activities Director will assign ticket taking duties. Staff members who are unavailable to take tickets at the event they are assigned must find their own replacements and notify the AD of who will be taking their place.

Visitors

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

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, the school will specify the time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit at during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 15th of each month. The district provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits

must contact the district office in person. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings

If school closures will be announced on our messaging system and local media channels.

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. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs, and in keeping with the spirit and intent of the drug-free workplace policy, the district reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, or any other possessions or articles carried to and from school when it has reasonable grounds to do so.

The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

1. **Provided Leave**

   Leave provided to certified staff is outlined in the Negotiated Agreement.

2. **Substitute Folders**

   Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

   a.) the current seating chart for each class;
   b.) the daily routine followed by each class;
   c.) all schedules (fire drill procedures, lunch schedule, etc.);
   d.) a copy of this handbook; and
   e.) plans for the day if the teacher's absence was anticipated.
   (These plans are in addition to the teacher's regular lesson plan book.)
   f.) the location of their classroom emergency bag

   Certified staff members may not make arrangements for their own substitute.

Assemblies

Teachers must attend assemblies and pep rallies held during the school day and sit with students to help maintain order. Staff members should attend "after hour" school events as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks/Planners

Assignment Notebooks or Planners function as a communication tool. This tool is for in school communication as well as school to home communication. For example, if a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Students without an assignment book, may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done. In addition, other necessary employment information is required (i.e.: social security number, W-4 form, insurance benefits, etc).

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

Check-out Forms

Certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

Class Records

A class records should be entered in PowerSchool as directed by the building principal and may be subject to examination by the building principal at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the building principal.

Teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate. Each building has its own specific procedures concerning student discipline. Teachers should consult with their building principal for more information. Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school, and procedures must be followed.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Teachers may not leave their classrooms unless the students are supervised by a competent adult. Further, classroom doors need to be closed to allow the HVAC system to work efficiently. Doors should be locked at all time in case of a lockdown.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Students may not avoid being kept after school because they have an after-school practice or other school activity.

All staff are responsible for assisting with hallway discipline between classes and in the school lunchroom. Staff members may never send a student off school grounds without the authorization of the building principal. Please do not admit tardy students to class without an admit slip.

Classroom Sanitation

1. **Handling of Body Fluids**

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

2. **Infectious Diseases**

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

Coaching Supplies

Coaching supplies will be distributed by the AD. Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff must comply with the district's Student Fee Policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Wakefield Community Schools unless otherwise instructed. Student purchased items should be paid for in advance.

Community Involvement

All staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Teachers are encouraged to display student work for public viewing. Please, coordinate displays with the building principal.

Duties of Certified Staff

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

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending education conferences as required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members outside of school. This includes any use of social media.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Participating in Student Assistance Teams pursuant to board policy.
j) Assisting with standardized testing as assigned by the administration.

k) Provide homebound instruction as assigned by the administration.
l) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. Specific requirements and procedures will be provided by the building principal.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Planning Time

Each classroom teacher may be provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities with the AD. Activities must be put on the calendar located in the AD's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Non-school sponsors must be approved by the administration. If vehicles are used, the drivers must be adults who have been approved by the school.

The AD has responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Emergencies

Early in the semester, classroom teachers should review instructions for leaving the classroom with all their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergencies.

Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once. Staff and students will move, in an orderly manner, far enough away from the building to avoid possible injury and remain clear of emergency vehicle traffic. Any additional instructions will be provided by building principals

Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system; at which time teachers should account for each student. Students should be sitting with his or her back to the wall, their knees up and their heads should be between their legs.

Standard Response Protocol (SRP)

Upon a specific signal, all students and staff must follow the SRP. This includes:

- HOLD & SECURE – in rooms, clear halls, lock doors, business as usual
- LOCKDOWN – in rooms, clear halls, lock doors, lights out, remain silent, prepare to defend
- EVACUATE – lead students to reunification point, account for all students, maintain order, and supervise students

Evaluations

The appropriate administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Field Trips

Certified staff who wish to take students off school property must submit a request to their building principal at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case-by-case basis.

Grading

Grades are to be updated before 6:00 AM every Monday for all Jr. and Sr. high students. Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the end of each quarter, students will receive an end-of-quarter report card. The grading scale for each grade level will be provided by the building principal.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan as needed for each class. These lesson plans will be provided to building principals as prescribed. Further, these plans must be written so that they are clear to any substitute teacher and readily available to any teacher. In addition, an up-to-date seating chart of all classes should be readily accessible.

Media Center

The media center is set up to serve the needs of staff and students. The media specialist shall make create and maintain a catalog of all books in the school's library, categorized by building level, that shall be accessible by a Parent per Policy 6046.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom 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 and recording grades. Paraeducators are to work only on and within their assigned workdays. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours, he or she must contact the building principal for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal.

Parties/Non-Class Activities

No activities shall be held by an organization of the school without the presence of a sponsor. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor. In making arrangements for activities, staff must avoid disturbing the routine of the school. Cleaning up after the activity is the responsibility of the sponsor.

Passes

Passes function as students' pass out of class or to see another instructor. Students may not be in the hallways during class time without a pass. Every time a student leaves class during class time, they should have a pass; this way, other staff can ascertain where the student has permission to be.

Private Tutoring

Teachers must provide individual assistance to students as a part of their duties. Certified staff are prohibited from engaging in private tutoring for pay (compensation of any kind from a source other than the District). Doing so, may result in disciplinary action.

Projection Maps

The district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

- The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
    - The Mercator projection map is part of any:
    - book or material obtained prior to July 19, 2024; and
    - a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

Teachers must keep accurate records of class tests, exams, daily work, etc. This serves as a justification of the final grade in case of disputes between teacher and pupil, or teacher and parent, and assists in completing final grades.

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
b) Each teacher should be prepared to defend all decisions given on the report card.
c) Each classroom teacher is responsible for distribution of class cards on time.
d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in policies and state and federal law with regard to the amendment, cancellation, or termination of employment. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 A.M. and 4:00 P.M., Monday through Friday. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, teachers may be assigned responsibilities at other hours by administration for supervising or directing school activities.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done while you are supervising or are responsible for students.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. Purchasing of supplies must be approved by the AD.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member 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 certified staff member 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 certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Staff are required to use PowerSchool. Attendance will be taken as follows:

Elementary at the beginning of the morning, and right after lunch;

5-12 – at the beginning of every period.

Lunch count will also be taken with the student record system.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must have a pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building nurse, principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless trained by the school nurse. Only these authorized personnel may dispense medications (prescription or over-the-counter). Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Compensation for In-house Substituting will be at a rate of **$20.00/per class period.**

Teaching Controversial Issues

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

- The issues must be relevant to the curriculum and be part of a planned educational program.

- Students must have access to materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials must be within the range, knowledge, and maturity, of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either the classified staff member or the school district may terminate the employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Holidays

All employees will receive Holiday Pay during months worked; of the regular school calendar. (i.e. In the school year, a paraprofessional or cook, will be paid for the following holidays – Labor Day, Thanksgiving, Christmas Eve and Day, New Year's Day, and Good Friday.) If the school calendar extends beyond Memorial Day, that holiday would be included as well. Memorial Day and 4th of July will be included for secretaries based on their work calendar. Holiday Pay is defined as regular shift pay, for a regular shift.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Hours

Work hours vary with the staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Time Clock

The time clock is to be used by all classified employees, unless an employee has exempt status. Employees will punch in at the beginning of their shift, if eating lunch on campus, punching out is not necessary. If one leaves campus, for any reason, please punch out.

Meal Breaks

Employees are to take a minimum of thirty (30) minutes for an unpaid meal break. Breaks will be scheduled by the employee's supervisor. Employees are not allowed to work through their meal break to leave early or make up hours.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

1) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
2) **Paraprofessionals** should not report to work unless specifically requested.
3) **Food Service staff** should not report to work.
4) **Bus Drivers** should not report to work**.**
5) **Custodians/Maintenance staff** should report to work.

Retirement and Benefits

Retirement, with the Nebraska Public Employees Retirement Systems is mandatory for employees working 20 or more hours per week. Employee contributions into the retirement system based upon state requirements.

Health Insurance – Partial Year Employees

Employees are eligible for health insurance as provided by policy. For specific information regarding insurances please see the business office.

Life Insurance

- Life Insurance of $50,000
- Option to take an additional coverage is at the employee's expense

LTD

Premium expense for long-term disability insurance provided via reimbursement.

Overtime and Compensatory Time

Classified staff members must keep an accurate record of all hours worked. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Absences and Paid Time Off (PTO)

WCS provides eligible employees with Paid Time Off (PTO) in accordance with negotiated agreement and Policy 4040. PTO is intended to provide flexibility for personal illness, family needs, appointments, and other personal matters.

Eligible staff receive specific days of PTO annually. PTO may be accumulated from year to year in accordance with the negotiated agreement and policy.

Employees are responsible for submitting leave requests through the district's leave management system (AptaFund) as soon as practical and obtaining approval prior to the absence whenever possible. Leave requests should include sufficient information to allow for accurate leave coding and recordkeeping.

The district encourages employees to use leave responsibly and to communicate absences in a timely manner to support effective planning and continuity of services for students. Employees with questions regarding leave balances, eligibility, or leave usage should contact the business office.

Employees who are unable to report to work due to illness or other unforeseen circumstances are expected to notify their supervisor or designated contact as soon as possible. Employees are required to maintain substitute plans and other necessary materials in a location that can be easily accessed in the event of an unexpected absence.

Teacher Appraisal System

Purpose

Wakefield Community Schools believes that effective teacher evaluation should support continuous professional growth, recognize instructional excellence, and promote student success. Consistent with the principles of Universal Design for Learning (UDL), the district recognizes that educators may demonstrate proficiency through multiple forms of evidence while being evaluated against common performance standards.

The purpose of the appraisal system is growth, along with compliance. While the appraisal process includes performance ratings and accountability measures, its primary purpose is to strengthen instructional practice. It aligns with Nebraska Rule 10, the Nebraska Framework for Continuous Improvement, and AQuESTT.

Professional Growth Goals

Professional growth is a central component of this appraisal system. Rather than existing as a separate activity, the Professional Growth Goal serves as a foundation for reflection, feedback, and professional learning. At the beginning of the appraisal cycle, teachers identify a Professional Growth Goal aligned to student needs, instructional practice, district priorities, or professional responsibilities. The goal provides focus for continuous improvement and guides the evidence throughout the year.

As part of the appraisal process, teachers and evaluators use evidence, reflection, and professional practice data to monitor goal progress. Evidence collected throughout the appraisal cycle should demonstrate both professional growth and the impact of that growth on student learning, engagement, behavior, or relevant outcomes.

Professional Growth Goals are not intended to function as isolated projects or compliance tasks. Instead, they serve as a vehicle for continuous learning, reflection, and improvement within the broader appraisal system. Through ongoing feedback and collaboration, teachers are encouraged to refine their practice, evaluate the effectiveness of their efforts, and identify next steps for continued growth.

At the conclusion of the appraisal cycle, teachers reflect on progress toward their Professional Growth Goal and use that reflection to inform future professional learning and goal development. In this way, the process becomes a continuous cycle of growth rather than a single annual evaluation event.

Creating An Evidence-Based Professional Growth Goal

To support multiple means of action and expression, teachers may select evidence from an approved district evidence menu. If a teacher chooses to provide evidence not listed on the evidence menu, prior approval is needed. Evidence may include:

Planning & Preparation

Evidence Option	Examples
Annotated Lesson Plans	UDL lesson plan; standards-aligned lesson; differentiated lesson; intervention lesson; co-taught lesson
Unit Plans	Unit overview; pacing guide; assessment sequence; interdisciplinary unit; project-based unit
Curriculum & Assessment Design	Assessment blueprint; common assessment; learning targets; success criteria; rubric development
Student Supports	HAL student enrichment plan, IEP accommodation implementation evidence; 504 accommodation implementation evidence; EL accommodation/scaffold documentation; accommodation logs; behavior intervention documentation; tier 2 or 3 intervention documentation

Representation & Engagement

Evidence Option	Examples
Student Engagement	Choice boards; discussion protocols; cooperative learning; student goal setting; engagement survey results
Instructional Resources	Anchor charts; vocabulary supports; digital resources; manipulatives; visual supports
Learning Environment	Classroom expectations; behavior matrix; restorative circles; student leadership opportunities; relationship-building activities
Student Voice	Student feedback; classroom surveys; reflection journals; student conferences; learner profiles

Expression & Assessment

Evidence Option	Examples
Student Work Samples	Before/after samples; performance tasks; writing samples; projects; portfolios
Assessment Data	Formative assessments; benchmark data; common assessment results; progress monitoring; exit tickets
Feedback	Written feedback; conferencing notes; rubric feedback; peer feedback structures; revision cycles
Progress Monitoring	Goal tracking; intervention data; behavior data; attendance trends; academic growth charts

Reflection

Evidence Option	Examples
Professional Reflection	Observation reflection; lesson reflection; data analysis reflection; coaching reflection; goal progress reflection
Instructional Adjustments	Re-teaching plans; intervention adjustments; assessment revisions; grouping changes; strategy modifications
Action Research	Problem of practice; implementation plan; evidence collection; findings summary; impact reflection

Professional Growth & Community

Evidence Option	Examples
Professional Learning	Workshop implementation; book study reflection; conference learning; micro-credential; training artifacts
PLC Participation	Meeting agendas; data discussions; collaborative planning; common assessments; team action plans
Leadership	Committee work; mentoring; presentation materials; facilitation agendas; school improvement contributions
Family Engagement	Family communication samples; conference documentation; family resources; outreach activities; engagement events

Teacher Evaluation and Reflection Conference Process

The teacher appraisal system utilizes the district's teacher evaluation rubric to assess professional practice across five domains: Planning & Preparation, Representation & Engagement, Expression & Assessment, Reflection, and Professional Growth & Community. While evidence sources may vary, performance expectations remain consistent. Evaluators will use observations, artifacts, student learning evidence, professional reflections, and other approved evidence sources to determine performance levels for each indicator using the district's four-point rating scale.

When a formal classroom observation is scheduled, the teacher must provide a detailed lesson plan, which includes components of the Planning and Preparation domain, two school days prior to the scheduled classroom observation. A formal classroom observation is a full class period or no less than 30 minutes of classroom instruction. Following the collection and review of evidence through a formal classroom observation, the evaluator will assign ratings for each rubric indicator and calculate domain scores. Domain scores are weighted to reflect the relative impact of each area on instructional practice and student learning: Planning & Preparation (20%), Representation & Engagement (25%), Expression & Assessment (25%), Reflection (15%), and Professional Growth & Community (15%). The weighted domain scores are combined to determine an overall summative rating.

During the reflection conference, the teacher and evaluator will engage in a collaborative discussion regarding instructional practice, evidence collected throughout the appraisal cycle, and progress toward the teacher's Professional Growth Goal. The teacher will provide an update on the implementation of the growth goal, evidence of progress, challenges encountered, adjustments made, and the impact of the goal on professional practice and student outcomes.

The reflection conference is intended to support professional growth through meaningful dialogue. At the conclusion of the appraisal cycle, the teacher and evaluator will review progress toward the Professional Growth Goal and identify potential areas of focus for future professional growth.

Performance Levels, Evaluation Frequency, and Outcomes

Probationary and New-to-District Teachers

Probationary teachers participate in an annual appraisal cycle designed to support onboarding, professional growth, and successful implementation of district expectations. The purpose of the increased observation and feedback cycle is to provide meaningful support, coaching, reflection as new teachers These teachers will participate in:

- Two observations (one formal, one summative) annually
- Two reflection conferences annually
- Development and monitoring of a Professional Growth Goal
- Collection of evidence aligned to the evaluation rubric

Highly Effective (3.50–4.00)

Teachers who earn a Highly Effective rating consistently demonstrate exemplary professional practice and instructional effectiveness. To qualify for this level, teachers must earn an overall weighted score of 3.50 or higher, no domain score below 3.0, and no single domain component scored as a 1. Highly Effective teachers participate in one summative observation every three years and periodic informal walkthroughs.

Effective (3.00–3.49)

Teachers who earn an Effective rating consistently meet district expectations for professional practice and instructional effectiveness. Effective teachers participate in one summative observation every three years and periodic informal walkthroughs annually. Teachers engage in an annual reflection conference and continue to develop and monitor a Professional Growth Goal supported by teacher-selected evidence aligned to the evaluation rubric.

Developing (2.00–2.99)

Teachers who earn a Developing rating demonstrate areas of effective practice but require additional support and monitoring to strengthen instructional effectiveness. Developing teachers participate in two observations, one formal and one summative, and periodic informal walkthroughs annually. Teachers meet with their evaluator for three reflection conferences each year. Teachers collaboratively develop a Professional Growth Goal with their evaluator and collect evidence aligned to the evaluation rubric to demonstrate growth and progress throughout the appraisal cycle.

Needs Improvement (1.00–1.99)

Teachers who earn a Needs Improvement rating require intensive support to strengthen professional practice and improve performance. Teachers receiving a Needs Improvement rating are required to participate in a Targeted Growth Plan developed collaboratively with the evaluator. The plan identifies specific areas for improvement, support structures, timelines, and evidence of progress. Teachers participate in frequent informal observations, scheduled coaching and support meetings annually, as outlined in the Targeted Growth Plan. Teachers are expected to meet the requirements of the Targeted Growth Plan while continuing to monitor progress toward their Professional Growth Goal and submit evidence aligned to the evaluation rubric.

Targeted Growth Plan

A Targeted Growth Plan is required for any teacher who receives an overall summative rating of Needs Improvement. In addition, a Targeted Growth Plan may be required, at the evaluator's discretion, for any teacher who receives a rating of 1 (Needs Improvement) on an individual domain element, particularly when the identified area significantly impacts instructional effectiveness, student engagement, assessment practices, or student learning outcomes.

The intent of the Targeted Growth Plan is to provide meaningful support and opportunities for professional growth. However, teachers are expected to demonstrate progress toward identified areas of need. Failure to demonstrate sufficient improvement may result in additional personnel actions in accordance with district policy, negotiated agreements, and applicable law.

Administrative Discretion

The superintendent or designee may require additional observations, walkthroughs, conferences, or evidence when concerns regarding performance exist or when necessary to support professional growth. Nothing in this policy limits the district's authority to conduct additional evaluations as required by law, board policy, or administrative need.

Glossary of Evidence Menu Terms

Annotated Lesson Plans: Lesson plans that include notes, reflections, accommodations, differentiation, assessment strategies, or explanations demonstrating instructional decision-making.
Unit Plans: A sequence of lessons organized around standards, learning targets, assessments, and instructional outcomes over an extended period of time.
Curriculum & Assessment Design: Evidence showing how curriculum, learning targets, success criteria, and assessments are intentionally aligned.
Student Supports: Documentation of accommodations, modifications, scaffolds, interventions, or enrichment designed to meet diverse learner needs.
Student Engagement: Evidence used to actively involve students in learning and increase participation.
Instructional Resources: Materials, visuals, technology, and supports used to enhance instruction and student understanding.
Learning Environment: Evidence of a safe, respectful, inclusive, and productive classroom culture.
Student Voice: Evidence of how student perspectives, feedback, and choices, inform instruction and learning.
Student Work Samples: Examples of products used to demonstrate learning, growth, mastery, or skills.
Assessment Data: Quantitative or qualitative data to measure student progress and inform instructional decisions.
Feedback: Information provided to students that guides improvement and progress toward learning goals.
Progress Monitoring: Ongoing collection and analysis of data used to evaluate growth and intervention effectiveness.
Professional Reflection: Analysis of instructional practice, student outcomes, and professional growth.
Instructional Adjustments: Changes made to instruction based on needs, assessments, or observations.
Action Research: A structured process in which educators investigate a problem of practice, implement a strategy, and evaluate its impact.
Professional Learning: Activities that increase knowledge, skills, effectiveness, and teaching expertise.
PLC Participation: Evidence of collaboration with colleagues to improve instruction, analyze data, and support student learning.
Leadership: Contributions that support school improvement, mentoring, committee work, or growth.
Family Engagement: Intentional efforts to communicate, collaborate, and build partnerships with families to support student success.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the **2026-2027 School District Staff Handbook** which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

_____ _____

Signature Date

2026-2027 School Year

10-12	Teacher Preservice
10	Meet and Greet at 5:00pm
13	1:00 Dismissal
	Students Begin

August 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13
16

September 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3	1:00 Dismissal - FB game
	Teacher In-Service
4	No School
7	Labor Day - No School
25	1:00 Dismissal
	Teacher In-Service

20
20

Teacher Days
1:00 Dismissal
End of Quarters
First Day
No School
Conference Days
Snow-day Make up

15	End of 1st Quarter
21-22	1:00 Dismissal
	Parent/Teacher Conferences
23	No School

October 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21
22

November 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25-27	Thanksgiving Break

18
18

22	End of 1st Semester
23-31	Christmas Break

December 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16
16

January 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	Christmas Break
4	Teacher In-Service
5	Students Return
29	1:00 Dismissal; Inservice

19
20

11	1:00 Dismissal; Inservice
12	No School - Speech Meet
	Teacher Inservice Day

February 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19
20

March 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8	End of 3rd Quarter
26-29	Easter Break

21
21

20	1:00 Dismissal Track Invite
	Teacher Inservice

April 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22
22

May 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8	Graduation
13	1:00 Dismissal
	Last Day for Students
14	Teacher In-service
17-21	Snow-Day Make up

9
10

April 4-6 FCCLA
April 8-10 SkillsUSA
April 8-10 FBLA
April 19-24 District Music

1st Quarter - 44 Student Days
2nd Quarter - 44 Student Days
Semester 1 = 88 days
3rd Quarter - 44 Student Days
4th Quarter - 44 Student Days
Semester 2 = 88 days

Contract Days - 185

1:00 Dismissal - 9
Instructional Hours -

Total Student Days - 176
Total In-Service Days - 8.25

	1:00	2:00	Full Day			Teacher Day
August	1	2	9		12	2
September	0	4	15		19	1
October	0	5	15		20	1
November	0	4	14		18	1
December	1	3	12		16	0
January	0	4	15		19	2
February	0	5	14		19	1
March	0	4	13		17	1
April	0	4	16		20	1
May	1	3	9		13	
	3	38	132	173		10
					85	
					88	

2023-2024 School Year

15-16	Teacher Preservice
15	Meet and Greet at 5:00pm
17	Students Begin 1:00 Dismissal
24	2:00 Dismissal
31	2:00 Dismissal

August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5	Labor Day - No School
7	2:00 Dismissal
14	2:00 Dismissal
19	Teacher In-Service
21	2:00 Dismissal
28	2:00 Dismissal

5	2:00 Dismissal
12	Conferences, 2:00 Dismissal
13	Conferences, 2:00 Dismissal
14	No School
17	Teacher In-Service
19	2:00 Dismissal
21	End of 1st Quarter
26	2:00 Dismissal

October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

44 Student Days 49 Teacher Days

November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
2	21	22	23	24	25	26
27	28	29	30			

2	2:00 Dismissal
9	2:00 Dismissal
14	Teacher In-Service
16	2:00 Dismissal
23-25	Thanksgiving Break
30	2:00 Dismissal

7	2:00 Dismissal
14	2:00 Dismissal
21	1:00 Dismissal
22-31	Christmas Break

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

43 Student Days 45 Teacher Days

87 Student Days 94 Teacher Days

1-3	Christmas Break
4	Teacher In-Service
5	Students Begin
11	2:00 Dismissal
10	End of 2nd Quarter
	End of 1st Semester
18	2:00 Dismissal
23	Teacher In-Service
25	2:00 Dismissal

1	2:00 Dismissal
8	Conferences, 2:00 Dismissal
9	Conferences, 2:00 Dismissal
10	No School
13	Teacher In-Service
15	2:00 Dismissal
22	2:00 Dismissal

February 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

43 Student Days 46 Teacher Days

1	2:00 Dismissal
8	2:00 Dismissal
10-13	Spring Break
15	2:00 Dismissal
22	End of 3rd Quarter
22	2:00 Dismissal
27	Teacher In-Service
29	2:00 Dismissal

5	2:00 Dismissal
7-10	No School
12	2:00 Dismissal
19	2:00 Dismissal
24	Teacher In-Service
26	2:00 Dismissal

April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

43 Student Days 45 Teacher Days

86 Student Days 91 Teacher Days

3	2:00 Dismissal
6	Graduation
10	2:00 Dismissal
17	2:00 Dismissal
23	1:00 Dismissal
	End of 4th Quarter
	End of 2nd Semester
24-26	Snow Day Make Up
29	Memorial Day

June 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Student Days - 173

Total Teacher Days - 185

Revised 12/28/2022

	1	2	F	P
August	1	2	9	2
September	0	4	#	1
October	0	5	#	2
November	0	4	#	1
December	1	2	#	0
January	0	4	#	2
February	0	4	#	2
March	0	4	#	1
April	0	4	#	1
May	1	3	#	0
Totals	3	#	#	#

173

185