## CUSTER COUNTY SCHOOL DISTRICT NO. 180 CALLAWAY, NEBRASKA

The Custer County School District No. 180 has authorized and monitored the compilation of this policy manual and has formally adopted its contents, which describes, in accord with Nebraska Statute §79-526, the board of education's intention for the operation, supervision, and control of the school district. The board of education intends further that this policy manual be made accessible to the staff and patrons of the district and that it be updated from time to time to reflect contemporary legal requirements and the educational needs and expectations of students.

No part of this policy manual is purposefully in conflict with local ordinances, state or federal statute, or contractual agreements with employees and vendors. Moreover, the school district hereby serves notice that it does not discriminate on the basis of race, religion, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Custer County School District No. 180 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities which it operates.

Specified complaints of alleged discrimination should be referred to:

Patrick Osmond, Superintendent
Title IX Coordinator
Section 504 Coordinator
Custer County School District No. 180
101 North Needham Street
Callaway, Nebraska 68825

The Custer County School District No. 180 serves the incorporated community of Callaway, Nebraska and the surrounding rural area. The school district's central administrative office address is located at 101 Needham Street, Callaway, Nebraska 68825.

### TABLE OF CONTENTS

									PAGE
INTRODUCTORY STATEMENT						•	•	•	i
TABLE OF CONTENTS						•	•	•	ii
POLICIES						•	•	•	iii
PHILOSOPHY					•	•	•	•	xiii
OPERATIONAL GOALS					•	•	•	•	xiv
NOTICE OF NONDISCRIMINATION.									xiv

### POLICIES

### ARTICLE 1: COMMUNITY RELATIONS

	ANTICHE I. COMMONTII NEHATIONS			
Q	tion with the Dublin	POLIC	ΣΥ.	NUMBER
Communica	tion with the Public			
1.	Introductory Statement			1100
2.	Advertising and Promotion			
3.	Bulletin Boards, Display Case, and		-	
•	Posted Material			1110
4.	Publications, Radio, and Television			1115
5.	Purchasing and Business Representatives.			1120
6.	Ordering of Supplies and Equipment			
7.	Board Meetings and Media Coverage			1130
8.	Board Relations with the Public			1135
Participa	tion by the Public			
1.	Public Input to the Board of Education .			1205
2.	Patron and Parental Involvement			1210
3.	Citizens Advisory Councils and Committees			1210.1
4.	Title I Parental Involvement Committee.			1210.3
5.	Verbal or Physical Abuse of School Employ			
6.	Parent-Teacher Conferences			
7.	Service Animals			
Public Ac	tivities Involving Staff, Students, or Sch			
	ervicies involving scarr, scaaenes, or sen	.001 10		110100
1.	Staff Participation in Community Affairs			1305
2.	Rebate to School Personnel			1310
3.	Soliciting Funds From and By Students and	Ĺ		
	The Production of Goods and Services			1315
4.	Visiting School			1320
5.	Request to Contact Students			1325
6.	School Census and School Directory			1330
7.	Community Use of School Facilities			1335
8.	Use of School Facilities: Student Groups and Boy	Scouts		1335.1

	9. 10.	Firearms and Destructive Devices	1345 1350
Relat	ionsh	nip with Other Governmental Agencies	
	1. 2. 3. 4. 5. 6.	Police and Fire Departments	1405 1410 1415 1420 1425 1430
		with Area, State, Regional, and National School nizations	
	1.	Relations with Activities Associations and Athletic Conferences	1505
		ARTICLE 2: ADMINISTRATION	
Admin	istra	ation Staff Organization	
	1. 2.	Administrative Organization, Authority and Responsibility	2005 2010
Super	inter	ndent of Schools	
	1. 2. 3.	Employment of the Superintendent of Schools Superintendent Responsibilities	
Admin	istra	ative Positions	
	1. 2.	Employment of Administrators Other Than the Superintendent of Schools	2205 2210
Profe	ssior	nal Growth	
	1.	Attending Professional Growth Meetings	2305

	ARTICLE 3: BUSINESS AND NON-INSTRUCTIONAL OPE	RATIONS
Concept 1.	and Roles in Business and Non-Instructional Operation Business Management Philosophy	
Budget/E	Budget System	
1. 2. 3. 4.	Special Funds	<ul><li>3110</li><li>3115</li></ul>
Income		
1. 2.	1 4	
Expendit	tures and Spending Authority	
1. 2. 3.	Public Lettings	3305.1
Accounti	ing System	
1. 2. 3. 4. 5.	Audits	3410 3415 3420 3425
Non-Inst	tructional Operations	
1. 2. 3. 4. 5. 6. 7.	Retirement and Social Security	3510 3515 3520 3520.1 3520.3

8.	Transportation Vehicles Inspections	3520.7
9.	Safe Driving Record Standard for Drivers	3520.8
10.	Transportation Liability Insurance	3520.9
11.	Bus Accident Procedures	3525
12.	School District Safety Committee	3530
13.	Safety & Security Plan	3531
14.	School Bomb Threat	3535
15.	Food Service	3540
16.	Procedures for Accepting and Filing Complaints	
	Relating to School Lunch Program	3540.1
17.	Records Management and Disposition	3560
18.	NCLB	3570
Personnel		
1.	Recruitment and Selection	3605
2.	Travel and Reimbursement	3610
	ARTICLE 4: PERSONNEL	
Concept as	nd Roles in Personnel	
	10105 11 1010011101	
1.	Introductory Statement	4000
2.	Anti-Discrimination, Anti-Harassment, and	
	Anti-Retaliation	4003
3.	Discrimination, Harassment, Retaliation Complaint	
	Form	ADMR
	4003	
4.	Notice of Nondiscrimination	4005
5.	Sexual Harassment Prohibited	4010
6.	Child Abuse	4015
7.	Procedures for Reporting Abuse or Neglect	4015.1
8.	Use and Care of School Equipment and Facilities.	4020
9.	Employee Safety and Health	4025
10.	Work Area Safety and Accident Reporting	4025.1
11.	Social Security and Workman's Compensation	4030
12.	Work on Inclement Weather Days	4035
13.	Health Related Absences	4040
14.	National Guard/Reserves and Jury Duty	4045
15.	Assignments, Transfers, Posting Vacancies	4045
16.	Pay Periods, Classified and Certified	4050
17.	Wage and Deduction Information	4055
⊥ / •	wade and pedaction intolliation	せいこひ

18. 19. 20. 21. 22. 23. 24. 25.	Personnel Files	4080
1.	"At Will" Employee Status	4205
2.	Work Day (Classified Employee)	4210
3.	Leave Provisions-Classified Personnel	4215
4.	Military and Family Military Leave	4216
5.	Evaluation	
6.	Grievance Procedure for Classified Employees	
7.	Termination Procedure	4230
Personnel	-Certified Staff	
1.	Introductory Statement and Description	4500
2.	Work Day (Certified Employees)	4505
3.	Leave Provisions-Certified Personnel	4510
4.	Salary Guides	4515
5.	Tax-Sheltered Annuity	4520
6.	Notice of Health Information Privacy Practices .	4521
8.	Teacher Selection	4525
9.	Teacher Contract	4530
10.	Part-Time Teacher	4530.1
11.	Extra Duty Assignments	4535
12.	Contract Year and Extended Contracts	4540
13.	Release From Contract	4545
14.	Staff Supervision and Evaluation	4550
15.	Outside Employment	4555
16.	Tutoring For Pay	4555.1
17.	Student Teaching and Internships	4565
Certified	Personnel Relations	
1.	Collective Bargaining	4605
2.	Disciplinary Action/Termination	4610
3.	Informal Hearings	4615

4. 5. 6. 7.	Grievance Procedures for Certified Personnel Reduction In Force (RIF)	4625 4630
	ARTICLE 5: STUDENTS	
Concept	and Role in Student Personnel	
1.	Introductory Statement	5000
Admissi	on and Attendance	
1. 2. 5104		
3. 4. 5105	±	
5. 6. 7. 8. 9. 10	Option Enrollment	5105.3 5110 5110.1 5110.3 5115 5120 5120.1
Progres	ss and Records	
1. 2. 3.	Student Progress, Promotion, and Retention	5205 5210 5215
4. 5. 6.	Valedictorian and Salutatorian Grading System, and Progress Reports	5215.1 5220 5225

Student Activities

	1.	Activity Funds 5305
	2.	Student Fees Policy 5306
	3.	Social Activities 5310
	4.	Senior Class Trips 5315
	5.	Initiation
	6.	Athletic Participation and Insurance 5325
	7.	Activity Buses 5330
	8.	Concussions
Stud	ent He	ealth and Welfare
	-	
	1.	Anti-Discrimination, Anti-Harassment, &
	•	Anti-Retaliation
	2.	Health: Illness and Accidents 5405
	3.	Dispensing Medications
	4.	Student Medication Forms ADMR 5405.1
	5.	Student Self-Management of
		Asthma, Anaphylaxis, and/or Diabetes 5406
		Asthma, Anaphylaxis, and/or Diabetes Forms . ADMR 5406
	7.	Emergency Protocol-Administrative Regulation 5406.1
	8.	Health Inspections 5408
	9.	HIV Infection - Students 5415
	10.	Communicable Disease Control 5420
	11.	Student Wellness 5421
	12.	Administrative Regulation for Student Wellness . ADMR
5421		
	13.	Dating Violence
~ . 1		
Stude	ent Ri	ights, Responsibilities, and Care of Property
	1.	Student Conduct
	2.	Anti-Bullying Policy 5506
	3.	Student Conduct on Buses
	4.	Safe Pupil Transportation Plan
	5.	Student Driving and Parking 5515
	6.	School Property and Lockers
	7.	Police Questioning and Apprehension 5525
	8.	Vandalism and Destruction
	9.	
	9. 10.	
	10.	Secret Organizations

14. 17.	Student Discipline	. 5560
	Activities-Code of Conduct	
16.	Policy on High Ability Learners	. 5570
	ARTICLE 6: INSTRUCTION	
Elementar	ry and Secondary Instruction	
1.	Introductory Statement	. 6000
2.	Class Size	. 6009
3.	Instructional Period, Activities and	. 6010
4	Released Time	
4. 5.	Make-up Work and Exceptions	
	Athletic and Activities Programs	
6.	Organizational Plan	
7.	Designation of Attendance Centers	. 6030
Curriculu	ım	
1.	Introduction and Objectives	. 6200
2.	Academic Freedom	. 6205
3.	Multi-Cultural Education	. 6210
4.	Curriculum- Assessments	. 6211
5.	Assessments-Academic Content Standards	. 6212
6.	Curriculum Changes & Curriculum Guides	. 6215
7.	Experimental/Innovative Programs	. 6220
8.	Character Education	. 6225
Extra Cla	ass Activities	
1.	Ceremonies and Observances	. 6305
2.	Assemblies, Convocations, Public Performances	
_ •	and Exhibitions	. 6310
3.		
<b>.</b>		. 0010
Instructi	onal Resources and Testing	
1.	Equipment, Books, and Materials of Instruction .	. 6405
2.	Internet Safety and Acceptable Use Policy	. 6410
3.	Selection and Review of Library and	
	Media Materials	. 6415
4.	Challenging Instructional, Library, or	
	Media Materials	. 6415.1

5. 6.	Examination and Testing	
Curriculum	m Extensions	
1.	Special Education Services to Handicapped Students	6505
2.	Diploma for Special Education Students	
3.	Guidance	6510
4.	Correspondence Courses	6515
5.	Multiple Enrollment	6520
6.	Adult Education	6525
7.	Special Education Policies	6600
	ARTICLE 8: INTERNAL OPERATIONS	
Concept ar	nd Roles in Internal Operations	
1.	Code of Ethics	8000
Organizati	ion	
1.	General Policy Statement	8100
2.	Purpose and Role of the Board of Education	
3.	Standing Committees/Temporary Committees	8110
Members		
1.	Orienting New Board Members	8205
2.	Opportunities for Development - Board Members	
3.	Remuneration and Reimbursement	8215
4.	Conflict of Interest	8220
5.	Conflict of Interest-Employment of Family Member	
	of Board of Education or Supervisor and Employmen	
F	of Board Member	
5.	Use of Public Resources by Board Members and Employees	8221
Method of	Operation	
1. 2.	Introductory Statement	8300
۷.	Regulations	8305
3.	Role and Function of the Board Meeting	8310
4.	Types of Meetings	8315

5. 6. 7.	Agenda Construction & Control Delayed Action on Certain Agenda Items Procedures For Addressing the Board of Education	8320 8325 8330
8.	Closed Sessions	8331
9.	Board Records	8335
10.	Board/School District Records	8336
	ARTICLE 9: BYLAWS OF THE BOARD	
Role of	Board and Members	
1.	Introductory Statement	9000
Organiza	ation and Election of Officials	
1. 2.	·	9105
	and Vacancies	9110
3.	Officers	9115
Members		
1.	President	9205
2.	Vice-President	9210
3.	Secretary	9215
4.	Treasurer	9220
5.	Attorney	9225
6.	Auditor	9230
7.	Official Action and Individual Members	9235
8.	Members Dealing with Complaints:	0040
9.	Personnel or Material	9240 9245
Methods	of Operation	
1.	Introductory Statement	9300
2.	Proposed Adoption and Amendment of Bylaws	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
•	and Policies	9305
3.	Adoption and Amendment of Administrative	
-	Regulations	9310
4.	Suspension of Policies, Bylaws, and Regulations.	9315
5.	Types of Board Meetings	9320

6.	The Construction and Delivery of an Agenda		9325
7.	Public Notice and Notification of Members	•	9330
8.	Meeting Conduct		9335
9.	Quorum		9335.1
10.	Order of Business	•	9335.3
11.	Parliamentary Procedure	•	9335.5
12.	Minutes	•	9340
13.	Records Management	•	9345
14.	Management of Bank Accounts	•	9350
15.	Gifts or Bequests		9355

# PHILOSOPHY OF EDUCATION

We believe that the school is an institution of our social system and has been organized to promote and perpetuate the fundamental aims, ideals, purposes, principles, and objectives of a

democracy.

We believe that in order to fulfill its responsibilities, the Custer County School District No. 180 must attempt to provide the environment and experiences which will enable the student to acquire not only knowledge and information but also the attitudes, ideals, understandings, appreciations, and skills necessary for effective participation in a democratic society.

We believe that each teacher evaluates students somewhere between potential ability and actual accomplishment, and that each teacher must realize that the child must be taken from where he or she is in the process of education.

We believe that school should promote a feeling of cooperation among the student body, the faculty, the administration, and the community regardless of race, color, or personal philosophy.

We believe that in our changing society circumstances demand that we change with it, thus making it necessary that we continually evaluate, clarify, and revise instructional method, school policies, and total objectives.

OPERATIONAL GOALS

The primary responsibility of Custer County School District No. 180 is to establish those purposes, programs, and procedures which will produce the best educational achievement by district The board of education is further charged with the responsibility for wise management of resources available to the The board of education must responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. Further, it must carry out its functions openly, seeking the involvement contributions of the public, students, and staff in its decisionmaking processes.

In accordance with these principles, the board of education will seek to achieve the following goals:

- I. To work in a spirit of harmony and cooperation for the betterment of the public educational system in our community.
- II. To concentrate the board of education's collective effort on its policy-making and planning responsibilities.
- III. To provide the superintendent of schools with sufficient and adequate guidelines for implementing school board policies.
  - IV. To formulate sound fiscal policy in the interest of fiscal economy.
  - V. To evaluate continually district educational goals and their implementation in the school.
- VI. To maintain open and effective communication with the public served by the school, and with staff and students in order to maintain awareness of attitudes, opinions, desires, and ideas.

#### Notice of Nondiscrimination

The Callaway Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Patrick Osmond, Superintendent, 101 North Needham, Callaway, NE 68825, (308) 836-2272.

Employees and Others: Patrick Osmond, Superintendent, 101 North Needham, Callaway, NE 68825, (308) 836-2272.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.