

Board of Education Regular Meeting
Monday, July 12, 2021 5:00 PM
Jr-Sr High School Conference Room - Room
202
611 West 7th Street
Wayne, Nebraska 68787

- I. Call the Meeting to Order
 - a. Pledge of Allegiance
 - b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (7/8/2021), and online: www.wayneschools.org
 - c. Action on Absence and Roll Call
 - d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.
 - e. Consent Agenda
 - I. Approval of Minutes of Previous Meetings
 - II. Approval of Financial Reports and Claims
 - f. Personnel
- II. Communications from the Public (Policy 8346) and Requested Presentations
 - a. Wayne Area Economic Development - Luke Virgil
 - b. Annual Hearing and Review of Policies
 - I. Policy 5415 - Bullying
 - II. Policy 5416 - Student Fees
 - III. Policy 5418 - Homeless Student
 - IV. Policy 6400 - Parent Involvement
- III. Action Items
 - a. Old Business

- I. Second Reading of Policy Updates - Discuss, Consider, and Take Necessary Action on Second Reading of Policy Updates
 - II. Second Reading of K-6 2021-22 Student Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of K-6 2021-22 Student Handbook
 - III. Second Reading on 2021-22 Early Learning Center Handbook Revision - Discuss, Consider, and Take Necessary Action on Second Reading on 2021-22 Early Learning Center Handbook Revision
 - IV. Wayne Area Economic Development Membership - Discuss, Consider, and Take Necessary Action on Wayne Area Economic Development Membership
 - V. Second Reading 2021-22 Teacher Handbook - Discuss, Consider, and Take Necessary Action on Second Reading 2021-22 Teacher Handbook
 - VI. First Reading of the 2021-22 Classified Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of the 2021-22 Classified Staff Handbook
- b. New Business
- I. Appoint Treasurer
 - II. Policy 2101 - Acknowledgement of Superintendent as CEO of District - Discuss, Consider, and Take Necessary Action on Policy 2101
 - III. First Reading Policy 6600 Update - Discuss, Consider, and Take Necessary Action on First Reading Policy 6600 Update
 - IV. 2021-2022 Nebraska Rural Community Schools Association Membership Dues - Discuss, Consider, and Take Necessary Action on the 2021-2022 Nebraska Rural Community Schools Association Membership Dues
 - V. First Student Bus Parking Agreement - Discuss, Consider, and Take Necessary Action on First Student Bus Parking Agreement
 - VI. WCS Safe Return to School Plan Survey Results - Discuss, Consider, and Take Necessary Action on the 2021-22 WCS Safe Return to Schools Plan
 - VII. Dana Cole Audit Engagement Letter - Discuss, Consider, and Take Necessary Action on the Dana Cole Audit Engagement Letter for the 2020-21 school year audit

IV. Administration and Board Committee Reports:

- a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.
 - I. Superintendent

1. Project Update
2. Accreditation
3. ESSER III Potential Spending
4. NPERS Audit Update
5. PMC Athletic Trainer Update
6. NASB Strategic Planning Update

b. Board Committees

- I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Dave Wragge, Brandon Foote
- II. Curriculum and Committee on American Civics - Jaime Manz, Jeryl Nelson, Sylvia Ruhl, Mark Lenihan, Misty Bear
- III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan, Russ Plager, Jordan Widner
- IV. Policy/Title IX - Jaime Manz, Jeryl Nelson, Jodi Pulfer, Mark Lenihan, Tucker Hight, Russ Plager
- V. Negotiations - Justin Davis, Lynn Junck, Jeryl Nelson, Mark Lenihan
- VI. Legislative - Lynn Junck, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan

V. Boardsmanship

- VI. Future Agenda Items
- *Board/Staff Breakfast
 - *District Open House 8/9/21 5:00-7:00 p.m.
 - *Americanism Hearing
 - *Second Reading of 2021-22 Classified Staff Handbook
 - *Second Reading of Policy 6600 - Sped Policy

VII. Adjournment

**Wayne Community Schools
Board of Education Regular Meeting Minutes
June 14, 2021**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, June 14, 2021, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (6/10/2021), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis
Mr. Lynn Junck
Dr. Jeryl Nelson
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

Absent Board Member:

Mrs. Jaime Manz

I. Call the Meeting to Order

Discussion: The meeting was called to order at 5:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/10/2021), and online:

www.wayneschools.org

I.c. Action on Absence and Roll Call

Motion to excuse absent board member, Mrs. Jaime Manz, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with five yes votes.

| | |
|-------------------|--------|
| Mr. Justin Davis: | Yes |
| Mr. Lynn Junck: | Yes |
| Mrs. Jaime Manz: | Absent |
| Dr. Jeryl Nelson: | Yes |
| Dr. Jodi Pulfer: | Yes |
| Mrs. Sylvia Ruhl: | Yes |

I.d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.

Motion to approve agenda, as presented, passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

I.e. Consent Agenda

Motion to approve consent agenda, as presented, passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

I.e.I. Approval of Minutes of Previous Meetings

I.e.II. Approval of Financial Reports and Claims

I.f. Personnel

Discussion: No report.

II. Communications from the Public (Policy 8346) and Requested Presentations

Discussion: Becky Zavada spoke to the Board on the importance of elementary students wearing a mask and would like this to be required in the fall.

II.a. WCS Foundation Annual Report

Discussion: Foundation Director, Brandon Foote, gave the Board the annual Foundation review. He discussed the scholarships awarded, signage sold, and the IDEA teacher grants awarded.

III. Action Items

III.a. Old Business

III.b. New Business

III.b.I. First Reading of Policy Updates - Discuss, Consider, and Take Necessary Action on First Reading of Policy Updates

Motion to approve the first reading of the policy updates passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of policy updates. Some updates are new and required by the state, while other updates have added wording to current policies.

III.b.II. PMC Athletic Training Services - Discuss, Consider, and Take Necessary Action on PMC Athletic Training Services

Motion to approve the contract with Providence Medical Center for Athletic Training Services for the 21-22 school year passed with a motion by Mr. Lynn Junck and a second by Mrs. Sylvia Ruhl. Motion carried with four yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Abstain
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Athletic Training Services contract with Providence Medical Center. Dr. Jodi Pulfer abstained from voting due to being on the PMC Board of Directors.

III.b.III. First Reading of K-6 2021-22 Student Handbook - Discuss, Consider, and Take Necessary Action on First Reading of K-6 2021-22 Student Handbook

Motion to approve the First reading of the K-6 2021-22 Handbook passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent

Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2021-22 K-6 Student Handbook.

III.b.IV. First Reading on 2021-22 Early Learning Center Handbook Revision - Discuss, Consider, and Take Necessary Action on First Reading of 2021-22 Early Learning Center Handbook Revision

Motion to accept the first reading of the change to the Early Learning Center Handbook to state a 10% discount for full and reduced payment plans for the second child enrolled (both students must be enrolled during the same school year), passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with four yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: No
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: This change would be allowed for families who have two students enrolled at the Early Learning Center during the same school year. The Early Learning Center Advisory Committee approved the cut rate for an extra student.

III.b.V. 2021-22 Milk and Dairy Prices - Discuss, Consider, and Take Necessary Action on 2021-22 Milk and Dairy Prices

Motion to approve the bid for Milk and Dairy from Hiland Dairy for the 2021-22 school year passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the bid for milk and dairy products from Hiland Dairy for the 2021-22 school year.

III.b.VI. First Student Bus Contract Addendum - Discuss, Consider, and Take Necessary Action on First Student Bus Contract Addendum

Motion to approve the First Student Bus Contract Addendum for the 2021-22 school year passed with a motion by Mr. Lynn Junck and a second by Mr. Justin Davis. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the contract addendum from First Student Bus Company. The increase to services is approximately 2%.

III.b.VII. Wayne Area Economic Development Membership Dues - Discuss, Consider, and Take Necessary Action on WAED Membership Dues

Motion to approve the Wayne Area Economic Development Membership Dues failed.

Motion to table the approval of the Wayne Area Economic Development Membership Dues passed with a motion by Mr. Lynn Junck and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Abstain
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved to table the motion until the July Board Meeting to look into lower dues costs. Mr. Justin Davis abstained from voting due to being on the WAED Board.

III.b.VIII. Resolution Generally Authorizing Superintendent Action in Light of School Closure - Discuss, Consider, and Take Necessary Action to terminate the March 23, 2020 Resolution Generally Authorizing Superintendent Action in Light of School Closure

Motion to terminate the March 23, 2020 Resolution Generally Authorizing Superintendent Action in Light of School Closure passed with a motion by Mr. Lynn Junck and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the termination of the Resolution Authorizing the Superintendent Authority to Close school during the pandemic.

III.b.IX. First Reading 2021-22 Teacher Handbook - Discuss, Consider, and Take Necessary Action on the First Reading of the 2021-22 Teacher Handbook

Motion to approve the First Reading 2021-22 Teacher Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the first reading of the 2021-22 Teacher Handbook.

III.b.X. First Reading of the 2021-22 Classified Staff Handbook - Discuss, Consider, and Take Necessary Action on the First Reading of the 2021-22 Classified Staff Handbook

Motion to table the First Reading of the 2021-22 Classified Staff Handbook passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Absent
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Classified Staff Handbook has been tabled to the July Board Meeting.

IV. Administration and Board Committee Reports:

IV.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

IV.a.I. Superintendent

IV.a.I.1. 2021-22 Substitute Teacher Rates

Discussion: Dr. Lenihan explained that there will be no increase in substitute rates this year.

IV.a.I.2. Extra Duty Assignments

Discussion: Dr. Lenihan shared the Extra Duty assignments. He stated there are a few openings to fill yet.

IV.a.I.3. Wellness Policy (5417) Update

Discussion: Dr. Lenihan stated there are no changes to the policy at this time. He told the Board who is on the Wellness Committee and some things the committee has done.

IV.a.I.4. End of Year Administrative Retreat

Discussion: The Administration met and discussed the positives and negatives for the year. They will look at how to make improvements where needed.

IV.a.I.5. Budget Update

Discussion: Dr. Lenihan went over the proposed budget for the coming year.

IV.a.I.6. NPERS Audit

Discussion: Dr. Lenihan explained that Wayne, along with other area schools, has been audited by Nebraska Public Employees Retirement Systems (NPERS). He will keep the Board updated on any changes that are to be made.

IV.a.I.7. Nebraska Council on Teacher Education (NCTE)

Discussion: Dr. Lenihan has been appointed as president of Nebraska Council on Teacher Education (NCTE). It is an advisory board to the state board.

IV.a.II. High School Principal

Discussion: Mr. Hight stated that graduation went very well. He congratulated Ms. Toni Rasmussen for earning the Teacher Turn the Key award from Nebraska Agricultural Educators Association.

IV.a.III. Special Education/Early Learning Center Director

Discussion: Mrs. Bear went over the Social Emotional Learning and MAP growth charts with the Board. SEL data will continue to be gathered next school year.

IV.a.IV. Elementary Principal

Discussion: Mr. Plager told the Board the public was very happy to be able to attend the end of year concerts.

IV.a.V. Junior High Principal/Activities Director

Discussion: Mr. Wragge told the Board he was happy all of the sporting activities were able to be held this year.

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Jaime Manz, Justin Davis, Sylvia Ruhl, Mark Lenihan, Dave Wragge, Brandon Foote

Discussion: Mr. Brandon Foote stated that the Golf Scramble will be Friday, July 9 and the All-Class Reunion will be July 10 at the City Auditorium.

IV.b.II. Curriculum and Committee on American Civics - Jeryl Nelson, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Bear

Discussion: The Committee met and discussed Americanism requirements. The Americanism Hearing will be before the August Board Meeting.

IV.b.III. Facility/Safety/Finance - Lynn Junck, Jodi Pulfer, Justin Davis, Mark Lenihan, Russ Plager, Rochelle Nelson, Jordan Widner

Discussion: Mr. Jordan Widner gave the Board an update on the Restroom Renovation project. He stated things are going well and are on schedule.

IV.b.IV. Policy/Title IX - Jeryl Nelson, Jaime Manz, Jodi Pulfer, Mark Lenihan, Russ Plager, Tucker Hight

Discussion: No report.

IV.b.V. Negotiations - Jeryl Nelson, Lynn Junck, Justin Davis, Mark Lenihan,

Discussion: No report.

IV.b.VI. Legislative - Jodi Pulfer, Lynn Junck, Sylvia Ruhl, Mark Lenihan

Discussion: No report.

V. Boardsmanship

*WCS Board/NASB Planning Retreat - Tuesday, June 22, 5:00 PM at the Early Learning Center - 803 Providence Road.

Discussion: The Board thanked Mrs. Rochelle Nelson for her many years of service to Wayne Community Schools.

VI. Future Agenda Items

*August Board Meeting at 7:00

*Receipt of WCS Foundation Tax Sheets

*Second Reading of 2021-22 Teacher Handbook

*Second Reading of 2021-22 Classified Staff Handbook

*Second Reading of Policy Updates

*Policy Review -

-Student Fee (5416)

-Parental Involvement (6400)

-Homeless (5418)

-Anti-Bullying (5415)

-ILCD Annual Review (6600)

-Acknowledge Superintendent as CEO (2101)

*Committee on American Civics Public Hearing - August 9, 2021 Board Meeting

Discussion: Future Agenda Items also include: First Reading of 2021-22 Classified Staff Handbook, Second Reading of Early Learning Center Handbook Revision, and WAED Membership Dues.

VII. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Lynn Junck and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

| | |
|-------------------|--------|
| Mr. Justin Davis: | Yes |
| Mr. Lynn Junck: | Yes |
| Mrs. Jaime Manz: | Absent |
| Dr. Jeryl Nelson: | Yes |
| Dr. Jodi Pulfer: | Yes |
| Mrs. Sylvia Ruhl: | Yes |

Discussion: The meeting was adjourned at 6:48 p.m. The next regular Board Meeting will be Monday, July 12, 2021, in Room 202 of the Jr/Sr High School.

Deb Daum, Secretary

**Wayne Community Schools
Board of Education Retreat Minutes
June 22, 2021**

The retreat of the Wayne Board of Education was held at 803 Providence Road, Wayne, NE, 68787, on Monday, June 22, 2021, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (6/17/2021), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:

Mr. Justin Davis
Mr. Lynn Junck
Mrs. Jaime Manz
Dr. Jeryl Nelson
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

I. Call the Meeting to Order

Discussion: The Board Retreat was called to order at 5:03 p.m. at the Early Learning Center.

I.a. Pledge of Allegiance

I.b. Announce Open Meetings Act Posting and Location - Posted at Wayne Community Schools, Published in the Wayne Herald (6/17/2021), and online: www.wayneschools.org

I.c. Nebraska Association of School Boards Strategic Planning Meeting - Marcia Herring, NASB Director of Board Leadership

Discussion: Marcia Herring, NASB Director of Board Leadership, presented the Board with the Strategic Planning process. She was able to answer any questions the Board had for the process.

II. Adjournment

Motion to Adjourn Meeting passed with a motion by Mrs. Jaime Manz and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Yes
Mrs. Jaime Manz: Yes
Dr. Jeryl Nelson: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The meeting was adjourned at 6:50 p.m. The next regular Board Meeting will be Monday, July 12, 2021, in Room 202 of the Jr/Sr High School, beginning at 5:00 p.m.

Deb Daum, Secretary

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 05/19/2021; End Date: 05/19/2021; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/19/2021 2:24:42 PM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|--------------------|---------------------|----------------|-------------------------|--------------------------------|------------|------------------|
| 2289 | State Nebraska Bank | 540978 | 5064 | Misty Brasch | \$86.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Misty Brasch | | Acct. 494-2 | 06-1-016110-000-000-000 | refund on student meal account | | \$86.00 |
| Sub Total | | | | | | \$86.00 |
| Grand Total | | | | | | \$86.00 |

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 05/19/2021; End Date: 05/19/2021; Bank: State Nebraska Bank; Sort
By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/19/2021 2:24:43 PM

| Check Date | Check Number | Payee | Type | Amount |
|------------------|--------------|--------------|------------------|----------------|
| 05/19/2021 | 5064 | Misty Brasch | Accounts Payable | \$86.00 |
| Sub Total | | | | \$86.00 |

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 05/19/2021; End Date: 05/19/2021; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/19/2021 2:24:43 PM

| Check Date | Check Number | Payee | Description | Type | Amount |
|------------------|--------------|--------------|--------------------------------|------------------|----------------|
| 05/19/2021 | 5064 | Misty Brasch | refund on student meal account | Accounts Payable | \$86.00 |
| Sub Total | | | | | \$86.00 |

Replaces void check #5045 - wrong parent name.

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 06/15/2021; End Date: 06/15/2021; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06"); Created On: 6/14/2021 3:41:53 PM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|------------------------------------|---------------------|----------------|-------------------------|------------------------------------|------------|-------------------|
| LF-06142021 | State Nebraska Bank | 540978 | 5065 | Cash-Wa Distributing | \$4,169.36 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Cash-Wa Distributing | | 6/1/2021 | 06-2-031000-610-000-000 | supply | | \$481.07 |
| Cash-Wa Distributing | | 6/1/2021 | 06-2-031000-630-000-000 | food | | \$3,688.29 |
| Sub Total | | | | | | \$4,169.36 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5066 | DFA Dairy Brands Corporate, LLC | \$2,403.92 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| DFA Dairy Brands Corporate, LLC | | 6/2021 | 06-2-031000-630-000-000 | food | | \$2,403.92 |
| Sub Total | | | | | | \$2,403.92 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5067 | Earthgrains Baking Companies, Inc. | \$626.27 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Earthgrains Baking Companies, Inc. | | 5/2021 | 06-2-031000-630-000-000 | food | | \$626.27 |
| Sub Total | | | | | | \$626.27 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5068 | Major Refrigeration Co., Inc. | \$337.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Major Refrigeration Co., Inc. | | IC07076 | 06-2-031000-350-000-000 | repair & maint. | | \$337.00 |
| Sub Total | | | | | | \$337.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5069 | Pac 'n' Save | \$17.70 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Pac 'n' Save | | June 1, 2021 | 06-2-031000-610-000-000 | supply | | \$6.85 |
| Pac 'n' Save | | June 1, 2021 | 06-2-031000-630-000-000 | food | | \$10.85 |
| Sub Total | | | | | | \$17.70 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5070 | Pizza Hut - Wayne | \$883.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Pizza Hut - Wayne | | 5/20/21 | 06-2-031000-630-000-000 | food | | \$883.00 |
| Sub Total | | | | | | \$883.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| LF-06142021 | State Nebraska Bank | 540978 | 5071 | School Specialty, LLC | \$72.00 | Accounts Payable |

| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
|-----------------------|-----------|--------------|-------------------------|--|------------|----------------|
| School Specialty, LLC | 5719-2021 | 208127447645 | 06-2-031000-610-000-000 | book planners, clipboards/supplies, SN dist | 06/14/2021 | \$72.00 |
| Sub Total | | | | | | \$72.00 |

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|----------------|---------------------|----------------|--------------|---------------|------------|------------------|
| LF-06142021 | State Nebraska Bank | 540978 | 5072 | Sysco Lincoln | \$2,596.34 | Accounts Payable |

| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
|--------------------|-----------|-----------|-------------------------|-------------|------------|--------------------|
| Sysco Lincoln | | 6/2021 | 06-2-031000-610-000-000 | supply | | \$273.56 |
| Sysco Lincoln | | 6/2021 | 06-2-031000-630-000-000 | food | | \$2,322.78 |
| Sub Total | | | | | | \$2,596.34 |
| Grand Total | | | | | | \$11,105.59 |

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 06/15/2021; End Date: 06/15/2021; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: (IFUND1 = "06") ; Created On: 6/14/2021 3:41:54 PM

| Check Date | Check Number | Payee | Type | Amount |
|------------------|--------------|------------------------------------|------------------|--------------------|
| 06/15/2021 | 5065 | Cash-Wa Distributing | Accounts Payable | \$4,169.36 |
| 06/15/2021 | 5066 | DFA Dairy Brands Corporate, LLC | Accounts Payable | \$2,403.92 |
| 06/15/2021 | 5067 | Earthgrains Baking Companies, Inc. | Accounts Payable | \$626.27 |
| 06/15/2021 | 5068 | Major Refrigeration Co., Inc. | Accounts Payable | \$337.00 |
| 06/15/2021 | 5069 | Pac 'n' Save | Accounts Payable | \$17.70 |
| 06/15/2021 | 5070 | Pizza Hut - Wayne | Accounts Payable | \$883.00 |
| 06/15/2021 | 5071 | School Specialty, LLC | Accounts Payable | \$72.00 |
| 06/15/2021 | 5072 | Sysco Lincoln | Accounts Payable | \$2,596.34 |
| Sub Total | | | | \$11,105.59 |

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY20-21; Begin Date: 06/15/2021; End Date: 06/15/2021; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 6/14/2021 3:41:54 PM

| Check Date | Check Number | Payee | Description | Type | Amount |
|------------------|--------------|------------------------------------|-----------------------------|------------------|--------------------|
| 06/15/2021 | 5065 | Cash-Wa Distributing | food, supply | Accounts Payable | \$4,169.36 |
| 06/15/2021 | 5066 | DFA Dairy Brands Corporate, LLC | food | Accounts Payable | \$2,403.92 |
| 06/15/2021 | 5067 | Earthgrains Baking Companies, Inc. | food | Accounts Payable | \$626.27 |
| 06/15/2021 | 5068 | Major Refrigeration Co., Inc. | spring maint. on condensers | Accounts Payable | \$337.00 |
| 06/15/2021 | 5069 | Pac 'n' Save | food, supply | Accounts Payable | \$17.70 |
| 06/15/2021 | 5070 | Pizza Hut - Wayne | food | Accounts Payable | \$883.00 |
| 06/15/2021 | 5071 | School Specialty, LLC | supply | Accounts Payable | \$72.00 |
| 06/15/2021 | 5072 | Sysco Lincoln | food, supply | Accounts Payable | \$2,596.34 |
| Sub Total | | | | | \$11,105.59 |

Wayne Public Schools

Check Report 6/15/2021 June 2021 Payroll Liabilities

Begin Date: 06/15/2021; End Date: 06/15/2021; Check Type: Payroll Liability; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY20-21; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 6/15/2021 3:23:40 PM

| Date | Amount | Payroll Liability | Amount |
|------------------|--------|------------------------------------|---------------------|
| 06/15/2021 | 21521 | Aetna Insurance | Payroll Liability |
| 06/15/2021 | 21522 | Ameritas Life Insurance Co. (Dent) | Payroll Liability |
| 06/15/2021 | 21523 | Elkhorn Valley Bank | Payroll Liability |
| 06/15/2021 | 21524 | First Concord Benefits Group | Payroll Liability |
| 06/15/2021 | 21525 | Payroll Account | Payroll Liability |
| 06/15/2021 | 21526 | S.D. 17 Payroll Account | Payroll Liability |
| 06/15/2021 | 21527 | TSA Consulting Group, Inc | Payroll Liability |
| 06/15/2021 | 21528 | United Of Omaha | Payroll Liability |
| 06/15/2021 | 21529 | Vision Services Plan | Payroll Liability |
| 06/15/2021 | 5073 | Aetna Insurance | Payroll Liability |
| 06/15/2021 | 5074 | Ameritas Life Insurance Co. (Dent) | Payroll Liability |
| 06/15/2021 | 5075 | Elkhorn Valley Bank | Payroll Liability |
| 06/15/2021 | 5076 | Payroll Account | Payroll Liability |
| 06/15/2021 | 5077 | S.D. 17 Payroll Account | Payroll Liability |
| 06/15/2021 | 5078 | United Of Omaha | Payroll Liability |
| 06/15/2021 | EFT | Direct Deposit | Payroll Liability |
| Sub Total | | | \$732,048.53 |

General Fund Lab. Fees 367,913.51
 General Fund Direct Deposit 348,617.54
 Lunch Fund Liab. Drs 6200.70
 Lunch Fund Direct Deposit 8916.76

6F

LF

Wayne Public Schools

Check Report 6/21/21 PR

Begin Date: 06/21/2021, End Date: 06/21/2021, Check Type: Accounts Payable, Payee: [All], Bank: State Nebraska Bank, Accounting Cycle: F20-21, Limit Results to This Cycle: Yes, Account Expression: [All], Show Detail by Voucher: Yes, Created On: 6/21/2021 10:57:25 AM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|------------------------|---------------------|------------------------|-------------------------|------------------------------------|----------------|---------------------|
| 06212021PR | State Nebraska Bank | 540951 | | Internal Revenue Service - EFT | \$116,540.95 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June EFTPS | | \$116,540.95 |
| | | Sub Total | | | | \$116,540.95 |
| Voucher Number: | Bank Name: | Account Number: | Check Number: | Payee: | Amount: | Type: |
| 06212021PR | State Nebraska Bank | 540951 | | Nebraska Retirement System - EFT | \$99,393.14 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June Retirement | | \$99,393.14 |
| | | Sub Total | | | | \$99,393.14 |
| Voucher Number: | Bank Name: | Account Number: | Check Number: | Payee: | Amount: | Type: |
| 06212021PR | State Nebraska Bank | 540951 | | State of Nebraska - EFT | \$17,784.06 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June State WH | | \$17,784.06 |
| | | Sub Total | | | | \$17,784.06 |
| Voucher Number: | Bank Name: | Account Number: | Check Number: | Payee: | Amount: | Type: |
| 06212021PR | State Nebraska Bank | 540951 | | Aetna Insurance | \$3,043.45 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June Health | | \$3,043.45 |
| | | Sub Total | | | | \$3,043.45 |
| Voucher Number: | Bank Name: | Account Number: | Check Number: | Payee: | Amount: | Type: |
| 06212021PR | State Nebraska Bank | 540951 | | Ameritas Life Insurance Co. (Dent) | \$198.00 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June Dental | | \$198.00 |
| | | Sub Total | | | | \$198.00 |
| Voucher Number: | Bank Name: | Account Number: | Check Number: | Payee: | Amount: | Type: |
| 06212021PR | State Nebraska Bank | 540951 | | United Of Omaha | \$1.48 | Accounts Payable |
| | | Invoice # | Account Code | Description | Issue Date | Amount |
| | | | 03-2-090000-000-000-000 | June life | | \$1.48 |
| | | Sub Total | | | | \$1.48 |
| Grand Total | | | | | | \$236,961.08 |

Wayne Public Schools

Check Report 6/30/2021 Gf

Begin Date: 06/30/2021; End Date: 06/30/2021; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY20-21; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by

Voucher: Yes; Created On: 7/1/2021 12:39:13 PM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|---------------------------|---------------------|------------------|-------------------------|---------------------------|-------------------|------------------|
| 06302021-GF | State Nebraska Bank | 637047 | | State Nebraska Bank - EFT | \$144.33 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| State Nebraska Bank - EFT | | EFT05/31/2021 | 01-2-025100-810-000-010 | May Bank Fees | | \$144.33 |
| Sub Total | | | | | | \$144.33 |
| Grand Total | | | | | | \$144.33 |

Wayne Public Schools

Check Listing Report GF 070721

Accounting Cycle: F20-21; Begin Date: 07/07/2021; End Date: 07/07/2021; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 7/7/2021 1:03:38 PM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|----------------|---------------------------|-----------------------------|-------------------------|--|------------|------------------|
| 7721-GF | State Nebraska Bank | 537047 | | State Nebraska Bank - EFT | \$106.73 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank - EFT | 7/21 | 01-2-025100-910-000-010 | June Bank Fees | | \$106.73 |
| Sub Total | | | | | | \$106.73 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21830 | Acco Brands USA LLC | \$2.31 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 4716448070 | 01-2-011900-910-300-000 | coop order/ELEC supply | 07/02/2021 | \$2.31 |
| Sub Total | | | | | | \$2.31 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21831 | Ace Hardware & Home | \$5.27 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 5633-2021 | 01-2-013000-350-000-000 | dr. ed. car repair parts/rep & maint. veh. dr. ed. | 07/06/2021 | \$2.09 |
| | | 5633-2021 | 01-2-026300-431-000-020 | Ingation parts/grounds upkeep & rep. maint. dist. | 07/06/2021 | \$3.18 |
| Sub Total | | | | | | \$5.27 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21832 | American Broadband | \$823.32 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 55442 & 31950 7/21 | 01-2-011000-382-000-000 | k-12 Phone | | \$539.10 |
| | | 55442 & 31950 7/21 | 01-2-011900-382-300-000 | Peek Phone, Internet & Cable | | \$284.22 |
| Sub Total | | | | | | \$823.32 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21833 | Amie's Ford | \$20.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 112462 | 01-2-013000-430-001-000 | Fuse box for Driver Ed car | | \$20.00 |
| Sub Total | | | | | | \$20.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21834 | Belemann Electric | \$68.50 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 782 | 01-2-026200-431-005-010 | Door opener | | \$68.50 |
| Sub Total | | | | | | \$68.50 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21835 | Black Hills Energy | \$79.21 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 9693074581, 3700834355 7/21 | 01-2-026100-621-001-010 | Utilities | | \$30.54 |
| | | 9693074581, 3700834355 7/21 | 01-2-026100-621-005-010 | Utilities | | \$33.41 |
| | | 9693074581, 3700834355 7/21 | 01-2-026100-621-006-010 | Utilities | | \$15.26 |
| Sub Total | | | | | | \$79.21 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21836 | Blick Art Materials | \$851.21 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 6563743 | 01-2-011000-610-006-090 | JH art supplies | 07/02/2021 | \$851.21 |
| Sub Total | | | | | | \$851.21 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21837 | Bongaars | \$97.96 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| | State Nebraska Bank | 5648-2021 | 01-2-026300-431-000-020 | grounds upkeep & rep./maint. dist. | 07/01/2021 | \$97.96 |
| Sub Total | | | | | | \$97.96 |

| | | | | | | | | | | | | | |
|----------------|---------------------------------------|-----------|---------------------|----------------|--------------------------|--------------|-------------------------|-------------|--|------------|-------------|--------|------------------|
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21538 | Payee | Carhart Lumber Company | Amount | \$3.29 | Type | Accounts Payable |
| Vendor | Carhart Lumber Company | PO Number | 5651-2021 | Invoice # | 11562 | Account Code | 01-2-026200-431-005-010 | Description | ES Bldg. upkeep & rep. maint. | Issue Date | 07/02/2021 | Amount | \$3.29 |
| Sub Total | | | | | | | | | | | | | \$3.29 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21539 | Payee | Carolina Biological Supply Co. | Amount | \$433.48 | Type | Accounts Payable |
| Vendor | Carolina Biological Supply Co. | PO Number | 5722-2021 | Invoice # | 51422539 RI & 51423145RI | Account Code | 01-2-011000-610-001-070 | Description | HS science lab supplies | Issue Date | 07/02/2021 | Amount | \$433.48 |
| Sub Total | | | | | | | | | | | | | \$433.48 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21540 | Payee | Chemsearch FE | Amount | \$977.90 | Type | Accounts Payable |
| Vendor | Chemsearch FE | PO Number | 7419447 | Invoice # | 7419447 | Account Code | 01-2-026200-431-005-010 | Description | ES Water Treatment | Issue Date | 07/02/2021 | Amount | \$977.90 |
| Sub Total | | | | | | | | | | | | | \$977.90 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21541 | Payee | City of Wayne | Amount | \$20,533.60 | Type | Accounts Payable |
| Vendor | City of Wayne | PO Number | 7/21 | Invoice # | 7/21 | Account Code | 01-2-026100-410-001-000 | Description | HS Water | Issue Date | | Amount | \$1,302.54 |
| | City of Wayne | | | | | | | | | | | | \$1,283.43 |
| | City of Wayne | | | | | | | | | | | | \$651.24 |
| | City of Wayne | | | | | | | | | | | | \$5,910.04 |
| | City of Wayne | | | | | | | | | | | | \$8,129.56 |
| | City of Wayne | | | | | | | | | | | | \$2,955.03 |
| Sub Total | | | | | | | | | | | | | \$20,533.60 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21542 | Payee | Cole Papers Inc. | Amount | \$2,815.83 | Type | Accounts Payable |
| Vendor | Cole Papers Inc. | PO Number | 5660-2021 | Invoice # | 10003623 | Account Code | 01-2-026200-610-000-000 | Description | maint. supplies, maint. dist. | Issue Date | 07/06/2021 | Amount | \$2,815.83 |
| Sub Total | | | | | | | | | | | | | \$2,815.83 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21543 | Payee | Constellation NewEnergy Gas Div., LLC | Amount | \$1,028.71 | Type | Accounts Payable |
| Vendor | Constellation NewEnergy Gas Div., LLC | PO Number | 3233316 | Invoice # | 3233316 | Account Code | 01-2-026100-621-001-000 | Description | Utilities | Issue Date | | Amount | \$397.57 |
| | Constellation NewEnergy Gas Div., LLC | | | | | | | | | | | | \$432.36 |
| | Constellation NewEnergy Gas Div., LLC | | | | | | | | | | | | \$198.78 |
| Sub Total | | | | | | | | | | | | | \$1,028.71 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21544 | Payee | CPJ | Amount | \$3,973.50 | Type | Accounts Payable |
| Vendor | CPJ | PO Number | 57128-2021 | Invoice # | CUST0259214 | Account Code | 01-2-064110-610-000-001 | Description | 150 NCI Workbooks | Issue Date | 07/01/2021 | Amount | \$3,973.50 |
| Sub Total | | | | | | | | | | | | | \$3,973.50 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21545 | Payee | Dakota Printers Supply, LLC | Amount | \$635.90 | Type | Accounts Payable |
| Vendor | Dakota Printers Supply, LLC | PO Number | 5597-2021 | Invoice # | 6/14/21 | Account Code | 01-2-011000-610-001-090 | Description | HS art supplies | Issue Date | 07/02/2021 | Amount | \$635.90 |
| Sub Total | | | | | | | | | | | | | \$635.90 |
| Voucher Number | 7721-GF | Bank Name | State Nebraska Bank | Account Number | 537047 | Check Number | 21546 | Payee | Eakes Office Solutions | Amount | \$281.91 | Type | Accounts Payable |
| Vendor | Eakes Office Solutions | PO Number | 5789-2021 | Invoice # | 8233865-0 | Account Code | 01-2-011000-610-001-010 | Description | 2022 desk pad calendar/dist. off. sup. ES t sup. | Issue Date | 07/01/2021 | Amount | \$47.19 |
| | Eakes Office Solutions | | | | | | | | | | | | \$64.35 |
| | Eakes Office Solutions | | | | | | | | | | | | \$12.67 |

| | | | | | | | |
|--------------------------------|---------------------|-----------------------|-------------------------|---|-------------------|------------------|--|
| Elakes Office Solutions | 5799-2021 | 82836865-0 | 01-2-025100-610-000-000 | 2022 desk pad calendars/dist. off. sup. ES t. sup. | 07/01/2021 | \$4,129 | |
| Elakes Office Solutions | 5689-2021 | 8273537-0 & 8283482-0 | 01-2-011000-610-001-010 | JH t. sup., HS t. sup. | 07/01/2021 | \$20.00 | |
| Elakes Office Solutions | 5589-2021 | 8273537-0 & 8283482-0 | 01-2-011000-610-001-010 | JH t. sup., HS t. sup. | 07/01/2021 | \$55.73 | |
| Elakes Office Solutions | 5689-2021 | 8273537-0 & 8283482-0 | 01-2-011000-610-006-010 | JH t. sup., HS t. sup. | 07/01/2021 | \$10.00 | |
| Elakes Office Solutions | 5589-2021 | 8273537-0 & 8283482-0 | 01-2-011000-610-006-010 | supplies/dist. off., HS princ. off., JH t. sup., HS t. sup. | 07/01/2021 | \$27.87 | |
| Elakes Office Solutions | 5589-2021 | 8273537-0 & 8283482-0 | 01-2-024100-610-001-000 | supplies/dist. off., HS princ. off., JH t. sup., HS t. sup. | 07/01/2021 | \$14.99 | |
| Elakes Office Solutions | 5589-2021 | 8273537-0 & 8283482-0 | 01-2-025100-610-000-000 | supplies/dist. off., HS princ. off., JH t. sup., HS t. sup. | 07/01/2021 | \$24.62 | |
| Sub Total | | | | | | \$281.91 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21547 | Egan Supply Co. | \$1,153.02 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| Egan Supply Co. | | 337923 | 01-2-026200-631-000-010 | maint. supply/maint. dist. | 07/01/2021 | \$100.80 | |
| Egan Supply Co. | | 338638 | 01-2-026200-610-000-000 | | 07/01/2021 | \$1,052.22 | |
| Sub Total | | | | | | \$1,153.02 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21548 | Elkhorn Valley Bank | \$80.00 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| Elkhorn Valley Bank | | 5/12/20 & 6/9/21 | 01-2-025100-810-000-010 | Bank Fees - open HSA Accounts | | \$80.00 | |
| Elkhorn Valley Bank | | 7/1/21 | 01-2-025100-810-000-010 | open health savings account | | \$20.00 | |
| Sub Total | | | | | | \$80.00 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21549 | ESU #1 | \$124,324.62 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| ESU #1 | | SP6477 | 01-2-012001-591-000-001 | Prog Serv 3/15 - 5/23 | | \$3,715.97 | |
| ESU #1 | | SP6477 | 01-2-012003-330-000-001 | Speed Inservices | | \$40.00 | |
| ESU #1 | | SP6477 | 01-2-012004-591-001-001 | Transition Serv 3/15-5/23/21 | | \$1,209.37 | |
| ESU #1 | | SP6477 | 01-2-012005-591-000-011 | Beh/Disorder 3/15 to 5/23 | | \$11,711.00 | |
| ESU #1 | | SP6477 | 01-2-012005-591-000-021 | Prof 3/15-5/23 | | \$36,496.50 | |
| ESU #1 | | SP6477 | 01-2-012005-591-000-021 | Speed Tower Outreach 3/15-5/23 | | \$819.75 | |
| ESU #1 | | SP6477 | 01-2-021410-591-000-001 | Psych Serv 3/15-5/23 | | \$24,300.00 | |
| ESU #1 | | SP6477 | 01-2-021510-591-000-001 | Speech 3/15-5/23 | | \$704.52 | |
| ESU #1 | | SP6477 | 01-2-021610-591-000-001 | Deal Audio 3/15-5/23 | | \$792.26 | |
| ESU #1 | | SP6477 | 01-2-021710-591-000-001 | Occ Therapy 3/15 to 6/23 | | \$6,131.50 | |
| ESU #1 | | SP6477 | 01-2-021810-591-000-001 | Rt Serv 3/15 to 5/23 | | \$2,244.75 | |
| ESU #1 | | SP6477 | 01-2-021910-591-000-001 | Speed vision 3/15 - 5/23 | | (\$768.00) | |
| ESU #1 | | R109210 | 01-2-022200-330-001-000 | Canvas Training 4/0smes | | \$20.00 | |
| ESU #1 | | SP6477 | 01-2-064040-591-300-001 | Below Age 5 3/15 to 5/23 | | \$25,891.50 | |
| ESU #1 | | SP6477 | 01-2-069970-590-000-000 | Eser II Counsilor & Lcan Med Prof 3/15 to 5/23 | | \$11,015.51 | |
| Sub Total | | | | | | \$124,324.62 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21550 | First Concord Benefits Group | \$200.00 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| First Concord Benefits Group | | 6/21 | 01-2-025100-810-000-010 | June 125 Fees | | \$100.00 | |
| First Concord Benefits Group | | 7/121 | 01-2-025100-810-000-020 | Admin Fees | | \$100.00 | |
| Sub Total | | | | | | \$200.00 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21551 | Film Scientific, Inc. | \$67.49 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| Film Scientific, Inc. | | 5784-2021 | 01-2-011000-610-006-070 | JH science lab sup. | 07/06/2021 | \$67.49 | |
| Sub Total | | | | | | \$67.49 | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | |
| 7721-GF | State Nebraska Bank | 537047 | 21552 | Follett School Solutions, Inc. | \$3,185.10 | Accounts Payable | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount | |
| Follett School Solutions, Inc. | | 4434-2021 | 01-2-011000-640-005-000 | first gr. math materials/ES textbooks | 07/02/2021 | \$3,185.10 | |
| Sub Total | | | | | | \$3,185.10 | |

| | | | | | | |
|----------------------------|---------------------|----------------|-------------------------|---|------------|------------------|
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21553 | Frontline Education | \$3,500.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Frontline Education | 5798C-2021 | INV US 142570 | 01-2-069970-643-000-002 | Implementation Fee for 504 Solution Mgmt. Reg Ed | 07/01/2021 | \$1,500.00 |
| Frontline Education | 5798D-2021 | INV US 142571 | 01-2-069970-643-000-002 | T. Port Daw. 504 Management Solution (reg ed | 07/01/2021 | \$2,000.00 |
| Sub Total | | | | | | \$3,500.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21554 | Genesis Enterprises, LLC | \$2,830.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Genesis Enterprises, LLC | 5443-2021 | 5073 | 01-2-026200-610-000-120 | steel tent frame/furn. & txt. sup. maint. dist | 07/01/2021 | \$2,680.00 |
| Genesis Enterprises, LLC | 5443-2021 | 5073 | 01-2-026300-431-000-020 | repair on poly tent/ground upkeep & repair/maint. | 07/01/2021 | \$150.00 |
| Sub Total | | | | | | \$2,830.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21555 | Glass Edge, Inc. | \$329.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Glass Edge, Inc. | | 71165 | 01-2-026200-431-001-010 | HS - door frame for west side | | \$329.00 |
| Sub Total | | | | | | \$329.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21556 | Gopher | \$1,519.33 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Gopher | 4467-2021 | IN55048 | 01-2-011000-610-005-000 | elem. PE curriculum (3 yr. subscription)/PE, elem | 07/01/2021 | \$398.00 |
| Gopher | 5753-2021 | IN51663 | 01-2-011000-610-006-000 | JH PE supply | 07/02/2021 | \$1,121.33 |
| Sub Total | | | | | | \$1,519.33 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21557 | Homelown Leasing | \$1,986.70 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Homelown Leasing | | 7121 | 01-2-025100-443-000-000 | Copier Lease | | \$1,986.70 |
| Sub Total | | | | | | \$1,986.70 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21558 | Instructure, Inc. | \$2,606.25 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Instructure, Inc. | | INV369398 | 01-2-089980-843-000-002 | Test Wiz & Navigate on line - ESSER III | | \$2,606.25 |
| Sub Total | | | | | | \$2,606.25 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21559 | IXL Learning, Inc. | \$2,486.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| IXL Learning, Inc. | | 5349567 | 01-2-069970-643-000-002 | IXL HS Math | | \$2,486.00 |
| Sub Total | | | | | | \$2,486.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21560 | J.W. Pepper & Son Inc. | \$71.99 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| J.W. Pepper & Son Inc. | 5795-2021 | 363440277 | 01-2-011000-610-006-050 | JH band music | 07/02/2021 | \$71.99 |
| Sub Total | | | | | | \$71.99 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21561 | Learning Without Tears | \$959.04 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Learning Without Tears | 4439-2021 | INV109377 | 01-2-011000-640-005-000 | handwriting wkks/EES textbooks | 07/02/2021 | \$959.04 |
| Sub Total | | | | | | \$959.04 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21562 | Limnex, Inc. da GoGuardian | \$9,395.50 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Limnex, Inc. da GoGuardian | | INV34826 | 01-2-069980-643-000-002 | 1 year of go guardian - ESSER III | | \$9,395.50 |
| Sub Total | | | | | | \$9,395.50 |

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|---|---------------------|------------------|-------------------------|---|------------|------------------|
| 7721-GF | State Nebraska Bank | 537047 | 21563 | Lit Oil | \$2,063.25 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Lit Oil | | 7/21 | 01-2-013000-610-000-000 | Fuel - Driver Ed | 07/06/2021 | \$1,010.40 |
| Lit Oil | | 7/21 | 01-2-021900-580-001-000 | FFA | 07/06/2021 | \$44.70 |
| Lit Oil | | 7/21 | 01-2-021900-580-001-000 | HS Ath | 07/06/2021 | \$563.00 |
| Lit Oil | | 7/21 | 01-2-021900-580-001-000 | Band/Choir | 07/06/2021 | \$22.56 |
| Lit Oil | | 7/21 | 01-2-026500-626-000-000 | Pickup/Lunch/grounds | 07/06/2021 | \$202.59 |
| Lit Oil | | 7/21 | 01-2-027120-626-000-001 | Sped | 07/06/2021 | \$220.00 |
| Sub Total | | | | | | \$2,063.25 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21564 | Main Street Garage, LLC | \$2,057.76 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Main Street Garage, LLC | | 008511 | 01-2-013000-430-001-000 | Driver Ed rotors & brakes | 07/06/2021 | \$359.80 |
| Main Street Garage, LLC | | 8597, 8536, 8587 | 01-2-027300-350-000-000 | | 07/06/2021 | \$1,590.26 |
| Main Street Garage, LLC | | 8597, 8536, 8587 | 01-2-027320-350-000-001 | | 07/06/2021 | \$107.90 |
| Sub Total | | | | | | \$2,057.76 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21565 | Middell Music, Inc. | \$415.61 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Middell Music, Inc. | | 5793-2021 | 01-2-011000-610-005-110 | ES band instr. & sup. | 07/06/2021 | \$415.61 |
| Sub Total | | | | | | \$415.61 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21566 | Molly Redden | \$1,000.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Molly Redden | | 7/21 | 01-2-023100-310-000-010 | 2021 Census | 07/06/2021 | \$1,000.00 |
| Sub Total | | | | | | \$1,000.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21567 | Nebraska Council Of School Administrators | \$150.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Nebraska Council Of School Administrators | | 67439 | 01-2-067000-580-000-000 | T. Rasmussen Conf Reg - Perkins | 07/06/2021 | \$150.00 |
| Sub Total | | | | | | \$150.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21568 | Nebraska Library Commission | \$4,283.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Nebraska Library Commission | | 30594 | 01-2-022200-643-001-000 | EBSCO online database subscription K-12/HS lbr. | 07/02/2021 | \$1,413.39 |
| Nebraska Library Commission | | 5797-2021 | 01-2-022200-643-005-000 | EBSCO online database subscription K-12/ES lbr. | 07/02/2021 | \$2,184.33 |
| Nebraska Library Commission | | 30594 | 01-2-022200-643-006-000 | EBSCO online database subscription K-12/JH lbr. | 07/02/2021 | \$685.28 |
| Sub Total | | | | | | \$4,283.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21569 | Northeast Nebraska Insurance | \$390.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Northeast Nebraska Insurance | | 7/1/2021 | 01-2-026100-810-000-020 | D. Peters Security Bond and Notary Bond | 07/06/2021 | \$390.00 |
| Sub Total | | | | | | \$390.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21570 | One Source | \$100.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| One Source | | 2561-202110630 | 01-2-023300-317-000-000 | | 07/06/2021 | \$100.00 |
| Sub Total | | | | | | \$100.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21571 | OTC Brands, Inc. | \$949.93 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| OTC Brands, Inc. | | 4158-2021 | 01-2-011900-610-300-000 | ELC supplies | 07/06/2021 | \$949.93 |
| Sub Total | | | | | | \$949.93 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 7721-GF | State Nebraska Bank | 537047 | 21571 | OTC Brands, Inc. | \$949.93 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| OTC Brands, Inc. | | 4158-2021 | 01-2-011900-610-300-000 | ELC supplies | 07/06/2021 | \$949.93 |
| Sub Total | | | | | | \$949.93 |

| | | | | | | | | | | | | | | | | | | | |
|----------------|---------|--------|-----------------------------------|-----------|--|-----------|------------------|----------------|-------|--------------|-------------------------|-------------|--|------------|------------|--------|------------|------|------------------|
| Voucher Number | 7721-GF | Vendor | Pac'n Save | PO Number | | Invoice # | 7/1/2021 | Account Number | 21572 | Account Code | 01-2-011000-610-000-080 | Description | Water | Issue Date | 7/50 | Amount | \$7.50 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$7.50 | | |
| Voucher Number | 7721-GF | Vendor | Perma-Bound | PO Number | | Invoice # | 5567-2021 | Account Number | 21573 | Account Code | 01-2-011000-640-001-000 | Description | English books/HS textbooks | Issue Date | 07/02/2021 | Amount | \$335.60 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$335.60 | | |
| Voucher Number | 7721-GF | Vendor | Perry, Guttery, Haase & | PO Number | | Invoice # | 06/19/2021 | Account Number | 21574 | Account Code | 01-2-023300-317-000-000 | Description | June Legal Services | Issue Date | | Amount | \$270.00 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$270.00 | | |
| Voucher Number | 7721-GF | Vendor | Plunkett's Pest Control | PO Number | | Invoice # | 7/3/2021 | Account Number | 21575 | Account Code | 01-2-026200-431-000-010 | Description | Pest Control | Issue Date | | Amount | \$234.72 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$234.72 | | |
| Voucher Number | 7721-GF | Vendor | Quality Inn and Conference Center | PO Number | | Invoice # | Act 4190787 6/21 | Account Number | 21576 | Account Code | 01-2-021900-580-001-010 | Description | Dist Baseball Lodging (8 rooms 2 nights) | Issue Date | | Amount | \$1,424.00 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$1,424.00 | | |
| Voucher Number | 7721-GF | Vendor | Rasmussen Mechanical Services | PO Number | | Invoice # | SRV083679 | Account Number | 21577 | Account Code | 01-2-026400-431-005-000 | Description | EL Cooling tower | Issue Date | | Amount | \$224.00 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$224.00 | | |
| Voucher Number | 7721-GF | Vendor | S.D. 17 Pety Cash Account | PO Number | | Invoice # | 7/21 | Account Number | 21578 | Account Code | 01-2-025100-910-000-020 | Description | D-Paters Notary Application Fee | Issue Date | | Amount | \$30.00 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$30.00 | | |
| Voucher Number | 7721-GF | Vendor | School Specialty, LLC | PO Number | | Invoice # | 208127596157 | Account Number | 21579 | Account Code | 01-2-011000-610-001-010 | Description | Kraft paper (1 roll)/JH, HS T supply | Issue Date | 07/02/2021 | Amount | \$42.46 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$42.46 | | |
| Voucher Number | 7721-GF | Vendor | School Specialty, LLC | PO Number | | Invoice # | 208127596157 | Account Number | 21580 | Account Code | 01-2-011000-610-006-010 | Description | Kraft paper (1 roll)/JH, HS T supply | Issue Date | 07/02/2021 | Amount | \$21.23 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$21.23 | | |
| Voucher Number | 7721-GF | Vendor | Security Shredding Services | PO Number | | Invoice # | 17616 | Account Number | 21580 | Account Code | 01-2-025100-310-000-020 | Description | Secure Shredding | Issue Date | | Amount | \$52.50 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$52.50 | | |
| Voucher Number | 7721-GF | Vendor | Supreme School Supply Co. | PO Number | | Invoice # | 128013 | Account Number | 21581 | Account Code | 01-2-024100-610-001-000 | Description | JH/HS princ. supplies | Issue Date | 07/02/2021 | Amount | \$147.95 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$147.95 | | |
| Voucher Number | 7721-GF | Vendor | Supreme School Supply Co. | PO Number | | Invoice # | 128013 | Account Number | 21582 | Account Code | 01-2-024100-610-006-000 | Description | JH/HS princ. supplies | Issue Date | 07/02/2021 | Amount | \$73.98 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$73.98 | | |
| Voucher Number | 7721-GF | Vendor | Supreme School Supply Co. | PO Number | | Invoice # | 128013 | Account Number | 21582 | Account Code | 01-2-024100-610-006-000 | Description | JH/HS princ. supplies | Issue Date | 07/02/2021 | Amount | \$221.93 | Type | Accounts Payable |
| Sub Total | | | | | | | | | | | | | | | | | \$221.93 | | |

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|--|---|------------------------------------|--|---|-------------------------------|
| Synchrony Bank/Amazon | 7/15/21 | 01-2-011000-610-001-120 | Ind Tech Supplies | | \$529.24 |
| Synchrony Bank/Amazon | 7/15/21 | 01-2-011000-610-005-010 | EL T. Science Supplies | | \$188.56 |
| Synchrony Bank/Amazon | 7/15/21 | 01-2-011000-610-006-010 | 7/8 T. Supply | | \$49.56 |
| Synchrony Bank/Amazon | 7/15/21 | 01-2-011000-640-001-000 | HS English Books | | \$509.62 |
| Synchrony Bank/Amazon | 7/15/21 | 01-2-025100-810-000-010 | Late fee | | \$35.00 |
| Sub Total | | | | | \$1,311.98 |
| Voucher Number: 7721-GF | Bank Name: State Nebraska Bank | Account Number: 537047 | Check Number: 21583 | Payee: Taylor Music | Amount: \$1,040.00 |
| Vendor: Taylor Music | PO Number: 5790-2021 | Invoice #: 2141685-JN | Account Code: 01-2-011000-610-001-110 | Description: band instrument & supply/HS | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$1,040.00 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21584 | Payee: The Crete News | Amount: \$146.45 |
| Vendor: The Crete News | PO Number: 5588-2021 | Invoice #: 135944 | Account Code: 01-2-024100-610-001-000 | Description: daily summary absentee forms/JH, HS princ. off. | Issue Date: 07/06/2021 |
| Sub Total: | | | | | \$37.33 |
| Vendor: The Crete News | PO Number: 5588-2021 | Invoice #: 135944 | Account Code: 01-2-024100-610-006-000 | Description: daily summary absentee forms/JH, HS princ. off. | Issue Date: 07/06/2021 |
| Sub Total: | | | | | \$18.67 |
| Vendor: The Crete News | PO Number: 5588-2021 | Invoice #: 135944 | Account Code: 01-2-025100-610-000-000 | Description: sun. activity rept. bks./supplies, office dist. | Issue Date: 07/06/2021 |
| Sub Total: | | | | | \$90.45 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21585 | Payee: The Omaha World-Herald | Amount: \$375.00 |
| Vendor: The Omaha World-Herald | PO Number: 5468B-2021 | Invoice #: I0000202554-0224 | Account Code: 01-2-023100-540-000-000 | Description: classified ad for Head FB Coach/advertising board | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$375.00 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21586 | Payee: TROX | Amount: \$16.22 |
| Vendor: TROX | PO Number: 5622-2021 | Invoice #: 293663 | Account Code: 01-2-011000-610-001-010 | Description: coop order - HS t supply | Issue Date: 07/07/2021 |
| Sub Total: | | | | | \$16.22 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21587 | Payee: U.S. Bank | Amount: \$1,082.91 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-011000-610-001-120 | Description: Ind Tech Supplies | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$192.32 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-023100-540-000-000 | Description: H.Wanted Bus Mgr | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$580.00 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-023100-610-000-000 | Description: Meals for board Retreat | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$119.45 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-023200-580-000-000 | Description: Suprt meal at budget meeting | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$28.65 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-023200-580-000-000 | Description: supt travel, fuel & parking | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$38.50 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-023200-610-000-000 | Description: Norfolk daily news | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$4.99 |
| Vendor: U.S. Bank | PO Number: 625921 | Invoice #: 625921 | Account Code: 01-2-025100-890-000-000 | Description: Amazon Prime Membership | Issue Date: 6/25/21 |
| Sub Total: | | | | | \$119.00 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21588 | Payee: US Cellular | Amount: \$79.84 |
| Vendor: US Cellular | PO Number: 0446701414 | Invoice #: 0446701414 | Account Code: 01-2-025100-382-000-000 | Description: Maint phone | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$79.84 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21589 | Payee: Waste Connections of Nebraska Inc | Amount: \$731.50 |
| Vendor: Waste Connections of Nebraska Inc | PO Number: 2072386 | Invoice #: 2072386 | Account Code: 01-2-026200-410-000-010 | Description: Reg Sanitation and Roll off container | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$731.50 |
| Voucher Number: 7721-GF | Bank Name: Bank Name State Nebraska Bank | Account Number: 537047 | Check Number: 21590 | Payee: Wayne Herald | Amount: \$813.33 |
| Vendor: Wayne Herald | PO Number: 721 | Invoice #: 721 | Account Code: 01-2-023100-540-000-000 | Description: Help Wanted Business Mgr & Paras | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$405.25 |
| Vendor: Wayne Herald | PO Number: 721 | Invoice #: 721 | Account Code: 01-2-023100-540-000-000 | Description: Legals | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$273.08 |
| Vendor: Wayne Herald | PO Number: 721 | Invoice #: 721 | Account Code: 01-2-023100-540-000-000 | Description: State Golf | Issue Date: 07/02/2021 |
| Sub Total: | | | | | \$35.00 |

| | | | | | | | | | | |
|--------------------------|---------------------|-----------------------|-------------------------|---------------------------------|-------------------|------------------|---------------------|--|--|----------|
| Wayne Herald | | 7/21 | 01-2-023100-540-000-000 | Web ad | | | | | | \$100.00 |
| Sub Total | | | | | | | | | | \$813.33 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | Amount | | | |
| 7721-GE | State Nebraska Bank | 537047 | 21581 | Woodwind & Brasswind | \$81.50 | Accounts Payable | | | | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | | Amount | | | |
| Woodwind & Brasswind | 5792-2021 | ARINW58802271 | 01-2-011000-610-001-110 | sick bag/HS instrument & supply | 07/02/2021 | | \$81.50 | | | |
| Sub Total | | | | | | | \$81.50 | | | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type | Amount | | | |
| 7721-GF | State Nebraska Bank | 537047 | 21582 | Zach Heating and Cooling | \$616.50 | Accounts Payable | | | | |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | | Amount | | | |
| Zach Heating and Cooling | | 6/30/21 | 01-2-026400-431-000-000 | Maint & Rep Tech Mod | | | \$527.00 | | | |
| Zach Heating and Cooling | | 6/30/21 | 01-2-026400-431-001-000 | Maint & Rep HS | | | \$89.50 | | | |
| Sub Total | | | | | | | \$616.50 | | | |
| Grand Total | | | | | | | \$207,381.39 | | | |

Wayne Public Schools

Check Report 7/6/2021

Begin Date: 07/06/2021; End Date: 07/06/2021; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY20-21; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/8/2021 10:46:34 AM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|-----------------------|---------------------|----------------|-------------------------|-----------------------------|--------------|---------------------|
| Depreciation 07062021 | State Nebraska Bank | 112507 | 1009 | Glass Edge, Inc. | \$2,178.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Glass Edge, Inc. | | 71031 | 02-2-029000-610-000-130 | Automatic door opener | | \$2,178.00 |
| Sub Total | | | | | | \$2,178.00 |
| | | | | | | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| Building Fund 070621 | State Nebraska Bank | 540935 | 1653 | ATC Group | \$525.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| ATC Group | | 2352388 | 08-2-026200-431-000-000 | 3yr asbestos reinspection | | \$525.00 |
| Sub Total | | | | | | \$525.00 |
| | | | | | | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| Building 070621-2 | State Nebraska Bank | 540935 | 1654 | ABC Abatement | \$8,600.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| ABC Abatement | | 1487 | 08-2-026200-431-000-000 | Asbestos Abatement | | \$8,600.00 |
| Sub Total | | | | | | \$8,600.00 |
| | | | | | | |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07062021-Build | State Nebraska Bank | 540935 | 1655 | OCC Builders LLC | \$115,172.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| OCC Builders LLC | | Pmt #2 | 08-2-047000-450-000-000 | payment #2 Restroom Project | | \$115,172.00 |
| Sub Total | | | | | | \$115,172.00 |
| Grand Total | | | | | | \$126,475.00 |

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Build

Build

Build

Check Summary Report

Date: 06/01/2021 thru 06/30/2021

| Check Number | Status | Check / Void Date | Vendor Name | PO Number | Description | Amount |
|--------------|--------|-------------------|-------------------------|---------------|---------------------------------|----------|
| 21-14605 | C | 06/03/2021 | LAUREL-CONCORD-COLERID | GB | TEAM CAMP | 125.00 |
| 21-14606 | C | 06/03/2021 | LINPEPCO - SIOUXLAND | St. Council | VENDING MACHINE | 103.75 |
| 21-14607 | C | 06/03/2021 | SCHOOL SPECIALTY SUPPLY | Mades | SUPPLIES | 52.64 |
| 21-14608 | C | 06/04/2021 | DOUG BROWN | GB | GIRLS LEAGUE | 550.00 |
| 21-14609 | C | 06/04/2021 | CONCORDIA WOMEN'S | " | GIRLS TEAM CAMP | 450.00 |
| 21-14610 | C | 06/04/2021 | WINNER'S CIRCLE | Athletic | MEDALS, TROPHIES, trophy plates | 287.30 |
| 21-14611 | C | 06/04/2021 | WAYNE GREENHOUSE, INC. | Class of 2021 | GRADUATION FLOWERS | 663.00 |
| 21-14612 | C | 06/04/2021 | SYNCHRONY BANK/AMAZON | Mades | 3-DRAWER STORAGE UNITS | 113.70 |
| 21-14613 | C | 06/04/2021 | SCHOOL SPECIALTY SUPPLY | " | SUPPLIES | 93.07 |
| 21-14614 | C | 06/08/2021 | U. S. BANK | | CREDIT CARD PURCHASE | 1,937.94 |
| 21-14615 | C | 06/08/2021 | PAC 'N' SAVE | | | 910.49 |
| 21-14616 | C | 06/08/2021 | WILDCAT LANES | Bowling | BOWLING CAMP | 170.00 |
| 21-14617 | C | 06/08/2021 | NEVCO SPORTS, LLC | Staff Support | NEW ELEM. SCOREBOARD | 7,911.36 |
| 21-14618 | C | 06/11/2021 | NSAA | Athletic | 2021-2022 ACTIVITIES reg. | 1,170.00 |
| 21-14619 | C | 06/11/2021 | SCHOOL SPECIALTY SUPPLY | Mades | SUPPLIES | 644.40 |
| 21-14620 | C | 06/11/2021 | MID STATE CONFERENCE | Athletic | SOCIAL/COACHES MEALS | 139.36 |
| 21-14621 | C | 06/11/2021 | DAVID WRAGGE | " | MILEAGE/WR CAMP, 6/7 | 125.19 |
| 21-14622 | C | 06/15/2021 | NEBRASKA COACHES ASSOC | " | MEMBERSHIP FOR TONI RASMUSSEN | 45.00 |
| 21-14623 | C | 06/15/2021 | TOTAL GRAPHICS | FFA | OFFICER SHIRTS | 135.00 |
| 21-14624 | C | 06/16/2021 | WAYNE STATE ATHLETICS | VB | CAMP | 630.00 |
| 21-14625 | O | 06/29/2021 | UNIVERSITY OF NEBRASKA | J.H.W.E.B | SCHOLARSHIP FOR NATALIE Bentjen | 500.00 |
| 21-14626 | O | 06/29/2021 | UNL | " " | SCHOLARSHIP FOR DYLAN Anderson | 500.00 |

Report Total: 17,257.20

→ Credit Card

Athletic 906.94
 Baseball 443.65
 TR 560.95
 SPED Trans 26.40

→ FFA 149.94

FCCA 50.28
 J.H.WEB 99.75
 Staff Support 561.62 (Staff luncheon)
 SPED trans 48.90

Wayne Public Schools

Check Report

Begin Date: 07/09/2021; End Date: 07/09/2021; Check Type: Accounts Payable; Payee: [All]; Bank: State Nebraska Bank; Accounting Cycle: FY20-21; Limit Results to This Cycle: Yes; Account Expression: [All]; Show Detail by Voucher: Yes; Created On: 7/9/2021 10:37:58 AM

| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
|----------------------------------|---------------------|----------------|-------------------------|----------------------------------|------------|-------------------|
| 07092021-GF | State Nebraska Bank | 537047 | 21625 | Cascade School Supplies Inc. | \$54.04 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Cascade School Supplies Inc. | 5617B-2021 | 66208 | 01-2-011000-610-001-010 | coop order/HS t. sup. | 07/08/2021 | \$17.76 |
| Cascade School Supplies Inc. | 5617B-2021 | 66208 | 01-2-011000-610-005-010 | coop order/ES t. sup. | 07/08/2021 | \$36.28 |
| Sub Total | | | | | | \$54.04 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07092021-GF | State Nebraska Bank | 537047 | 21626 | Knutson Law | \$270.00 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Knutson Law | | 1252 | 01-2-023300-317-000-000 | June Services Board Mtg | | \$270.00 |
| Sub Total | | | | | | \$270.00 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07092021-GF | State Nebraska Bank | 537047 | 21627 | Mark's Plumbing Parts | \$48.79 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Mark's Plumbing Parts | | INV001955906 | 01-2-026200-431-001-010 | Build rep & maint plumbing parts | | \$48.79 |
| Sub Total | | | | | | \$48.79 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07092021-GF | State Nebraska Bank | 537047 | 21628 | National Art and School Supplies | \$1,764.69 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-011000-610-001-010 | coop order/HS t. sup. | 07/09/2021 | \$283.22 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-011000-610-005-010 | coop order/ES t. sup. | 07/09/2021 | \$1,079.27 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-011000-610-006-010 | coop order/JH t. sup. | 07/09/2021 | \$134.75 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-011900-610-300-000 | coop order/ELC sup. | 07/09/2021 | \$32.55 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-012003-610-005-011 | coop order/ES SPED t. sup. | 07/09/2021 | \$80.16 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-012003-610-006-011 | coop order/JH SPED t. sup. | 07/09/2021 | \$31.68 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-022200-610-001-000 | coop order/HS libr. sup. | 07/09/2021 | \$26.47 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-022200-610-006-000 | coop order/JH libr. sup. | 07/09/2021 | \$13.23 |
| National Art and School Supplies | 5612-2021 | 10128 | 01-2-069970-610-000-002 | after school prog. sup. | 07/09/2021 | \$83.36 |
| Sub Total | | | | | | \$1,764.69 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07092021-GF | State Nebraska Bank | 537047 | 21629 | Norfolk Daily News | \$400.96 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Norfolk Daily News | | 6/30/2021 | 01-2-023100-540-000-000 | H. Wanted Bus Mgr | | \$400.96 |
| Sub Total | | | | | | \$400.96 |
| Voucher Number | Bank Name | Account Number | Check Number | Payee | Amount | Type |
| 07092021-GF | State Nebraska Bank | 537047 | 21630 | Pyramid School Products | \$724.56 | Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-011000-610-001-010 | coop order/HS t. sup. | 07/08/2021 | \$105.97 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-011000-610-005-010 | coop order/ES t. sup. | 07/08/2021 | \$407.36 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-011000-610-006-010 | coop order/JH t. sup. | 07/08/2021 | \$48.32 |

| | | | | | | |
|--------------------------------------|---|---------------------------------|------------------------------|---|------------------------------|---------------------------------|
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-011900-610-300-000 | coop order/ELC sup. | 07/08/2021 | \$51.96 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-012003-610-005-011 | coop order/ES SPED t. sup. | 07/08/2021 | \$28.80 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-012003-610-006-011 | coop order/JH SPED t. sup. | 07/08/2021 | \$14.12 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-022200-610-001-000 | coop order/HS libr. sup. | 07/08/2021 | \$5.39 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-022200-610-005-000 | coop order/ES libr. sup. | 07/08/2021 | \$17.56 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-026200-610-000-000 | coop order/maint. sup. dist. | 07/08/2021 | \$31.16 |
| Pyramid School Products | 5614-2021 | S1427001.001 | 01-2-069970-610-000-002 | coop order/after school prog. sup. | 07/08/2021 | \$13.92 |
| Sub Total | | | | | | \$724.56 |
| Voucher Number 07092021-GF | Bank Name State Nebraska Bank | Account Number 537047 | Check Number 21631 | Payee Rasmussen Mechanical Services | Amount \$21,594.00 | Type Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| Rasmussen Mechanical Services | | CON008424 | 01-2-026400-431-000-000 | preventive maint contract year 1 | | \$21,594.00 |
| Sub Total | | | | | | \$21,594.00 |
| Voucher Number 07092021-GF | Bank Name State Nebraska Bank | Account Number 537047 | Check Number 21632 | Payee S & S Worldwide, Inc. | Amount \$65.27 | Type Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| S & S Worldwide, Inc. | 5618-2021 | IN10076768 | 01-2-011000-610-001-010 | coop order/HS t. sup. | 07/08/2021 | \$2.01 |
| S & S Worldwide, Inc. | 5618-2021 | IN10076768 | 01-2-011000-610-005-010 | coop order/ES t. sup. | 07/08/2021 | \$61.25 |
| S & S Worldwide, Inc. | 5618-2021 | IN10076768 | 01-2-011900-610-300-000 | coop order/ELC sup. | 07/08/2021 | \$2.01 |
| Sub Total | | | | | | \$65.27 |
| Voucher Number 07092021-GF | Bank Name State Nebraska Bank | Account Number 537047 | Check Number 21633 | Payee School Specialty, LLC | Amount \$374.27 | Type Accounts Payable |
| Vendor | PO Number | Invoice # | Account Code | Description | Issue Date | Amount |
| School Specialty, LLC | 5737-2021 | 308103779704 | 01-2-011900-610-300-000 | ELC supplies | 07/07/2021 | \$270.66 |
| School Specialty, LLC | 4476-2021 | 308103772977 | 01-2-011000-610-005-010 | ES t. sup. | 07/08/2021 | \$21.86 |
| School Specialty, LLC | 4476-2021 | 308103772977 | 01-2-024100-610-005-000 | ES princ. off. sup. | 07/08/2021 | \$81.75 |
| Sub Total | | | | | | \$374.27 |
| Grand Total | | | | | | \$25,296.58 |

Checks Voided in June 2021

| | |
|--|--------|
| 20024 American Union Ventures | 41.80 |
| Checked w/vendor no outstanding invoices | |
| 21450 Francotype- Postalia | 10.00 |
| Paid in prev month | |
| 21497 Waye Area Economic Development | 750.00 |
| Per Board | |

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 14, 2017

StudentsStudent Fees Policy

The Board of Education of Wayne Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

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

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

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

(v) Parking. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

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

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20__, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 13, 2020

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
Nebraska Department of Education Rule 19
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
Every Student Succeeds Act

Date of Adoption: August 14, 2017

InstructionParental/Community Involvement in Schools

Wayne County School District 90-0017, a/k/a Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: June 12, 2017

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MEMORANDUM

To: Bill Heimann, ESU 1 Administrator
From: Perry Law Firm
Date: May 28, 2021
RE: School District Annual Policy Service Update

The Nebraska Legislature adjourned on May 27th. This session involved several legislative bills that will require policy changes, as discussed in this memo. In addition, new federal and state auditing guidelines and procedures will require updates to school policies in certain areas. Finally, we have included several other policies that school districts may consider adopting, based upon scenarios that have occurred over the past year or so.

A. REQUIRED POLICY UPDATES

1. Policy 1200 – Anti-Harassment – Due to the enactment of LB 451, and to be consistent across policies, we have added the new non-discriminatory references to the general anti-harassment policy.

2. Policy 3132 – Internal Controls – NDE’s “Fiscal Desk Reviews” have started asking for each District’s “written Internal Controls and Policies and Procedures,” pursuant to 2 C.F.R. § 200.303, et seq. Policy 3132 includes those required policies and procedures.

3. Policy 4003 and Attachments – Employee Antidiscrimination – LB 451 adds protections under the Nebraska Fair Employment Practice Act with regard to race and hairstyles. Policy 4003 and its attachments are updated to reflect this change in the law.

4. Attachments to Policy 4007 – (FMLA) – The United States Department of Labor updated its Family and Medical Leave Act forms. To that end, the updated FMLA forms can replace the old versions of Forms 2-7. The FMLA Application itself (Form 1) remains the same.

5. Attachment to Policy 5002 – “Affidavit” – LB 528 removed the requirement that disenrollment forms be notarized. In addition, NDE may issue an updated “Nebraska Withdrawal From Mandatory Attendance Form” in light of LB 528. If that occurs, we will replace the existing NDE form with the updated NDE form.

6. Policy 5401 and 5401z – Equal Opportunity – Similar to Policy 1200, we have updated the new non-discrimination language to be consistent across all policies.

7. **Policy 6600 – Special Education Policies** – Recently, NDE’s special education audits have asked for more specifics and detail in policy. As such, we have updated Policy 6600 to conform with these new standards.

B. POLICY UPDATES TO CONSIDER

1. **Policy 1110 – Bulletin Boards** – As some schools move towards distributing messages electronically, each Board should revisit Policy 1110. Some districts may no longer need this Policy. Each district should review their policy to make sure it reflects current and intended practice, including what may be posted and whether outside groups may post on school bulletin boards.

2. **Policy 4025 – Professional Boundaries (NDE Model Policy)** – Neb. Rev. Stat. § 79-879 requires that every school district have a professional boundaries policy to address, among other things, grooming of students. NDE has developed a model policy that a school district may adopt, though NDE’s policy itself is not required. Many school districts already have a professional boundaries policy. Our preference is to continue using our current professional boundaries policy, but each board can decide if they want to adopt NDE’s model policy or keep their existing professional boundaries policy. If a district wants to keep its current professional boundaries policy, that district should confirm that the policy includes all requirements contained in Neb. Rev. Stat. § 79-879.

3. **Policy 6111 – Classroom Environment** – This year, several districts struggled with staff members who displayed controversial flags or had political posters in their classroom. To avoid this situation in the future, Boards may want to consider adding a provision in Policy 6111 to limit non-curricular posters, flags and other displays.

4. **Policy 6212 – Assessments – Academic Content Standards** – In light of the proposed health standards, Boards may want to review their policy on academic content standards. In the past, our policy has allowed Boards to automatically adopt the State Board’s recommended content standards. However, with the controversy over the proposed health standards, Boards may want to change their policy to require an affirmative vote to adopt a standard recommended by the State Board.

5. **Policy 8130 – Annual Organizational Meeting** – During this past year, a handful of school boards struggled to select their officers, including multiple votes and stalemates to elect a Board President. We have provided two options to address this apparent, ongoing problem. Option #1 is our current recommended policy, which allows Boards to decide how many votes will be taken before a stalemate is called. In some cases, this resulted in (at least the appearance of) board members “stalling” to “run out the clock.” With that in mind, we are providing Option #2, which resolves a stalemate with a coin flip. These policies are optional and will likely be district-specific on how the Board wants to handle the election of Board officers.

6. Policies 8151 & 8152 – Standing Committees – In some districts, the Board President appoints committees. In other districts, the Superintendent facilitates committee assignments. To align with each district’s practices, we have provided Policy 8151 for those districts that wish to have their Board President handle committee assignments. (Districts that prefer to delegate committee assignments to the Superintendent should review their policies to ensure that their current policies align with such practice.)

C. OTHER CONSIDERATIONS

1. COVID Policy and Planning for 2021-2022. Some districts have asked about developing a COVID-related policy or Board-approved procedures for the 2021-2022 school year, including requirements (or not) for masks, quarantining, employee leaves and absences, student attendance and remote learning, and other issues related to returning to school. Given how quickly things can change with COVID, we have not yet distributed any type of draft policy and are leery of recommending a formal board policy that may need to be continually updated and revised. Instead of a new, formal policy addressing COVID and the 2021-2022 school year, we see several other options, depending on the circumstances of each district:

- a. Extend the Superintendent Authority resolution that many schools passed last March to allow the Superintendent to make decisions on a timely basis (without needing formal board approval);
- b. Follow your typical health screening process and prevent symptomatic students from attending school. (A number of current board policies should already give the school the ability to address students who are sick, including Policies 1501 (Emergency Exclusion of Persons from School), 4012 (Infectious Diseases) and 6900 (Chronic Infectious Disease Practice and Procedure); and/or
- c. Approve a general framework at a Board meeting that will indicate the Board’s intent, without giving too many specifics to “pin down” the district if the COVID situation in the community changes unexpectedly.

There are obviously pros and cons with each approach and/or a combination of these approaches. Given that we are still three months away from the beginning of the 2021-2022 school year, we may need to revisit this topic (from a policy perspective) as we get closer to August.

2. Employee Vaccinations – Employee vaccinations are a “hot topic” in the employment law world. We have not heard from any Nebraska public school district who plans to require or incentivize employees to receive the COVID-19 vaccination. However, if your district would like to discuss a policy or requirement like this, please let us know and we can talk through the logistics of what that requirement would look like. Rather than issue a blanket policy for all districts, each district’s particular circumstances will (in all likelihood) need to be incorporated into a district-specific board policy or handbook provision.

3. Purple Star Schools Program. This year, LB 5 was signed into law. LB 5 allows for school districts to designate a staff member as a “military liaison” to identify and support military-connected students. LB 5 does not impose any requirements on schools. Rather, LB 5 is optional for each district, and each Board can determine if they would like to participate in the program or not.

4. Open Meetings Act Update. LB 83 updated and modernized statutory language in the Open Meetings Act. However, LB 83 did not allow public school boards to meet virtually, except in certain emergency situations. As such, public school boards need to continue meeting in-person. Each school district will need to update their Open Meetings Act poster to conform with the new Open Meetings Act language.

5. Title IX. On May 17th, the United States Department of Education announced that it will hold public hearings in June to “gather information for improving enforcement of Title IX of the Education Amendments of 1972.” If the federal government begins revising the recently enacted Title IX regulations, districts may need to update their Title IX policies in the middle of the school year. Until then, we will wait to see what happens.

6. Safety Hotline. LB 322 creates the “School Safety and Security Reporting System,” where individuals can report concerns about students to a statewide reporting system. LB 322 requires the Nebraska Department of Education to undertake certain efforts, but there is nothing in LB 322 that requires a change to board policies.

7. Substitute Teaching. LB 147 focused largely on transitioning the administration of the Omaha School Employees’ Retirement System to the Nebraska Public Employees Retirement Systems. LB 147 also included provisions that would generally allow a retired or terminated employee to substitute teach up to eight days per month. With that being said, LB 147 includes the following language: “Nothing in this subdivision precludes an employer from adopting a policy which limits or denies employees who have terminated employment from providing voluntary or substitute service within one hundred eighty days after termination.” We presume that most schools do not want a policy that limits the ability of terminated employees from volunteering or substitute teaching. However, if your district would like a policy to reflect this prohibition, please let us know.

8. Student Discipline Data. LB 154 requires the Nebraska Department of Education to implement a statewide system for tracking individual student discipline. LB 154 does not require any policy change or update, but LB 154 requires that each school “designate at least one discipline data coordinator for the purposes of gathering and reporting the discipline data required pursuant to [LB 154].” A school district can presumably designate the data coordinator without needing formal board action.

9. Transition Services. LB 527 changed the law regarding transition services. Under the old law, each school district was required to begin providing transition services to students with disabilities no later than the age of 16. LB 527 modified that law to provide that schools are now required to begin providing transition services to students to age 14. LB 527 does not require a policy change, but each district should ensure that their transition services will comply with LB 527.

10. Budget Notice. LB 528 amended 13-506, the statute governing the public hearings on proposed budgets, to require that each school district include the following statement in the notice:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to section 5 of this act]. In addition, each school district shall electronically publish such statement on the school district web site. Such electronic publication shall be prominently displayed with an active link to the Internet address for the web site established pursuant to section 5 of this act to allow the public access to the information.

LB 528 requires NDE to create a website to include data and information about school district finances. We will send out the Internet address once we learn the website address.

11. Student Identification Cards. LB 528 requires that, beginning with the 2022-2023 school year, all school districts require the telephone number for a national suicide prevention hotline, a local suicide prevention hotline, or a crisis text line is printed on each new student identification card issued to a student enrolled in a middle school grade or a high school grade. LB 528 does not require schools to begin issuing student identification cards if the school does not currently issue student identification cards. If a district issues student identification cards, then that school should ensure that identification cards next year (2022-2023) comply with the new law.

12. Financial Literacy. LB 452 requires that, beginning with the 2022-2023 school year, each school district “in consultation with the State Department of Education, shall include financial literacy instruction, as appropriate, in the instructional program of its elementary and middle schools and require each student to complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.” In addition, on or before December 31, 2024, each school district must “provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.” Since these requirements are not effective until next school year (2022-2023), we will wait to update the associated policies until next summer (2022).

13. Seizure Safe Schools Act. LB 639 generally requires certain training and planning for students with seizures. Most schools already comply with LB 639. However, since LB 639 is not effective until the 2022-2023 school year, we will wait to update the associated policies until next summer (2022).

14. Property Tax Request Act. LB 644 generally imposes new requirements on political subdivisions seeking to increase its property tax request by the allowable growth percentage. Although LB 644 does not require any policy update, school districts will need to become familiar with these new requirements over this summer. We will provide more information on LB 644 in the coming weeks.

15. United States Supreme Court Case. Over the next month or two, the United States Supreme Court is expected to release its opinion in *Mahanoy Area School District v. B.L.* The Supreme Court's opinion will likely address how off-campus, social media speech interacts with the First Amendment. Depending on how the Court rules, we may need to update student handbooks and extracurricular handbooks to reflect the high court's ruling.

As always, please let us know if you have any questions or concerns.

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: July 12, 2021

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;

Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: July 12, 2021

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
- 3) Implement a Control System procedure;
- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;
- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made

- available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
 - 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The

District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Date of Adoption: July 12, 2021

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy)
for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse
 - Parent
 - Child under age 18
 - Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse
 - Parent
 - Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse
 - Parent
 - Child
 - Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name: _____

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee
 - Health Care Provider for the Employee's Family Member
 - Qualifying Exigency
 - Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee's diligent, good faith efforts.)

- We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child's birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.

- Other information needed (e.g. documentation for military family leave): _____
The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member's serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You (*are* / *are not*) **considered a key employee** as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We (*have* / *have not*) determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers’ compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member’s serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember’s serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Wayne Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mrs. Misty Bear, Director of Student Services, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150 (mibeair1@waynebluedevils.org).

Employees and Others: Human Resources Director, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150.

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 of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation

or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.

- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to

complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each

building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: July 12, 2021

Notice of Nondiscrimination

The Wayne Community Schools District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: Mrs. Misty Bear, Director of Student Services, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150 (mibeair1@waynebluedevils.org).

Employees and Others: Human Resources Director, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150.

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

The Wayne Community Schools District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: Mrs. Misty Bear, Director of Student Services, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150 (mibeair1@waynebluedevils.org).
Employees and Others: Human Resources Director, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150.

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____

_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003

Expires: 6/30/2023

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form is optional, a fully completed Form WH-382 provides employees with the information required by 29 C.F.R. §§ 825.300(d), 825.301, and 825.305(c), which must be provided within five business days of the employer having enough information to determine whether the leave is for an FMLA-qualifying reason. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

The employer is responsible in **all** circumstances for designating leave as FMLA-qualifying and giving notice to the employee. Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, an employer may not delay designating such leave as FMLA leave, and neither the employee nor the employer may decline FMLA protection for that leave.

Date: _____ (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy) we received your most recent information to support your need for leave due to:
(Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- The serious health condition of your spouse, child, or parent
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- A serious injury or illness of a covered servicemember where you are the servicemember's spouse, child, parent, or next of kin (Military Caregiver Leave)

We have reviewed information related to your need for leave under the FMLA along with any supporting documentation provided and decided that your FMLA leave request is: (Select as appropriate)

- Approved.** All leave taken for this reason will be designated as FMLA leave. Go to Section III for more information.
- Not Approved:** (Select as appropriate)
 - The FMLA does not apply to your leave request.
 - As of the date the leave is to start, you do not have any FMLA leave available to use.
 - Other _____
- Additional information** is needed to determine if your leave request qualifies as FMLA leave. (Go to Section II for the specific information needed. If your FMLA leave request is approved and no additional information is needed, go to Section III.)

SECTION II – ADDITIONAL INFORMATION NEEDED

We need additional information to determine whether your leave request qualifies under the FMLA. Once we obtain the additional information requested, we will inform you **within 5 business days** if your leave will or will not be designated as FMLA leave and count towards the amount of FMLA leave you have available. **Failure to provide the additional information as requested may result in a denial of your FMLA leave request.**

If you have any questions, please contact: _____ at _____
(Name of employer FMLA representative) (Contact information)

Incomplete or Insufficient Certification

The certification you have provided is incomplete and/or insufficient to determine whether the FMLA applies to your leave request.
(Select as applicable)

- The certification provided is incomplete and we are unable to determine whether the FMLA applies to your leave request. "Incomplete" means one or more of the applicable entries on the certification have not been completed.

Employee Name: _____

- The certification provided is insufficient to determine whether the FMLA applies to your leave request. "Insufficient" means the information provided is vague, unclear, ambiguous or non-responsive.

Specify the information needed to make the certification complete and/or sufficient: _____

You must provide the requested information no later than (provide at least 7 calendar days) _____ (mm/dd/yyyy), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Second and Third Opinions

- We request that you obtain a (second / third opinion) medical certification at our expense, and we will provide further details at a later time. Note: The employee or the employee's family member may be requested to authorize the health care provider to release information pertaining only to the serious health condition at issue.

SECTION III – FMLA LEAVE APPROVED

As explained in Section I, your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave and will count against the amount of FMLA leave you have available to use in the applicable 12-month period. The FMLA requires that you notify us as soon as practicable if the dates of scheduled leave change, are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against the total **amount of FMLA leave** you have available to use in the applicable 12-month period: (Select as appropriate)

- Provided there is no change from your **anticipated FMLA leave schedule**, the following number of hours, days, or weeks will be counted against your leave entitlement: _____.
- Because the leave you will need will be **unscheduled**, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised: (check all that apply)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Based on your request, some or all of your available paid leave** (e.g., sick, vacation, PTO) **will be used during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (e.g., sick, vacation, PTO) **during your FMLA leave.** Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** _____
(e.g., Short- or long-term disability, workers' compensation, state medical leave law, etc.) Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

Return-to-work requirements. To be restored to work after taking FMLA leave, you (will be / will not be) required to provide a certification from your health care provider (fitness-for-duty certification) that you are able to resume work. This request for a fitness-for-duty certification is *only* with regard to the particular serious health condition that caused your need for FMLA leave. **If such certification is not timely received, your return to work may be delayed until the certification is provided.**

A list of the essential functions of your position (is / is not) attached. If attached, the fitness-for-duty certification must address your ability to perform the essential job functions.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description (is / is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for *more than* three consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

- (6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week) _____

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Employee Name: _____

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

| Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115) |
|---|
| Inpatient Care |
| <ul style="list-style-type: none">• An overnight stay in a hospital, hospice, or residential medical care facility.• Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay. |
| Continuing Treatment by a Health Care Provider (any one or more of the following) |
| <p><u>Incapacity Plus Treatment:</u> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none">○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment. |
| <p><u>Pregnancy:</u> Any period of incapacity due to pregnancy or for prenatal care.</p> |
| <p><u>Chronic Conditions:</u> Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p> |
| <p><u>Permanent or Long-term Conditions:</u> A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p> |
| <p><u>Conditions Requiring Multiple Treatments:</u> Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p> |

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

**Certification of Health Care Provider for
Family Member's Serious Health Condition
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave to care for a family member with a serious health condition to submit a medical certification issued by the family member's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete and sign Section II before providing this form to your family member or your family member's health care provider. The FMLA allows an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of your family member. If requested by your employer, your response is required to obtain or retain the benefit of the FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). **You are responsible for making sure the medical certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. §§ 825.305-825.306. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave request. 29 C.F.R. § 825.313.

(1) Name of the family member for whom you will provide care: _____

(2) Select the relationship of the family member to you. The family member is your:

- Spouse Parent Child, under age 18
 Child, age 18 or older and incapable of self-care because of a mental or physical disability

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

(3) Briefly describe the care you will provide to your family member: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs Transportation
 Physical Care Psychological Comfort Other: _____

(4) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(5) If a **reduced work schedule** is necessary to provide the care described, give your **best estimate** of the reduced schedule you are able to work. From _____ *(mm/dd/yyyy)* to _____ *(mm/dd/yyyy)*, I am able to work
_____ *(hours per day)* _____ *(days per week)*.

Employee Signature _____ Date _____ *(mm/dd/yyyy)*

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form below. A family member of your patient has requested leave under the FMLA to care for your patient. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a family member with a serious health condition. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that *involves inpatient care or continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart at the end of the form.

You also may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Health Care Provider's name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) Patient's Name: _____

(2) State the approximate date the condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition lasted or will last: _____

(4) For FMLA to apply, care of the patient must be medically necessary. Briefly describe the type of care needed by the patient *(e.g., assistance with basic medical, hygienic, nutritional, safety, transportation needs, physical care, or psychological comfort)*.

Employee Name: _____

(5) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for *more than three* consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

(6) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine if the benefits and protections of the FMLA apply.

(7) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

(8) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery _____ (e.g. 3 days/week)

Employee Name: _____

- (9) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date: _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (10) Due to the condition it, (was / is / will be) medically necessary for the employee to be absent from work to provide care for the patient on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Signature of Health Care Provider _____ Date _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)

Inpatient Care

- An overnight stay in a hospital, hospice, or residential medical care facility.
- Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider (any one or more of the following)

Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
- At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.

Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT.

**Certification for Military Family Leave for
Qualifying Exigency
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND FORM TO THE DEPARTMENT OF LABOR.
RETURN THE COMPLETED FORM TO THE EMPLOYER.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, child, or parent (the military member) is on covered active duty or has been notified of an impending call or order to covered active duty. The FMLA allows an employer to require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. 29 C.F.R. § 825.305(b). If the employee fails to provide complete and sufficient certification, the employee's FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at http://www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the employee for the information necessary for a complete and sufficient qualifying exigency certification, which is set out at 29 C.F.R. § 825.309. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.**

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by _____ (mm/dd/yyyy).
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE

Please complete all Parts of Section II and sign the form before returning it to your employer. The FMLA allows an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. If requested by your employer, your response is required to obtain the benefits and protections of the FMLA. 29 C.F.R. § 825.309. Failure to provide a complete and sufficient certification may result in a denial of your FMLA leave request. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a military member's covered active duty or call to covered active duty status. **You are responsible for making sure the certification is provided to your employer within the time frame requested, which must be at least 15 calendar days.** 29 C.F.R. § 825.313.

- (1) Provide the name of the military member on covered active duty or call to covered active duty status:

First Middle Last
- (2) Select your relationship of the military member. The military member is your:
 Spouse Parent Child, of any age

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave for a qualifying exigency related a military member who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave for a qualifying exigency related a military member for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

Employee Name: _____

PART A: COVERED ACTIVE DUTY STATUS

Covered active duty or call to covered active duty in the case of a member of the Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. Covered active duty or call to covered active duty in the case of a member of the Reserve components means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to: Section 688 of Title 10 of the United States Code; Section 12301(a) of Title 10 of the United States Code; Section 12302 of Title 10 of the United States Code; Section 12304 of Title 10 of the United States Code; Section 12305 of Title 10 of the United States Code; Section 12406 of Title 10 of the United States Code; chapter 15 of Title 10 of the United States Code; or, any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation. 10 U.S.C. § 101(a)(13)(B).

An employer may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. **This information need only be provided to the employer once, unless additional leave is needed for a different military member or different deployment.**

- (3) Provide the dates of the military member's covered active duty service: _____
- (4) Please check one of the following and attach the indicated written document to support that the military member is on covered active duty or call to covered active duty status:
 - A copy of the military member's covered active duty orders
 - Other documentation from the military indicating that the military member is on covered active duty or has been notified of an impending call to covered active duty, such as official military correspondence from the military member's chain of command
 - I have previously provided my employer with sufficient written documentation confirming the military member's covered active duty or call to covered active duty status

PART B: APPROPRIATE FACTS

Under the FMLA, leave can be taken for a number of qualifying exigencies. 29 C.F.R. § 825.126(b). Complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes available written documentation which supports the need for leave such as a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming the military member's Rest and Recuperation leave, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, or a document confirming an appointment with a third party (e.g., a counselor or school official, or staff at a care facility, a copy of a bill for services for the handling of legal or financial affairs). Please provide appropriate facts related to the particular qualifying exigency to support the FMLA leave request, including information on the type of qualifying exigency and any available written documentation of the exigency event.

- (5) Select the appropriate **Qualifying Exigency Category** and, if needed, provide additional information related to the event:
 - Short notice deployment (*i.e.*, deployment within seven or fewer days of notice)
 - Military events and related activities (*e.g.*, *official ceremonies or events, or family support and assistance programs*):

 - Childcare related activities for the child of the military member (*e.g.*, *arranging for alternative childcare*):

Employee Name: _____

- Care for the military member's parent (*e.g., admitting or transferring the parent to a new care facility*):

 - Financial and legal arrangements related to the deployment (*e.g., obtaining military identification cards*)
 - Counseling related to the deployment (*i.e., counseling provided by someone other than a health care provider*)
 - Military member's short-term, temporary Rest and Recuperation leave (R&R) (leave for this reason is limited to 15 calendar days for each instance of R&R)
 - Post deployment activities (*e.g., arrival ceremonies, or reintegration briefings and events*): _____
 - Any other event that the employee and employer agree is a qualifying exigency: _____
- (6) **Available written documentation** supporting this request for leave is (attached / not attached / not available).

PART C: AMOUNT OF LEAVE NEEDED

Provide information concerning the amount of leave that will be needed. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency leave needed. Be as specific as you can; terms such as "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage.

- (7) List the approximate date exigency started or will start: _____ (mm/dd/yyyy)
- (8) Provide your best estimate of how long the exigency lasted or will last:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
- (9) Due to a qualifying exigency, I need to work a **reduced schedule**. Provide your **best estimate** of the reduced schedule you are able to work:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)
I am able to work _____
(*e.g., 5 hours/day, up to 25 hours a week*)
- (10) Due to a qualifying exigency, I will need to be absent from work for a **continuous period of time**. Provide your **best estimate** of the beginning and ending dates for the period of absence:
From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Employee Name: _____

(11) Due to a qualifying exigency, I will need to be absent from work on an **intermittent basis** (periodically).

Provide your **best estimate** of the frequency (how often) and duration (how long) of each appointment, meeting, or leave event, including any travel time.

Over the next 6 months, absences on an **intermittent basis** are estimated to occur: _____ times per
(day / week / month) and are likely to last approximately _____ (hours / days) per episode.

(12) My leave is due to a qualifying exigency that involves **Rest and Recuperation leave** (R & R) of the military member (leave for this reason is limited to 15 calendar days for each instance of R & R leave).

List the dates of the military member's R & R leave:

From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

PART D: THIRD PARTY INFORMATION

If applicable, please provide information below that may be used by your employer to verify meetings or appointments with a third party related to the qualifying exigency. Examples of meetings with third parties include: arranging for childcare or parental care, to attend non-medical counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations. This information may be used by your employer to verify that the information contained on this form is accurate.

Individual (e.g., name and title) or Entity / Organization: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Describe purpose of meeting: _____

Employee
Signature _____ Date _____ (mm/dd/yyyy)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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**DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN FORM TO THE EMPLOYER.**

**Certification for Serious Injury or Illness of a
Current Servicemember for Military Caregiver Leave
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage Hour Division**



**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that eligible employees may take FMLA leave to care for a covered servicemember with a serious illness or injury. The FMLA allows an employer to require an employee seeking FMLA leave for this purpose to submit a medical certification. 29 U.S.C. §§ 2613, 2614(c)(3). The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I - EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, it asks the health care provider for the information necessary for a complete and sufficient medical certification. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Recertifications are not allowed for FMLA leave to care for a covered servicemember. Where medical certification is requested by an employer, an employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good-faith efforts to obtain such documents.** An employer requiring an employee to submit a certification for leave to care for a covered servicemember **must** accept as sufficient certification invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at the servicemember's bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

- (1) Employee name: _____
First Middle Last
- (2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)
- (3) This certification must be returned by: _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

SECTION II - EMPLOYEE and/or CURRENT SERVICEMEMBER

Please complete all Parts of Section II before having the servicemember's health care provider complete Section III. The FMLA allows an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by your employer, your response is required to obtain or retain the benefit of FMLA-protected leave.

PART A: EMPLOYEE INFORMATION

- (1) Name of the current servicemember for whom employee is requesting leave: _____

Employee Name: _____

(2) Select your relationship to the current servicemember. You are the current servicemember's:

- Spouse Parent Child Next of Kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for a covered servicemember who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a covered servicemember for whom the employee has assumed the obligations of a parent. No biological or legal relationship is necessary. "Next of kin" is the servicemember's nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority: (1) a blood relative as designated in writing by the servicemember for purposes of FMLA leave, (2) blood relatives granted legal custody of the servicemember, (3) brothers and sisters, (4) grandparents, (5) aunts and uncles, and (6) first cousins.

PART B: SERVICEMEMBER INFORMATION AND CARE TO BE PROVIDED TO THE SERVICEMEMBER

(3) The servicemember (is / is not) a current member of the Regular Armed Forces, the National Guard or Reserves. If yes, provide the servicemember's military branch, rank and unit currently assigned to: _____

(4) The servicemember (is / is not) assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients, such as a medical hold or warrior transition unit. If yes, provide the name of the medical treatment facility or unit: _____

(5) The servicemember (is / is not) on the Temporary Disability Retired List (TDRL).

(6) Briefly describe the care you will provide to the servicemember: *(Check all that apply)*

- Assistance with basic medical, hygienic, nutritional, or safety needs
 Psychological Comfort Physical Care
 Transportation Other: _____

(7) Give your **best estimate** of the amount of leave needed to provide the care described: _____

(8) If a reduced work schedule is necessary to provide the care described, give your **best estimate** of the reduced work schedule you are able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy), I am able to work: _____ (hours per day) _____ (days per week).

SECTION III - HEALTH CARE PROVIDER

Please provide your contact information, complete all Parts of this Section fully and completely, and sign the form below. The employee listed at Section I has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Note: For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. "Need for care" includes both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the servicemember is not able to care for his or her own basic medical, hygienic, or nutritional needs or safety, or needs transportation to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the servicemember who is receiving inpatient or home

Employee Name: _____

care. A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above.

PART A: HEALTH CARE PROVIDER INFORMATION

Health Care Provider's Name: *(Print)* _____

Health Care Provider's business address: _____

Type of practice/Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

Please select the type of FMLA health care provider you are:

- DOD health care provider
- VA health care provider
- DOD TRICARE network authorized private health care provider
- DOD non-network TRICARE authorized private health care provider
- Health care provider as defined in 29 C.F.R. § 825.125

PART B: MEDICAL INFORMATION

Please provide appropriate medical information of the patient as requested below. Limit your responses to the servicemember's condition for which the employee is seeking leave. If you are unable to make some of the military-related determinations contained below, you are permitted to rely upon determinations from an authorized DOD representative, such as a DOD recovery care coordinator. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e).

(1) Patient's Name: _____

(2) List the approximate date condition started or will start: _____ *(mm/dd/yyyy)*

(3) Provide your **best estimate** of how long the condition will last: _____

(4) The servicemember's injury or illness: *(Select as appropriate)*

- Was incurred in the line of duty on active duty.
- Existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty.
- None of the above.

(5) The servicemember (is / is not) undergoing medical treatment, recuperation, or therapy for this condition. If yes, briefly describe the medical treatment, recuperation or therapy: _____

Employee Name: _____

- (6) The current servicemember's medical condition is classified as: *(Select as appropriate)*
- (VSI) Very Seriously Ill/Injured** Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - (SI) Seriously Ill/Injured** Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. *Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.*
 - OTHER Ill/Injured** A serious injury or illness that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating.
 - NONE OF THE ABOVE.** *Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a "serious health condition" under 29 C.F.R. § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.*

PART C: AMOUNT OF LEAVE NEEDED

For the medical condition checked in Part B, complete all that apply. Some questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

- (7) Due to the condition, the servicemember will need care for a **continuous period of time**, including any time for treatment and recovery. Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for this period of time.
- (8) Due to the condition, it is medically necessary for the servicemember to attend **planned medical treatment** appointments (scheduled medical visits). Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery _____ (e.g. 3 days/week)
- (9) Due to the condition, it is medically necessary for the servicemember to receive care on an **intermittent basis** (periodically), such as the care needed because of episodic flare-ups of the condition or assisting with the servicemember's recovery. Provide your **best estimate** of how often (frequency) and how long (the duration) the intermittent episodes will likely last.

Over the next 6 months, intermittent care is estimated to occur _____ times per
(day / week / month) and are likely to last approximately _____ (hours / days) per episode.

Signature of
Health Care Provider _____ Date _____ (mm/dd/yyyy)

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DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN IT TO THE PATIENT.

Personnel - All EmployeesProfessional Boundaries Between Employees and Students**Definitions:**

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

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

Prohibited Activity:

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or

- guardian is not present or consuming illegal drugs in the presence of students at any time.
17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
 18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.

Permissible methods to communicate with students outside of school:

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

Reporting Violations:

If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school Board President. If the superintendent is the alleged violator or fails to take appropriate steps, the School Board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

Records retention:

School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

FERPA and Confidentiality:

School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: July 12, 2021

RELEASE FORM
(For Child Age 6 to Not Attend School)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child has or will reach the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

_____ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

_____ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Dated this ____ day of _____, 20__.

Parent or Guardian

Disenroll to Attend Homeschool

I am the parent or guardian of _____ (Child's name).

I elect to disenroll the Child from an accredited school this school year and hereby affirm _that I intend for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements (a homeschool) and will provide the Commissioner of Education with a statement confirming such homeschool status.

Parent or Guardian

Date



NEBRASKA WITHDRAWAL FROM MANDATORY ATTENDANCE FORM

_____, _____, _____ submitted a written request to
Requester's Name Address City
_____, _____, alleging that he/she was a
District Name District Code
person with legal or actual charge or control of _____, with the child's
Child's First Name Child's Middle Name Child's Last Name
date of birth being ____/____/____, and having a NDE Student ID _____, and that said child be withdrawn
Month/Day/Year ID #
from school under the provisions of section 79-202 of the Nebraska Reissue Revised Statutes. Said child currently
attends _____.
School of Attendance Name School of Attendance Code

An exit interview was conducted on ____ day of _____, 20____, with the following being present:
Day Month Year

First and Last Name of Person Making Written Request with Legal or Actual Control of Child

First and Last Name of Child (May be Left Blank if Reason is Illness)

First and Last Name of Principal or Designee if Child is Currently Enrolled in District

_____, _____,
First and Last Name(s) of Other Persons Present and their Relationship to the Child

First and Last Name of Superintendent or Designee

_____ presented evidence that (a) the person has legal or actual charge or control of the
Name of Person Making Request
child and (b) the child would be withdrawing due to:

- (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- (ii) an illness of the child making attendance impossible or impracticable.

All known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future were presented and discussed.

I, being the person making the written request to withdraw the child, hereby affixes my signature representing that I attended said exit interview, all of the requirements having been presented and discussed, and I agree to the withdrawal of the child.

Signature of Requester

Signature of Child (May be left blank if Reason is Illness)

My signature below acknowledges that the exit interview was held, the required information was provided and discussed at the interview, and, that in my opinion, based upon the evidence presented at the exit interview, the person making the written request does in fact have legal or actual charge or control of the child, and the child is experiencing:

- (a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- (b) an illness of the child making attendance impossible or impracticable.

Superintendent's or Designee's Signature

Date of Signature

79-202. (1) A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of section 79-201 if an exit interview is conducted and the withdrawal form is signed as required by subsections (2) through (5) of this section for a child enrolled in a public, private, denominational, or parochial school or if a signed notarized release form is filed with the Commissioner of Education as required by subsection (6) of this section for a child enrolled in a school that elects pursuant to section 79-1601 not to meet accreditation or approval requirements.

(2) Upon the written request of any person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age, the superintendent of a school district or the superintendent's designee shall conduct an exit interview if the child (a) is enrolled in a school operated by the school district or (b) resides in the school district and is enrolled in a private, denominational, or parochial school.

(3) The superintendent or the superintendent's designee shall set the time and place for the exit interview which shall be personally attended by: (a) The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the superintendent or the superintendent's designee; (d) the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and (e) any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, but need not be limited to, other school district personnel or the child's principal or such principal's designee if the child is enrolled in a private, denominational, or parochial school.

(4) At the exit interview, the person making the written request pursuant to subsection (2) of this section shall present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (ii) an illness of the child making attendance impossible or impracticable. The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

(5)(a) At the conclusion of the exit interview, the person making the written request pursuant to subsection (2) of this section may sign the withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal. (b) Any withdrawal form signed by the person making the written request pursuant to subsection (2) of this section shall be valid only if (i) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable and (ii) the superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or the superintendent's designee, the person making the written request pursuant to subsection (2) of this section does in fact have legal or actual charge or control of the child and the child is experiencing either (A) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (B) an illness making attendance impossible or impracticable.

(6) A person who has legal or actual charge or control of the child who is at least sixteen years of age but less than eighteen years of age may withdraw such a child before graduation and be exempt from the mandatory attendance requirements of section 79-201 if such child has been enrolled in a school that elects pursuant to section 79-1601 not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

(7) A child who has been withdrawn from school pursuant to this section may enroll in a school district at a later date as provided in section 79-215 or may enroll in a private, denominational, or parochial school or a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Any such enrollment shall void the withdrawal form previously entered, and the provisions of sections 79-201 to 79-210 shall apply to the child.

(8) The Commissioner of Education shall prescribe the required form for withdrawals pursuant to this section and determine and direct either that (a) withdrawal forms of school districts for any child who is withdrawn from school pursuant to this section and subdivision (3)(c) of section 79-201 shall be provided annually to the State Department of Education or (b) data regarding such students shall be collected under subsection (2) of section 79-528.

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Wayne Community Schools District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Wayne Community Schools District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: Mrs. Misty Bear, Director of Student Services, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150 (mibeair1@waynebluedevils.org).

Employees and Others: Human Resources Director, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150.

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Wayne Community Schools District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals

involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent’s determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision,

and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: July 12, 2021

**Complaint Form
Discrimination, Harassment or Retaliation**

The Wayne Community Schools District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: Mrs. Misty Bear, Director of Student Services, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150 (mibeair1@waynebluedevils.org).
Employees and Others: Human Resources Director, 611 West 7th Street, Wayne, NE 68787 (402) 375-3150.

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

InstructionAssessments—Academic Content Standards

The Board of Education may vote to adopt the academic content standards recommended by the State Board of Education (“State Board”).

Previous adoption of academic content standards includes:

Language Arts standard that were adopted by the State Board in September, 2014;
Mathematics standards that were approved by the State Board in September, 2015;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in November, 2019.

If the Board of Education does not affirmatively vote to adopt an academic content standard recommended by the State Board, then the Board of Education will adopt a standard equal to or excess in rigor of the standard recommended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: July 12, 2021

Internal Board Policies - OrganizationStanding Committees

It shall be the policy of Wayne Community Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Curriculum and Committee on American Civics
3. Facilities/Safety/Finance (includes Transportation and Budget)
4. Foundation and Community Relations
5. Policy/Title IX Committee
6. Legislative

It shall further be the policy of Wayne Community Schools that the Board President shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. Sec. 79-724
Neb. Rev. Stat. Sec. 79-520

Date of Adoption: July 12, 2021

Internal Board PoliciesStanding Committee on Negotiations

It shall be the policy of Wayne Community Schools that the Negotiations Committee shall consist of three members appointed by the Board President.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: July 12, 2021

**STUDENT - PARENT HANDBOOK
OF WAYNE ELEMENTARY
2021-2022**

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**Wayne Community Schools Student-Parent Handbook
2021-2022 School Year**

Foreword

Section 1 Intent of Handbook

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

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

Section 2 Members of the Board of Education

| Name | Contact Information |
|-------------------------------|--|
| Jeryl Nelson, President | jenelso1@waynebluedevils.org 402-375-3150 |
| Jaime Manz, Vice President | jamanz1@waynebluedevils.org 402-375-3150 |
| Deb Daum, Secretary/Treasurer | dedaum1@waynebluedevils.org 402-375-3150 |
| Sylvia Ruhl | syruhl1@waynebluedevils.org 402-375-3150 |
| Justin Davis | judavis1@waynebluedevils.org 402-375-3150 |
| Jodi Pulfer | jopulfe1@waynebluedevils.org 402-375-3150 |
| Lynn Junck | lyjunk1@waynebluedevils.org 402-375-3150 |

Section 3 Administrative Staff

| Name | Position | School | Contact Information |
|--------------|-------------------------------|-------------------|--|
| Mark Lenihan | Superintendent | All District | malenih1@waynebluedevels.org 402-375-3150 |
| Russ Plager | Principal | Elementary School | ruplage1@waynebluedevels.org 402-375-3854 |
| Jean Steen | Special Education Coordinator | Elementary School | jesteen1@waynebluedevels.org 402-375-3854 |
| Misty Bear | Special Education Director | All District | mibeair1@waynebluedevels.org 402-833-1450 |

Section 4 Teaching Staff

Wayne Elementary School

| Name | Department | Grades |
|-------------------|--|--------------|
| Aaron Carlson | Physical Education | K-6 |
| Nichelle Daum | Special Education | 4-6 |
| Andi Diediker | Language Arts, Math | Fifth Grade |
| Jean Dorcey | Title | K-6 |
| Staci Foote | Language Arts, Math, Science, Social Studies | 3rd Grade |
| Tanya Heikes | Language Arts, Math, Science, Social Studies | Kindergarten |
| Kara Heithold | Speech Therapist | PK-12 |
| Kim Hix | Language Arts, Math, Science | Fourth Grade |
| Laura Hochstein | ELL | K-6 |
| Ashley Hoffman | Title | K-6 |
| Joyce Hoskins | Language Arts, Math | Sixth Grade |
| Mike Jaixen | Language Arts, Math, Science, Social Studies | Second Grade |
| Colleen Janke | Language Arts, Social Studies | Sixth Grade |
| Rachel Kerby | School Psychologist | PK-12 |
| Christiana Koeppe | General Music/Band | K-6 |
| Kim Lubberstedt | Counselor | K-6 |

| | | |
|--------------------|--|--------------|
| Kelsey Lunneborg | School Psychologist | PK-12 |
| Jodi Lutt | Language Arts, Math, Science, Social Studies | Second Grade |
| Courtney Maas | Language Arts, Math, Science, Social Studies | First Grade |
| Jessica McPhillips | Language Arts, Science | Fifth Grade |
| Susan Metzler | Language Arts, Math, Writing | Fourth Grade |
| Lisa Meyer | Language Arts, Math, Science, Social Studies | Kindergarten |
| Samantha Novak | Language Arts, Science | Sixth Grade |
| Sarah Oltjenbruns | Media Specialist | K-6 |
| Kathy Ostrand | Language Arts, Math, Science, Social Studies | First Grade |
| Candace Petersen | Special Education | K-6 |
| Annette Phipps | Language Arts, Science | 3rd Grade |
| Ben Promes | Technology Director | PK-12 |
| Kelly Ptacek | Special Education | K-4 |
| Jean Steen | Special Education Coordinator | K-6 |
| Emily Rockhill | Language Arts, Math, Science, Social Studies | Kindergarten |
| Emily Sims | Language Arts, Math, Science, Social Studies | Third Grade |
| Winter Stewart | Language Arts, Math, Social Studies | Fourth Grade |
| Cheryl Suehl | Language Arts, Math, Science, Social Studies | Second Grade |
| Jennifer Thomas | Language Arts, Math, Science, Social Studies | First Grade |
| Phylis Trenhaile | Language Arts, Social Studies | Fifth Grade |
| Carrie Wendte | Language Arts, Math, Science, Social Studies | Third Grade |
| Alex Wieland | Band | 5-6 |
| Abby Wragge | Nurse | PK-12 |

Section 5 Support Staff

| Name | Building | Position |
|-----------------|---------------------|------------------------------------|
| Brenna Anderson | Elementary | Bilingual Administrative Assistant |
| Deb Daum | Jr./Sr. High | Superintendent Assistant |
| Kurt Daum | All Buildings | Grounds |
| TBD | Jr./Sr. High | Business Manager |
| Diane Peters | Jr./Sr. High | Assistant Bookkeeper |
| Judy Poehlman | Jr./Sr. High | Food Service Manager |
| Ben Promes | Jr./Sr. High | Technology Director |
| Cindy Sherman | Elementary | Administrative Assistant |
| Jordan Widner | All Buildings | Director of Maintenance |
| Dennis Raulston | All Buildings | Grounds |

Section 6 School Calendar

See 2021-2022 School year calendar attached hereto as Appendix A.

Article 1 – Mission and Goals

Section 1 School Mission Statement/Vision Statement/District Expectations/Character Traits

Mission Statement

“The Mission of Wayne Community Schools, working in partnership with families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.”

Vision Statement

“Learning for Life, Every Student, Every Day”

Working in Partnership

- Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- Demonstrate positive cooperation and problem solving skills

Commitment to Excellence

- Demonstrate responsibility and ownership for learning by developing goals and working to achieve excellence
- Take pride in accomplishments and have the resilience to learn from both successes and failures
- Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas

Success in Life

- Develop an appreciation of diversity, inclusion, and respect for self, others, and the environment
- Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas
- Participate in a variety of extracurricular activities as an extension of the classroom to enhance learning and leadership skills.

District Expectations

Be Responsible/Be Prepared
Be Respectful
Be Safe/Do The Right Thing

Character Traits

1: Respectful
2: Responsibility
3: Honesty/Trust
4: Caring/Fairness
5: Perseverance
6: Self-Discipline
7: Courage
8: Citizenship

Section 2 Goals and Objectives

The goals and objectives of the Wayne Community Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through

- onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
 6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
 7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
 8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
 9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
 10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
 11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
 12. A welcoming environment for parents and the community.

The Wayne Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

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

1. Complaint procedure

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

2. Conditions Applicable to All Levels of Complaint Procedure

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

Section 5 K-12 Rights and Responsibilities

The Rights

of the Students are to:

- learn in a safe and caring environment.
- be treated with respect and dignity.
- be actively involved in learning.
- express their opinions appropriately

of the Staff Members are to:

- teach in a safe and caring environment.
- be treated with respect and dignity.
- teach and guide students.
- receive cooperation from students.

The Responsibilities

of the Administration are to:

- implement and consistently follow school-wide student management plans.
- provide opportunities to train all staff, parents/guardians, and students in the implementation of the student management plan.
- inform teachers and/or parents/guardians of disciplinary actions taken when applicable.
- develop a partnership with parents and community.

of the Teaching Staff are to:

- teach, model, and review appropriate learning skills in a positive environment.
- establish and implement classroom rules and procedures consistent with the student management plan.
- be consistent in administering consequences according to the student management plan.
- maintain communication with parents/guardians regarding student progress.
- develop a partnership with parents/guardians and community.

of the Students are to:

- be prepared to learn.
- participate in class.
- complete assignments on time.
- follow rules and regulations and accept the consequences of their actions.
- respect the rights and property of others.

of the Parents /Guardians are to:

- know the rules and consequences of the student management plan.
- teach respect, the school guidelines, and appropriate behavior.
- support school policy.
- develop a partnership with the school.
- support students' activities in school and the community.

of the Community are to:

- provide an atmosphere of safety and support for students.
- act as a cooperative partner of the school in an educational/business role.

Article 2 – School Day

Section 1 Daily Schedule – Elementary

The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 3:20 pm.

Section 2 Shortened Schedule – Elementary

The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 3:20 pm.

Section 3 Severe Weather and School Cancellations

Inclement Weather

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as Blackboard connect phone messages will also be sent when necessary.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

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

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. **Prior to this time, the school is not responsible for supervision of the students.** Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:20 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

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

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. **Parents are not to go directly to the classrooms.** The schools will only release children to adults designated on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

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

Supervision at Dismissal

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

Emergency Closing Procedures

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

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

Section 5 Messages/Deliveries

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

Section 6 Recess

Students at Wayne Elementary will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless the weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

Kindergarten/1st Grade: 45 minutes (3 recess times)

2nd-3rd-4th Grade: 30 minutes (2 recess times)

5th-6th Grade: 15 minutes (1 recess)

Section 7 Wayne Elementary Recess and School Clothing Guidelines (Recess)

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle.

Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess.

Wind Chill and Temperature

The decision about what students can wear will be decided before each recess. It is not decided based upon the forecasted high temperature for the day.

55 – and up

- Clothing Guidelines: Regular dress code applies

40 – 54 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 39 degrees

- Clothing Guidelines: Winter coat required (Hats and gloves recommended)

0 degrees & below

- Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

Playing in the Snow

- If a student has snow gear (snow pants, coat, gloves) they will be able to play in the snow.
- If a student has boots and no snow pants they can walk on the snow, but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the concrete/blacktop areas that are cleared of snow.

Section 8 School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab ‘n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building.** *Students with a negative balance are not allowed to buy ala carte items.*

“Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don’t have money with

them to pay.” As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

Section 9 Birthdays

Birthdays are celebrated in homerooms through a variety of activities that do not include food. Please contact your child’s homeroom teacher if you have any questions. Invitations to parties are not to be distributed at school unless the entire class is invited. Office personnel may not share addresses, telephone numbers, or parents’ names.

Section 10 Assemblies

School wide assemblies will be held as needed to recognize student success, provide students with experiences, and to promote school wide programs.

Section 11 Instrumental Music

The instrumental music department offers the student an opportunity to progress in all phases of musicianship. Beginning in fifth grade, students advance their development through participation in large ensembles, small ensembles, and solos. Additional activities exist for those who are interested.

Section 12 Nuisance Items

Nuisance Items such as fidget spinners and trading cards should not be brought to school unless the student gains special permission. This is done to reduce distractions.

Section 13 Change of Information

Should any student move to a new place of residence, the parent must notify the principal’s office as soon as possible of address, phone number, or job changes.

Section 14 Emergency Evacuation Lockout and Lockdown

Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

Section 15 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians

In Case of Emergency

General Emergency Information

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility the Wayne Community Schools has to the students and families of our community, and is a responsibility that is taken very seriously. Thank you for taking the time to review this emergency information and these emergency procedures. All staff have been trained in the implementation of our Emergency Plan. Students have been trained through drills of various disasters.

Wayne Community Schools are well prepared to deal with emergency situations. A detailed Emergency Response Plan is in place for all staff to follow. Teams have been set up to handle the safety of the students and communication to the public.

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by state law to serve as emergency workers, and staff will be on site to care for students, no matter how long it takes to reunite students with their families.

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at school. Such actions are authorized by the superintendent or principal only in times of extreme emergency.

Specific procedures, as described in this packet, are established to maintain a safe and secure environment during what will likely be a very stressful time. All parents/guardians will be asked to follow the direction of staff and volunteers. We ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

In Case of Emergency:

Please DO NOT call the school!

Listen to local radio and check social media for information:

KTCH

FaceBook: www.facebook.com/Wayne-Community-Schools

Twitter: Wayne Blue Devils@WayneSchools

To Prepare for an Emergency

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

Student Release:

Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

Guidance for Parents:

- Remain calm!
- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

Guidance for Parents Involving Child Pick-up:

- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – Photo ID is required.
 - Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Lockers

Some grade-levels will be assigned a locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
1. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to

safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

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

Section 7 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class.

Section 8 Bicycles

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

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

Section 11 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 12 Laboratory Safety Glasses

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

Section 13 Insurance

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

injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 14 Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Section 15 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and

- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 16 Grounds/Parking/Pick Up/Drop Off

Grounds/Parking

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

Parents

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.
4. Model patience for your children.

Student Drop Off

Student drop off is on the east side of the school. Please travel south on Douglas St. and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. 4th street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children. Please do not drop your student off on the west side of the building. This request is made due to buses traveling on this street to drop off students.

Student Pick Up

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

Kindergarten/1st Grade

Our Kindergarten and 1st grade students that ride home with their parents will be walked out the east doors of the building, and will be released to their parents to make sure that all students are safe.

2nd Grade

Our 2nd grade students will be dismissed by their teachers from their classroom. They will walk out the east doors and the students will meet their parents outside.

3rd/4th/5th/6th Grade

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors and the students will meet their parents outside.

Siblings Meeting Spot

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. The sibling groups will then walk out the east doors and meet their parents outside.

Bus/Van/Rainbow/Activities Center

The students will be loaded and dropped off on the west side of the school.

Article 4 – Attendance

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school (if medical note is provided).
 - c. Doctor or dental appointment which require a student to be absent from school (if a medical note is provided).
 - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
 - e. School sponsored activities which require students to be absent from school.
 - f. Other absences which have received prior approval from the Principal.

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

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

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

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

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

Section 3 Absence Procedures

Please call the office informing them of the reason your child will not be in attendance. (375-3854). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Assignment sheets and homework may be picked up from the office at 3:30 or earlier per/parent request.

Section 5 Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes concerts, contests, clubs, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 **Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the

Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

CORE Team

- This is a team at our building that is composed of administrators and support staff that collaborate in order to support families in the areas of tardies, attendance, and community resources. The team uses the following criteria and/or their professional judgement as they make decisions for our students:

5 days-Absent-letter

5 tardies-Tardy letter

10 days absent-Absent letter/Call home

10 tardies-Tardy letter

15 days absent- Collaborative plan

15 tardies- Tardy Letter/call home

20 days absent-Refer to county attorney

20 tardies-Tardy letter/call home

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

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

Section 2 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 3 Report Cards

Report cards are issued at the end of each quarter for grades 1 through 6. Kindergarten will receive TS Gold report cards 3 times a year. Grades 4, 5, and 6 will receive mid-term reports.

Section 4 Parent-Teacher Conferences

Parent-teacher conferences will be held two times a year. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 5 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

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

Cheating includes, but is not limited to:

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

- (1) **Advance Information**: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) **Use of Unauthorized Materials**: Using notes, textbooks, pre-programmed formulate in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) **Use of Other Student Answers**: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a

test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

- (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (5) Misrepresenting the Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a

citation to the outside source.

- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Child Find

The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Bear, Special Director, at (402)833-1450.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

More Information

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

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law

that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, included but not limited to learning. The school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Section 3 School Counseling Services

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

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, elementary students are not permitted to have medicine in their possession while at school. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
3. All medications must be properly labeled with the child's name, medication name, directions for administration and possible side effects.
4. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

School Health Screening

Children in Preschool and grades one through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to

remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

Physical and Visual Examination

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

Immunizations

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

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

**Summary of the School Immunization Rules and Regulations
For 2021-2022 School Year**

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

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

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 01/26/2018

Birth Certificate Requirements

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

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

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

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

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

Section 5 Transportation Services

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

Behavior on School Buses

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

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.

2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

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

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

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.

5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Forms of School Discipline

- A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
 2. Other violations of rules and standards of behavior adopted by the Wayne Community Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

C. Expulsion:

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless (a) the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) the misconduct occurred within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent. The suspension pending hearing may be imposed if

the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

3. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 4. Alternative Education. Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 5. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- D. Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

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

Section 3 Student Conduct Expectations

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

A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory

reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine devices, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. 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, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student

obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

B. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Wayne Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground (age appropriate).
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (age appropriate)
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves;
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).
 - i. Open toed footwear (Sandals and shoes that damage the gym floor are not allowed in PE class)

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to

also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

(2) Electronic Devices

a. Philosophy and Purpose. Wayne Community Schools strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

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

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

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

(iii)

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

- (2) Students are permitted to possess and use electronic devices before school hours (7:30 on regular start days) and after school hours, provided that the student does not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

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

office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
- (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

e. Penalties for Prohibited Use of Electronic Devices:

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

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

f. Reporting to Law Enforcement.

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

g. Responsibility for Electronic Devices.

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

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

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

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

- (4) Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Student will be confronted and directed to cease.
 - b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with Administrator(s) and/or counselor.
 - d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- (5) Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
 - b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
 - c. Students are expected to bring all books and necessary materials to class. This includes study halls.
 - d. Assignments for all classes are due as assigned by the teacher.
 - e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
 - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 - g. Students are to be in their seats and ready for class on the tardy bell.
 - h. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 - i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 - j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 - k. Snow handling is prohibited.
- (6) Network, E-Mail, Internet and Other Computer Use Rules:
- (a) General Rules:
 - (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental

permission is required for student use. Access for all staff and students is a privilege and not a right.

- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (iii) Users shall not use or try to discover another user's account or password.
- (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

- (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
 - (v) All communications and information accessible via the network should be assumed to be private property of others.

- (vi) Do not place unlawful information on any network system.
- (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- (ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(7) Risks of Social Networking:

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

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

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

Here are some common sense guidelines that you should follow when using social networks and the Internet in general:

Ø Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Ø Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

Ø People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

Ø Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.

Ø Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Ø Don't mislead people into thinking that you're older or younger.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

A. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

B. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or

other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Section 1 Student Fees Policy

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

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

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

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

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc

welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

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

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

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent,

guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, 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: Director of Student Services, 611 W 7th St,

Wayne, NE 68787 (402) 375-3150

Employees and Others: Human Resources Director,

611 W 7th St, Wayne, NE 68787 (402) 375-3150

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

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

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|--|----------------------------|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | High School Principal |
| Title IX | Discrimination or harassment based on sex; gender equity | Special Education Director |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Special Education Director |
| Homeless student laws | Children who are homeless | Special Education Director |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Elementary Principal |

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and Students.

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation

based on a person's age.

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

Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Wayne Community Schools.

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

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Section 4 Multicultural Policy

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

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

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

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

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

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students, meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.

- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

- (A) the subject matter assessed;

- (B) the purpose for which the assessment is designed and used;
- (C) the source of the requirement for the assessment;
- (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
- (E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

- (A) be involved in the education of their children; and
- (B) be active participants in assisting their children to—
 - (i) attain English proficiency;
 - (ii) achieve at high levels within a well-rounded education; and
 - (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Section 8 Dating Violence Prevention

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actual uses of, physical, sexual, verbal or emotional abuse to control his/her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

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

Section 9 HIPAA (Health Insurance Portability and Accountability Act, 1996)

Parents must give written consent to the health care provider before information can be released to the school.

Section 10 Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the

benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

Section 11 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Section 12 Administrative Regulation Admittance-Home School Educated Students

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

- A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:
1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
 2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
 3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
 4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
 5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
 6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Section 13 Business Operations

Meal Charge Policy

As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch

balance reaches **negative** \$25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement when their balance reaches **negative** \$10 or more. A call from the school office will be made when an account reaches **negative** \$25.00.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Section 14 Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard

include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The

general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 15 Parental Involvement

6410 Policy Title I Parental and Family Involvement Policy

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

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

Expectations for Parental Involvement

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

A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

C. Building the schools', parents' and family's capacity for strong parental and family involvement.

D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall--(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum--(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District--(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and

work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

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

Use, Distribution, and Updating of this Policy

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

Section 16 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
“Learning For Life”**

Students Promise:

Return completed school work on time. Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child’s progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child’s success:

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

**ADMINISTRATIVE REGULATION 5416
STUDENTS**

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch; they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION
TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

| <u>Student Name(s)</u> | <u>School Attending</u> | <u>Grade</u> |
|------------------------|-------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Specific fees, equipment, attire or materials to which this waiver applies:

Administrator’s signature: _____

Students' Rights and Responsibilities

The rules and regulations are included in the handbook for the 2021-2022 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

The family of _____ had an opportunity to read the Elementary Handbook for Parents, which includes **Students' Rights and Responsibilities in Wayne Elementary Schools, the Internet Policy, and the Staff and Student Harassment Policy.**

Parent/Guardian Signature: _____ Date _____

Student Signature(s): _____

Date _____

Please have a signature from each elementary child in your family.

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED SEVEN DAYS AFTER THE FIRST DAY OF ATTENDANCE.

Includes within the handbook

AVAILABILITY OF HANDBOOKS

The 2021-2022 Student-Parent Handbook of Wayne Community Schools is available on the internet at <http://www.wayneschools.org>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2021-2022 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 30, 2021**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2021-2022 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

- I prefer a paper copy of the Handbook.**

Name

RECEIPT OF 2021-2022 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2021-2022 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

WAYNE COMMUNITY SCHOOLS



EARLY LEARNING CENTER

Learning for Life

2020-21

Sunnyview Place Business Park 803 Providence Road Wayne, NE 68787
402-833-1450 www.wayneschools.org

Early Learning Center Handbook 2020-21

Welcome

Dear Family,

Welcome to Wayne Community Schools Early Learning Center.

As we embark on our fourth year as the Early Learning Center, we continue to grow and change. Our philosophy is centered around a program that promotes a positive self concept with each child that enters our doors. We believe that consistent teachers and paras help students develop social skills by encouraging them to think, reason, question, and experiment through play, learning, and routines. We offer rich literacy experiences at school that help to foster receptive and expressive language development. It is important for us to help our children develop a foundation for literacy, an understanding of basic math principles, physical development, good nutritional practices, creative expression, and an appreciation of the arts.

We invite you to visit our center. Family outreach is an important part of our mission. Your child does not need to attend our preschool to take part in the many family activities and classes that we host throughout the school year. Questions are always welcome as we strive to make our Early Learning Center a place for families to come to connect, learn, and help their children succeed.

This handbook contains policies and procedures adopted by the Wayne Community School Board. The ELC follows these policies and procedures in order to create a positive school culture where all students feel welcome and can learn.

Sincerely,

Misty Bear
Early Learning Center Director
Special Education Director

General Information

Classroom teacher - Gwen Frideres, MA
Classroom Paraprofessional - Mandi Fernau
Classroom Paraprofessional -
Classroom Paraprofessional -
School Nurse - Abby Wragge, BSN
School Counselor - Kim Lubberstedt
Early Development Network Coordinator - Regina Dutcher
ELC Director - Misty Bear, EdS

Building Hours: 7:45 AM - 4:00 PM

4 Year Old Preschool 7:45-2:00 Mon/Wed and 7:45-11:45 on Fri
3 Year Old Preschool 7:45-3:00 Tues/Thurs

The Early Learning Center will follow the K-12 school calendar (except first/last day of school and first day of second semester). Updated information will be provided monthly in the preschool newsletter. The school calendar is attached to the back of this handbook. Preschool will begin on August 18, 2021 and end on May 13, 2022 (tentative date - dependent on number of school cancellations).

Please note that the doors are locked each day at 8:15 for the safety of your children, the doors will not be unlocked until 1:45 so that your child can enjoy their full school day. Parents are asked to fill out the sign in sheet daily so that we know who dropped off your child, and who will be picking them up. Teachers will escort your child to wash their hands and into the classroom.

Sliding Fee Scale 2020-21

The Early Learning Center offers a sliding fee, income based scale for families.

4 Year-Old Program

Full Pay: \$750 per semester

Reduced Pay: \$375 per semester

Lowest Pay: No cost

3 Year-Old Program

Full Pay: \$700 per semester

Reduced Pay: \$350 per semester

Lowest Pay: No cost

****10% discount for 2nd child (taken from lower of two payment plans)**

Payment Schedule: Please see attached sliding fee scale. To qualify for reduced or lowest pay, a copy of your current tax return form or pay stub(s) is required. Payment for preschool tuition is to be prepaid according to schedule chosen, to be paid at the High School, 611 W 7th Street. Lack of payment may result in your student being removed from the program.

Payment Schedule Options:

| # of payments | Schedule | Full pay (4 yr) | Reduced pay (4 yr) | Full pay (3 yr) | Reduced pay (3 yr) |
|---------------|---|-----------------|--------------------|-----------------|--------------------|
| 1 | Annual (August 18/19) | \$1500 | \$750 | \$1400 | \$700 |
| 2 | Semester (August 18/19 and January 10/11) | \$750 | \$375 | \$700 | \$350 |
| 4 | Quarterly (August 18/19, October 18/19, January 10/11, and March 14/15) | \$375 | \$187.50 | \$350 | \$175 |
| 8 | Monthly First school day of each month | \$187.50 | \$93.75 | \$175 | \$87.50 |

***A contract will be signed prior to the student's first day of preschool selecting payment schedule choice. You can amend your choice during the school year if circumstances change.*

Contact Information

It is imperative that contact information be kept current. Please visit with anyone on our staff if your address, phone number, emergency contact information, and/or permission to sign out child information changes. We can not sign students out to people who are not authorized to do so by the parents/guardians.

Transportation

We encourage families to work together to carpool whenever possible. The City of Wayne offers transportation at the cost of \$1.50 each way (402)375-1460. We do request that you pick your children up on time (3:00 M,T, W, Th; and 11:45 on F) as this allows our staff time to clean and set up for the following day. If you have not arrived by 3:15 we will call you, then call emergency contacts listed that your child can be released to.

Curriculum

The Wayne Community Schools Early Learning Center incorporates the Creative Curriculum System for students. Developmentally appropriate practice requires teachers to teach in ways that match the way children develop and learn so as to promote their optimal development and learning. Our team makes decisions about the education of children on the basis of three types of information:

- child development and how children learn
- the individual strengths, needs, and interests of each child
- each child's family and community cultures

The Creative Curriculum is a research based system that combines curriculum, assessment, professional development and family connection resources. The curriculum is based on five fundamental principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

The Creative Curriculum is researched based on 38 objectives for development and learning. the curriculum helps guide teachers to determine the developmental progress of each child and plan appropriate learning experiences. The 38 objectives fall under the following categories:

- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

Students are assessed throughout the year using ASQ-3, informal observations, and TS Gold.

Breakfast, Lunch, and Snack

Breakfast will be available from 8:00-8:30 each morning and lunch will be offered each day from 11:30-12:00, except Friday. Meals are considered to be a part of the instructional time because children are engaging with each other, socializing, using vocabulary taught in the classrooms, interacting, and learning expected lunchtime behaviors and healthy food choices. Children are allowed to bring a sack breakfast and/or lunch, but we highly encourage them to take advantage of the school lunch program, which meets the USDA Child Nutrition Program guidelines.

There is no charge for breakfast, lunch or snack. We do ask that families who have a child with food allergies students fill out a form as provided through our lunch program. A letter will be sent home if this is a concern for any of our students. Students are required to try something at each meal. If you are providing a lunch for your child, we request that it is nutritious. We follow the wellness policy as provided on the district website.

A healthy snack will be provided anytime there is a 3 hour or longer break between meals, typically at 2:00 each day.

All students brush their teeth while at the ELC..

Enrollment Requirements

A child entering preschool must furnish a certified birth certificate to validate his/her age and Immunization records, prior to starting school. **Nebraska State law dictates immunization records must be presented at the time of enrollment or the student cannot be enrolled.**

Summary of the School Immunization Rules and Regulations 2020-21

| Student Age Group | Required Vaccines |
|---|--|
| Ages 3-5 years enrolled in a school based program not licensed as a child care provider | 4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age. *Hib not required after child reaches 5 years of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of |

| | |
|--|---|
| | <p>varicella disease from parent, guardian, or health care provider will be accepted</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given after 15 months of age *Pneumococcal not required after child reaches 5 years of age.</p> |
|--|---|

Potty Training

Preschool students enrolled at the Early Learning Center 3 yr program that are not completely potty trained must understand the concept of using the bathroom with some independence. Students that are not wearing underwear must wear a pull up (side tear-away).

Preschool students enrolled in the 4 yr program must be completely potty trained.

This is a requirement due to the multiple step procedure that is required of the staff at the Early Learning Center, who are evaluated using the ECERS model.

Preschool students that have a developmental delay or a verified medical condition are exempt from this requirement and may attend in diapers.

Early Learning Center staff are with the children during the bathroom routine and are available to help with clothing, with accidents, and will assist a child that may need help in the bathroom.

Attendance and Absences

In order for your child to have the most successful preschool experience, we expect regular attendance. If your child will not be in attendance because of an illness, injury, or unexpected event, please contact the school as soon as possible.

Termination of Enrollment

Excessive, unexcused absenteeism may result in the termination of your child's enrollment. Termination of enrollment may also occur for non-payment, excessively late pick-ups, and/or failure to comply with health policies.

Sick Policy

Children with the following conditions should not be sent to school:

- Vomiting (24 hours/1 entire day prior to the starting time of school)
- Diarrhea (24 hours/1 entire day prior to the starting time of school)
- Fever - Temp of 100 degrees or higher (must be fever free for 24 hours prior to the starting time of school).
- Contagious Conditions such as rashes (examples: ringworm, chickenpox, staph infections, strep throat, conjunctivitis (pink eye), impetigo, head lice, etc. Please note - some conditions do require prescription medicine from a health care provider.

*****This is extremely important because some children in our preschool may have health conditions that could be jeopardized if exposed to certain illnesses.***

*****Please do not send your child to the ELC if he/she is unable to go outside with the group. All staff and volunteers must remain with the large group of children. There is not enough staff to stay inside with a sick child.***

Medications

Please try to give all medications at home. If your child's condition requires a staff member to give the medications or treatment, you must bring the medication in the original container from the pharmacy or doctor's office. You must also sign a medication form and fill out the top part of the daily information sheet with medication name, how much and time to be given. If the child must be given more than directions on the container states then a doctor's note will be mandatory.

Prescription Medications: The container must be clearly marked with the child's name, date, name of medication, doctor, and frequency and amount to be given. Parent/guardians must fill out a signed permission form before medication will be dispensed.

Medication must be prescribed for that child or the medication will not be given.

Home Visits/Conferences

The preschool teacher will contact families beginning in August for an initial home visit. The purpose of the visit is to have your child meet the teacher, to establish a relationship between the family and the teacher, to review preschool guidelines, and to complete all necessary paperwork. An additional home visit or conference will be made during second semester.

The Early Learning Center follows the elementary schedule for parent/teacher conferences. We will hold conferences in the fall, and again the last week of January.

Health Screenings

The school nurse will make one visit to the preschool per year. During the visit your child will be weighed and measured, vision will be screened, immunization records will be checked and a visual exam of their teeth will be performed. Hearing screenings will also be completed by an audiologist. If there are any concerns in these areas, parents/guardians will receive a note from the nurse/audiologist.

Supplies for School

Please send a large backpack to school with your child.

1 box of Kleenex

1 container of Clorox wipes

4 packages of Baby wipes

1 can of Lysol spray

Baggies (any size box (snack size, quart, gallon, etc.)

2 roll of paper towels

Large backpack

An extra set of clothes (socks, underwear, pants, shirt, sweatshirt or sweater) to school in case of an emergency.

Tennis Shoes/sneakers should be worn to preschool because children will be active throughout the day. Please send an extra hat and set of mittens that can be kept at school during the winter months.

**All other supplies will be provided by the school

Emergencies and Accidents

If an accident occurs while your child is in our care, and your child requires immediate attention, the proper authorities will be called, first aid and/or CPR will be started, and you will be notified. If the accident or injury is minor, first aid will be administered and you will be notified. Our schools safety plan including fire drills, tornado drills, and lock down drills will be performed in accordance with District and State policy.

If your child is involved in a minor accident, or is hurt while at the ELC, a school accident report will be filled out and sent home that day.

It is very important you keep all phone numbers and contacts current. If we cannot reach you at any of the contacts you have listed, and there is a question of whether the child should have medical attention, we will error on the side of caution and your child will be transported to the nearest medical facility. If there is a court order involving your child and who he/she can or can not be released to, we MUST have a copy on file in order to enforce it.

Severe Weather Announcements

In case of severe weather, Wayne Community Schools closing information and late starts will be announced through our automated telephone system. The same closing and late start information will also be announced on local radio and television. The administration attempts to monitor all severe weather situations. **If you feel it is necessary to keep your child at home, during such time, please contact the office staff (402-833-1450).**

Communication

Communication between home and school is vital. **All questions and concerns should be addressed with your child's teacher via email, phone (402)833-1450, or face to face.** Newsletters will be sent home with preschool children to inform parents of classroom activities and special events. Please be sure to check your child's cubby and backpack regularly. We strongly encourage you to check our facebook page (WCS-Early Learning Center) frequently as a way to stay up to date with activities and announcements.

Class Parties

The Early Learning Center will celebrate the four following holidays with a class party: Halloween, Thanksgiving, Christmas around the World, and Valentine's Day. If you would prefer your child to not participate in the celebration, please visit with your classroom teacher. *****Please note, other holidays, customs, and traditions will be discussed throughout the school year to expose our children to a variety of cultures.***

Birthdays

We look forward to celebrating your child's birthday at school. Special activities are done throughout the day of your child's birthday or half-birthday. If your child's birthday falls during the summer we will celebrate their half birthday. If it falls on a day your child is not

at school, we will celebrate when school resumes. We ask that birthday invitations and/or gifts are not brought to the school unless permission is given by the classroom teacher.

Field Trips

Parents will be notified when field trips are scheduled. Permission slip is given to parents for signature during the enrollment process. Parents are welcome and encouraged to assist with field trips when possible.

Drug-Free Schools

School property is considered a drug free zone. Students should not have any drugs in their possession while on school grounds. In order to avoid misunderstandings, Wayne Community Schools would like to remind students and their parents that, even over-the-counter drugs such as acetaminophen, ibuprofen or cold and allergy remedies must not be kept and or used on school property without a parental note, dated and signed for the date the student is taking the medication. ***All*** over-the-counter medications as well as prescription medication need to be kept in the office unless proper documentation by parents, physician, and school nurse for self-medication is on record with the office and school nurse (IE; inhalers and Epipens). If you have any questions regarding medication at school, please contact the office or the school nurse.

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

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

Mandatory Reporting

The Wayne ELC staff takes protecting your child(ren) very seriously. We have been trained to recognize the signs of child abuse/neglect and report any suspected abuse to authorities. In our efforts to protect children we would like to share a few numbers with you.

The Family Help-Line (trained counselors available to help you and/or your family 24/7) - 1-888-866-8660. If you do not have a “24/7” person you can call for help, we encourage you to use this number.

Child Abuse and Neglect Hotline - 1-800-652-1999. If our staff suspects physical, sexual, or emotional abuse and/or neglect, we are considered mandatory reporters. Our goal, always, is to keep children safe and help our families. If you are concerned about a child, you can also make a report at any time.

Behavior Guidelines/Discipline Policy

When Parents are not present, the responsibility for the discipline of children in care lies only with the director/teacher/trained staff or the designated substitute.

Positive and supportive discipline is promoted at the ELC. Students are encouraged to learn self advocacy skills, how to work together, and independence. A quiet place is available for students who may need to stop and think about their actions, or for students who just need some quiet time away from the large group for the safety of themselves and others. Positive self-discipline is supported through discussion, character education, and modeling. All staff are trained in CPI (non-violent crisis intervention program).

Prohibited forms of discipline include:

- Spanking, slapping, pinching, punching, shaking, striking, use of soap, hot sauce, or other unpleasant food/non-food items, isolation, denial of food, derogatory remarks, profane language, yelling, and threats.

Child Behavior that CANNOT Be Disciplined

- Toileting accidents, refusal to take medication, refusal to eat

Use of Time Out:

Separation from the group, if used, must be brief and appropriate for the child's age. The timeout period must:

- Take place within a safe, lighted, and well-ventilated area
- Occur within direct vision of staff

- Not exceed more than one minute for each year of the child's age
- At the conclusion of time-out a conversation is held with the teacher to problem solve and rebuild relationships
- Parents are notified at pick-up if a child spent time in time-out

*****If the time a child spends in time out is extended, it must be carried out as indicated by a behavioral management plan developed and monitored by a licensed or certified professional qualified to identify the special needs of a child, as having a physical, emotional, or social developmental delay or impairment.***

Use of a Physical Hold

- Center staff may restrict a child's movement by the use of a physical hold if they have been trained and certified in CPI.
- A physical hold may only be used:
 - When the child is hurting him/herself or others
 - When the hold does not prevent the child from breathing or speaking.
 - Until the child is calm and able to demonstrate reasonable control of his/her behavior

Notification and Documentation

The Teacher or Director must notify the child's parents within 24 hours of the physical hold being used on their child. Written documentation of each use of a physical hold must be available for review by the parents of the child involved in the physical hold in accordance with Board Policy, using district approved forms.

Photographs and Publicity

Photographs of your child participating in our program may be taken from time to time for classroom use including TS Gold (assessment system). Some photographs may appear in newspapers, brochures, or other publicity materials, including our webpage and facebook page. There is no compensation given for use of these pictures. A permission slip is included with this handbook. Sign and return if you do NOT give permission for your child's picture/work to be shared.



facebook



Photographs and Publicity Form

The preschool staff at the Early Learning Center and sometimes the Wayne Community Schools District staff or students, take pictures or video of the preschool students and/or their projects and work. During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one or more of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences.
- Posted on the school's web pages, facebook pages, or twitter.
- Used in a printed publication such as a newspaper or magazine.

While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the web.

Other children's parents are asked not to take pictures of another child at preschool, without permission from their parent/guardian. On occasion, the preschool staff may videotape students in the classroom, to use to improve teaching and/or for parent teacher conferences. The videos will never be used or seen outside of the classroom, without written notice and permission.

Please initial in the space provided ONLY if you do not give permission for the following items (Not returning these forms gives permission for both listed items):

 I do not give permission for my child's picture and/or work to be posted to the school's web page, Facebook, and/or Twitter page.

____ I **do not** give permission for my child's picture and/or work to be printed in publications such as newspapers and/or magazines.

Parent Guardian Signature _____

Childs Name _____

Date _____

APPENDIX

State and Federal Programs

Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with Wayne Community Schools, and all others who interact with Wayne Community Schools are hereby notified that the Wayne Community Schools does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Wayne Community Schools, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|--|-------------------------------------|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | R. Plager, Elementary Principal |
| Title IX | Discrimination or harassment based on gender equity | M. Bear, Special Education Director |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | M. Bear, Special Education Director |
| Homeless student laws | Children who are homeless | M. Bear, Special Education Director |

| | | |
|--|----------------------------|---------------------------------|
| Safe and Drug Free Schools and Communities | Safe and drug free schools | R. Plager, Elementary Principal |
|--|----------------------------|---------------------------------|

Grievance Procedure

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the Superintendent, or in the case of students, to the guidance counselor or principal. See board policy 5401 for full policy.

Sexual Harassment and Discrimination

The Wayne Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. See Board Policy 5401 for full policy.

PUBLIC NOTICE

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask *Wayne School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

HIPAA (Health Insurance Portability and Accountability Act, 1996)

Parents must give written consent to the health care provider before information can be released to the school.

Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Programs

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Harassment and Bullying Program

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. Refer to the code of conduct for disciplinary action.

I have received a received and reviewed a copy of the 2020-21 ELC handbook:

Signature

Date

Student Name(s) enrolled at ELC



2021 Membership

Please fill out this form and return it to the WAED Office by Friday, February 26, 2021.

Business Name: _____

Designated Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Website: _____

What Social Media Platform(s) do you use? (i.e. Facebook/Instagram/Twitter):

Membership Benefits

All Members

- Weekly 'Hot Topics' email update
- Monthly 'WayneWorks Exchange'
- Access to WAED's bulk-mail permit
- Listed among WAED Membership and on the WayneWorks Business Directory

Bronze, Silver, Gold, Platinum, & Diamond

- Ability to accept Chamber Bucks for the payment of goods or services
- Ability to host WAED events and programs (Chamber Coffee, etc.)
- Ability to participate in 'Member Spotlight' campaign
- Marketing consultations and access to special marketing promotions
- Ribbon Cutting and Ground-breaking Ceremonies for new businesses or business expansions
- Technical advice on business planning, entrepreneurship, funding programs, event planning, and more
- Ability to share notices, events, & job openings in the 'Hot Topics' email update, on the WayneWorks website, and via WAED Social Media
- Invitations to attend networking events and join community committees
- Referrals and strategic introductions by WAED Team
- Investment-based voting privileges

Additional Contact(s) and Email(s):

Your Investment in 2020 was: _____

Please select an Annual Investment Level:

- _____ Non-Profit (\$100)
- _____ Individual (200-\$399)
- _____ Home Based (\$200-\$399)
- _____ Bronze Investor (\$400-\$749)
- _____ Silver Investor (\$750-\$1,499)
- _____ Gold Investor (\$1,500-\$2,999)
- _____ Platinum Investor (\$3,000-\$4,999)
- _____ Diamond Investor (\$5,000+)

Check Enclosed: \$ _____ | Invoice Me: \$ _____

Invoice Frequency: Once _____ | Quarterly _____ | Monthly _____

THANK YOU FOR YOUR INVESTMENT!

I would like to engage with: (please check all that apply)

- | | |
|-------------------------------|------------------------|
| ___ Revitalize Wayne | ___ Chicken Show |
| ___ Marketing | ___ Government Affairs |
| ___ Organization | ___ Special Events |
| ___ Business & Industry | ___ Ag Task Force |
| ___ Wayne Young Professionals | ___ Wayne Ambassadors |
| ___ Other _____ | |

How do you learn about WAED Activities: (check all that apply)

- ___ Email ___ Website ___ Newsletter ___ Social Media

Wayne Community Schools Teacher Handbook

2021-2022 School Year

Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

School Mission Statement

The mission of Wayne Community Schools, working in partnership with the families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Notice of Nondiscrimination

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Wayne Community Schools does not discriminate on the basis of sex, disability, (including skin color, hair texture and protective hairstyles), race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

High School: High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

Jr. High School: Jr. High Principal 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

Elementary: Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854

District staff: Business Manager/Human Resource Director, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150

The District has three expectations that employees and students should follow:

- 1) Be Prepared
- 2) Be Respectful
- 3) Be Safe and Do the Right Thing

WCS Character Traits:

- | | |
|----------------------|--------------------|
| 1) Respect | 5) Perseverance |
| 2) Responsibility | 6) Self-Discipline |
| 3) Honesty/Trust | 7) Courage |
| 4) Caring & Fairness | 8) Citizenship |

Members of the Board of Education

| Name | Contact Information |
|------------------|------------------------------|
| Dr. Jeryl Nelson | jenelso1@waynebluedevils.org |
| Mr. Lynn Junck | lyjunck1@waynebluedevils.org |
| Mr. Justin Davis | judavis1@waynebluedevils.org |
| Mrs. Jaime Manz | jamanz1@waynebluedevils.org |
| Mrs. Sylvia Ruhl | syruhl1@waynebluedevils.org |
| Dr. Jodi Pulfer | jopulfe1@waynebluedevils.org |

I. GENERAL SCHOOL POLICIES

A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

With the exception of a family emergency or an extenuating circumstance, personal days will not be approved or allowed the day prior to Thanksgiving break, or the last day of each semester. All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act).

B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in grades 7-12 coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

E. Newspaper Articles

All newspaper articles or media information must be approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Wayne Board of Education Policy 4112.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named “administrator” – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent’s secretary will make lodging reservations if the appropriate administrators so wish.

Meals: (per admin regulation 4141)

- Non-Overnight Travel –
 - Breakfast and Lunch – Maximum \$10.00 per meal.
 - Dinner – Maximum \$15.00 per meal.
 - Daily Maximum- \$25.00
 - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
 - In Nebraska – Maximum of \$50.00 per day
 - Out of State – Maximum of \$50.00 per day
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

Lodging:

Administrators must approve appropriate lodging reservations at a reasonable expense.

Transportation:

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent’s office. Administrators are responsible to organize travel plans to minimize transportation costs.

Expense Reimbursement:

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent’s office.

Documentation:

The district will accept the following documentation for meals and expenses:

- Original Receipts
- Copies of Receipts
- Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employee's request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

II. GENERAL INFORMATION WITH REGARD TO PROCEDURE

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.
2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for Varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. All rehearsals, practices, meetings, events, and activities you feel must be scheduled on Wednesday nights or Sundays must be requested to the principal for approval prior to scheduling.

ALL SCHOOL ACTIVITIES, BOTH IN THE BUILDING AND AWAY FROM THE SCHOOL, MUST BE APPROVED AND SCHEDULED IN THE PRINCIPAL'S OFFICE.

III. PERSONAL AND PROFESSIONAL CONDUCT (Nebraska Department of Education Rule 27, section 004)

A. Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an

understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

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

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

Principle IV - Commitment to the Profession:

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

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

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

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

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

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

B. Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

C. Role Model

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

D. Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

E. Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained, and are expected to dress accordingly for the specific teaching position they are in. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Following are levels of dress that should be followed. These levels are to be used as a guide for certificated staff and provide a level of consistency of expectations. Building level administrators will be responsible to announce these levels to staff and will remind staff if they are not meeting said level of expectations.

1) Dress-up - This level of attire describes the highest level of professional dress and should be used on certain "special occasions" such as parent-teacher conferences, special visitors to school and/or classroom, and other events that call for dressy attire.

2) Professional dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans, t-shirts and shorts should not be worn. Clothing and footwear that is appropriate for the particular area of instruction may be worn. On workshop/in-service days, professional dress will be followed when an off-campus presenter is invited, or when staff go off site for the professional development. Footwear should be neat, clean, and appropriate. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Open-toed shoe with a dress appearance or dress heel is acceptable. At times, staff must wear certain types of shoes for medical conditions. Should this be the case, please discuss the situation with your supervisor. Beach style flip-flops are not acceptable.

3) Casual/Jean Day - These days will allow jeans and casual dress and will occur on the last Friday of the month, or as determined by the administration. On school days, shorts and sweatpants will not be allowed, however t-shirts that promote Wayne Community School activities are acceptable. On non-school days that are contract days, such as pre-service work days or work days at the end of the school year, sweatpants and shorts are acceptable.

4) Spirit dress - Dress days such as homecoming, Husker dress, Wildcat Wednesday and the like, will be announced periodically by the administration. Teachers and administrative staff are encouraged to partake on student dress themes for homecoming, red-ribbon week, and other special dress days the students partake in.

F. Private Tutoring

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

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

G. Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

H. Admission Procedures at High School Athletics, Dramatics, Music and Other School Activities

Listed below are general principles and procedures we intend to follow:

1. Faculty and staff will receive a family activity pass in exchange for taking tickets at one school activity. (NSAA activities excluded.)
2. Faculty Passes are not good for play-offs or district tournaments. These are special events that we host that have rules preventing the honoring of school passes.
3. There may be occasions when special guests, such as parents of activity sponsors will be attending a school function. A complimentary pass will be issued upon request. See principal's office.
4. All admission tickets used for a high school activity will be serial numbered.
5. Admission prices and complimentary ticket plans must be approved by the superintendent.
6. Any faculty member is invited to discuss any admissions problem not covered by this handbook with the principal.

I. Evacuation Procedures

Remember to review safety and evacuation procedures with your classes. Exit signs should be posted near the exit to your classroom. Should you have such sign missing, notify the principal immediately. Tornado exit signs should be posted nearby. All faculty members are responsible to take your emergency blue bag with you for all evacuation procedures.

The following is a breakdown of exits and procedures for fire drills:

7-12 FIRST FLOOR (Lower Level)

| <u>Room #</u> | <u>Exit</u> | <u>Alternate Exit(s)</u> |
|------------------------|------------------------|---|
| Stage | West Doors | South Doors, East Commons Doors |
| 113 (LH) | West Doors | North Door LH, South Door, Commons, East Door |
| 114 (7/8 Band) | West Doors | South Door, Commons, East Door |
| (7/8 Girls Locker) | West Door | West Locker Room Doors, Commons |
| H.S. 9/12 Girls Locker | West Doors | West Doors Locker Room, Commons |
| 120 (Computer Lab) | West Shop Door | West Doors, Wrestling Room West Door |
| 121 (Wood Shop) | West Shop Door | West Doors, Wrestling Room West Door |
| 122 (Metal Shop) | West Shop Door | West Doors, Wrestling Room West Door |
| 123 (Shop) | West Shop Door | Wrestling Room Doors, West Doors |
| 124 (Ag class) | West Shop Door | West Doors, East Door Commons, South Doors |
| H.S. Boys Locker | South Locker Room Door | South Door, West Doors |
| 7/8 Boys Locker | South Locker room door | South Doors, West Doors |
| 119 (Band) | West Door Band Room | West Doors, East Door Commons, South Doors |
| 100 (Commons) | East Commons Doors | West Doors, South Doors, East Doors |
| 101 | East Commons Doors | West Doors, South Doors, East Doors |
| 102 | East Commons Doors | West Doors, South Doors, East Doors |
| Faculty Lounge | East Commons Doors | West Doors, South Doors, East Doors |
| IMC Room | East Commons Doors | West Doors, South Doors, East Doors |
| 103 | East Doors | Commons, West Doors, South Door |
| 104 | East Doors | Commons, West Doors, South Door |
| 105 | East Doors | Commons, West Doors, South Door |
| 106 | East Doors | Commons, West Doors, South Door |
| 107 | East Doors | Commons, West Doors, South Door |
| 108 | East Doors | Commons, West Doors, South Door |
| Wrestling Room | West Wrestling Door | West Doors, West Shop Door |
| 303 | South Doors | East Commons Doors |
| 304 | South Doors | East Commons Doors |
| 305 | South Doors | East Commons Doors |
| Kitchen | South Doors of Kitchen | South Hallway Doors, East Commons Doors |

7-12 SECOND FLOOR (Upper Level)

| | | |
|-----------------|--------------------------|---|
| 210 (LH) | North Door LH | West Doors, North Main Door |
| 211 (Girls Gym) | North Door Girls Locker | West Doors, N. Door LH, N. Door – Main Entrance |
| 213 (Boys Gym) | South Door Boys Locker | N. Door – Main Entrance, N. Door LH, West Doors |
| 200 (Office) | N. Door – Main Entrance | West Doors, East Doors |
| 202 | N. Door – Main Entrance | East Doors, West Doors |
| 203 | N. Door – Main Entrance | East Doors, West Doors |
| 204 | N. Door – Main Entrance | East Doors, West Doors |
| 205 | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors |
| 206 | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors |
| 207 | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors |
| 208 | East Doors – Lower Floor | N. Doors – Main Entrance, West Doors |
| 209 | N. Door – Main Entrance | East Doors, West Doors |
| 217 (Science) | N. Door – Art Room | N. Door - Upper L.H., West Doors |
| 218 (Art) | N. Door – Art Room | N. Door – Upper L.H., West Doors |
| 401 | N. Door – Main Entrance | South Doors Jr. High |
| 402 | South Doors Jr. High | N. Doors – Main Entrance |

| | | |
|--------------------|-------------------------|--------------------------|
| 403 | South Doors Jr. High | N. Doors – Main Entrance |
| 404 | South Doors Jr. High | N. Doors – Main Entrance |
| 405 | South Doors Jr. High | N. Doors – Main Entrance |
| 406 (Computer Lab) | South Doors Jr. High | N. Doors – Main Entrance |
| 407 (Library) | N. Door – Main Entrance | South Doors Jr. High |

Early Learning Center and Elementary – Refer to exit signs in classrooms and once outside report to home base.

SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

Fire drills will be conducted at intervals during the school year. Be familiar with procedure(s) for the room in which you are stationed each school period.

TORNADO - Disaster Procedure

According to the Wayne County Civil Defense Emergency Operations Plan, "A tornado will hit at some spot in the county on the average of about once every other year." Please read the following and thoroughly familiarize yourself with the procedures to be followed in the event any tornado watch, alert, or warning is called. Be prepared to act when necessary.

Tornado Watch: This term is generally announced on the radio and TV when atmospheric conditions indicate the likelihood of tornado development during a specified period of time. Local Procedures involve no direct action on the part of teachers, staff, or students.

Tornado Warning: This term applies when a tornado has been sighted and is nearby. Danger is imminent, and the following actions are to be taken immediately:

1. All persons on the upper floors are to move, in an orderly manner, to the lower level.
2. All persons are to assemble utilizing the following areas for shelter:

Early Learning Center: Restrooms in middle hallway.

Elementary: Grades K-6 – Lower hallway between fire doors.

| | | |
|----------------------|----------------------------------|-------------------------------|
| Jr./Sr. High: | Seniors | Old Choir Room (by Band Room) |
| | Grades 9-11 Boys | Boys Locker Rooms |
| | Grades 9-11 Girls | Girls Locker Rooms |
| | Grades 7 & 8 Boys | Jr. High Boys Locker Room |
| | Grades 7 & 8 Girls | Jr. High Girls Locker Room |
| | Office Staff/Custodians/Visitors | Teacher Restrooms by Lounge |

(Female teachers to girl's locker rooms; male teachers to boy's locker rooms; band and shop instructors, and senior class sponsor to choir room.)

As much as possible, all persons should be seated on the floor, facing away from doors or other openings, knees drawn up to chest, head down, and hands and forearms overhead and back of neck. All persons are to remain in place and as quiet as possible until the "all-clear" is given.

Signals:

Tornado Watch: None

Tornado Alert or Tornado Warning: Intercom message, if power is on. If no power, office personnel will bring verbal message to each classroom.

All Clear: Intercom or verbal message.

Special Notices:

No one is to leave the building. Any emergency situation can cause panic. Staff members should do everything they can to keep others as calm and quiet as possible.

J. Students Acting Abnormally

A student who exhibits signs of alcohol or drug use should be escorted to the central office for referral to the building principal and health service personnel. If the student is uncooperative during the referral process, the building principal or designate should be contacted immediately.

K. Room Assignment

We try to assign a specific room to each teacher. It is your responsibility to see that this room is locked each night before leaving the building. All lights should be turned out, the windows closed and locked, and the shades should be left open. There should be no unnecessary marring of furniture, books, walls or other equipment. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Students will be asked to pay for excessive and unnecessary damage.

L. Keys

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept a responsibility for the room which they open. Each teacher will also be issued a key for their own room. Keys for the outer door will also be issued, if requested. Keys will be issued in the fall and turned in at the end of the school term. (Teachers may request use of keys during summer months.)

M. Mailboxes

Each teacher has his/her own mailbox in the office. This should be visited daily. Mail will come into the office sometime in the morning. Students should not be sent to the office for teachers' mail. **Emergency messages only** will be hand delivered to teachers.

IV. STANDARDS OF COMPETENCY (Nebraska Department of Education Rule 27, section 005)

A. Administrative and Supervisory Requirements:

Educators must possess the abilities and skills necessary to accomplish the designated task. Each educator shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the school system;
3. Recognize the role and function of community agencies and groups as they relate to the school and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees,

and parent organizations.

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

1. Personal observation;
2. Analysis of individual performance and achievement;
3. Specific performance testing.

C. Instructional Procedures:

Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Each educator shall:

1. Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
2. Use procedures appropriate to accomplish the designated task;
3. Encourage expressions of ideas, opinions and feelings.

Each teacher shall:

1. Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
2. Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

1. Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;
2. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

D. Communication Skills:

In communicating with students and other educators, each educator, within the limits prescribed by his

or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

1. Possess knowledge, with his or her area of specialization, consistent with his or her record of professional preparation;
2. Be aware of current developments in his or her field;
3. Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

G. Evaluation of Learning and Goal Achievement:

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement. Each educator shall:

1. Utilize several types of evaluation techniques;
2. Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
4. Utilize the results of evaluation for planning, counseling and program modification;
5. Explain methods and procedures of evaluation to those concerned.

H. Human and Interpersonal Relationships:

Educators shall possess effective human and interpersonal relations skills. Each educator shall:

1. Allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Not knowingly misinterpret the statement of others;
3. Not show disrespect for or lack of acceptance of others;
4. Provide leadership and direction for others by appropriate example;
5. Offer constructive criticism when necessary;
6. Comply with reasonable requests and orders given by and with proper authority;
7. Not assign unreasonable tasks;

8. Demonstrate self-confidence and self-sufficiency in exercising authority.

I. Personal Requirements:

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason of training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

V. ACADEMIC MATTERS

A. Purpose and Goals of Academic Achievement

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

B. Teaching to Student Understanding to Assure Learning

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

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

C. Instruction in the Curriculum

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

D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and

techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

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

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

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

3-12 STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress are as follows:

| | | | |
|------|--------|------|----------|
| A = | 95-100 | C = | 78-81 |
| A- = | 93-94 | C- = | 75-77 |
| B+ = | 90-92 | D+ = | 72-74 |
| B = | 87-89 | D = | 68-71 |
| B- = | 85-86 | D- = | 65-67 |
| C+ = | 82-84 | F = | below 65 |

Inc. = Incomplete

Conditional - indicates credit for students achieving to, or near their capacity and yet not achieving a passing mark according to grading standards (not counted as college requisite course). Credits are awarded provided future work is satisfactory.

Failing grades are very easy to place behind a student's name. It is not advisable to give a student a failing grade unless every effort has been made to find the solution to their problem.

The following steps should be followed if a student is doing unsatisfactory work.

1. Have personal conference with the pupil.
2. Give the pupil special help.
3. Check teacher expectations.
4. Check the intelligence test.
5. Consult the principal and pupil's parent.
6. Consult the S.A.T. group.

Before failing a student for the semester, the principal and counselor should be consulted. If it is certain the student is going to fail for the semester, the teacher should be sure he/she has retained definite evidence of the student's work.

At least two grades should be placed in the grade book each week for every pupil.

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

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

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

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

Transfer Grades: A student transferring into Wayne Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

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

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

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

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

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

E. Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher conferences will be scheduled yearly. Refer to District Calendar for Parent-Teacher conference dates. Teacher

attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

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

F. Care of Injured Students

Quite often students are injured in some way during school, and it is our responsibility to see that they are properly handled.

The school nurse is on call at any time an injury occurs. And, in most cases, the school nurse will care for the injury if you contact her.

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

In case you seek the aid of a doctor, it is important that you ask the student the name of the family doctor. If the student does not know the name of the doctor, you should contact the parents by telephone.

In case of an injury that requires the attention of the nurse or the family doctor, you again should use your judgment as to whether an injured student should be accompanied by another student, or if he is able to go alone. You also must decide, in case of a more serious injury, if the teacher should accompany him or if some student should accompany him. Do not allow one student to drive another home without clearance through the office. It is the responsibility of the school to give proper attention to all injuries. A good deal of responsibility rests with each teacher as to the manner in which injuries should be handled. If you are in doubt, contact the office for assistance.

Report of Injuries:

All injuries which require the attention of the school nurse should be reported in writing the same day the injury occurs. The school nurse will supply a report form and notify the principal whenever serious injuries occur.

Check on the injured students. Many times a visit or telephone call does much to make the student and parents feel we are interested. Additional information is available in the school Safety Handbook.

Payment of Bills:

Be certain that students understand they are to pay their own doctor bills. Insurance coverage is the responsibility of each student and his family.

G. Study Hall Regulations **(7-12)**

As a study hall teacher, it is important that these policies are enforced at all times. We must be consistent in all study halls. According to the size of the study hall, the amount and type of supervision will vary. However, it is important that once seating charts are made out, you do not just sit at the

desk. You will need to move about the study hall. The desks/tables have been cleaned and they should be kept clean at all times. Students should report any markings on desks so that they will not be the ones required to remove any writing. Students are not to write notes in study hall. If you pick up a note, throw it away immediately without reading it. This will cause much less confusion than you keeping the note.

A meeting of study hall teachers in each building will be held shortly after school begins to see if the rules need to be changed or if there are any problems not covered in the general rules and regulations.

Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
 - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
 - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
 - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
 - d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
 - e. No passes of any kind will be given during the last ten minutes.
 - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
4. Studying together (two students) permitted in specified area only.
5. No sitting under the steps.
6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

H. Sponsoring School Buses

The following are basic procedures and regulations governing all school sponsored bus trips:

1. The sponsor is to have a written list of students riding their bus so that an exact roll can be taken.
2. In case more than one bus travels on the same trip, the loads are not to be interchanged after leaving Wayne. Many students seek to swap places about the time you are to return home.
3. The students are expected to have a good time, but the sponsor is responsible for the general conduct of their group and must see that orderliness is maintained. Students must sit in specific seats. Insurance coverage is voided if they are allowed to congregate in groups.
4. The use of tobacco is prohibited.
5. Sometimes students can be excused from returning to Wayne on a school bus if arrangements have been made with the principal, before the trip is started. This requires parental approval. The parent must personally pick up the child.
6. A sponsor can always expect a certain number of incidents to come up not covered by normal regulations. The sponsor is to use their own judgment as these problems arise.
7. If a sponsor has any question about duties, these questions should be settled with the principal before a sponsored trip is undertaken.
8. Submit bus request forms to the principal.

I. School Vans

We own several vans which may be used by student groups. The procedure for using these vans is as follows:

1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.
2. Check out the van key and credit cards from the high school principal's office. Return the key and cards as soon as possible when you return.
3. Please see that the inside of the van is clean at the end of each trip.
4. Use the van credit card to purchase gas and return the copy of charge slips with credit card. The vans use lead-free gas.
5. A small vehicle bus operator's license is no longer required to drive a school van. However, only 10 passengers plus the driver may be transported in a vehicle without complying with the state school bus regulations. Lights must be on while transporting students.

J. Securing Publicity for School Activities

Wayne Herald - You are expected to call, send, or fax down information before noon on Tuesday of the week you need your article to run in the paper.

There are many occasions throughout the year when faculty members will have a news item or a clever story of some type that is worthy of coverage. The Herald invites you to call in any time and give them the article. We probably have been quite lax at times in calling down articles that are worthy of publicity -- don't pass up the opportunity to send items from your department.

Radio Station KTCH - The radio station has been very cooperative in providing news coverage for special events. In fact, they are anxious to receive this news because it helps increase their listening audience. We have probably missed a great deal of publicity because we forget to call the radio station on special news items.

Public Access Cablevision - American Broadband may assist in public programming upon request. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund

- a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
- b. Each club/activity/organization/class has an account in the high school activity fund.
- c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
- d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
- e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
- f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the activity secretary immediately after collection. Never leave money in an unsecured

area.

- g. Requests to the Superintendent's office for reimbursement to the Activity Fund for money already spent for items or services that were approved and budgeted for in the General Fund are to be submitted to the principal.

2. General Fund

Submit promptly to the school accountant an invoice or sales slip for any item that is to be paid by the District.

L. Lesson Plans

All teachers will submit lesson plans for the week using one of the two approved lesson plan templates before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual student's needs. Lesson plans submitted late will be documented in the teacher's evaluation file, if the practice becomes habitual.

Multi Media

Here are some general policies with regard to the showing of films:

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. **A description of the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

M. Faculty Lounge

A professional lounge has been established for use by staff during their planning period, lunch hour, and before/after school. It is your responsibility to keep it neat and clean.

Students are not allowed in the faculty lounge unless a teacher is present.

VI. DUTIES AND RESPONSIBILITIES

A. Supervision of Students

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

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency

requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

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

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

Student Searches

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

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities.

Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch.

Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

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

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

necessary to protect the student, yourself and others, and to protect property as may be reasonable.

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

C. Dispensing Medication

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

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

D. Reporting Child Abuse

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

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

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

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

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

All activity group fundraising must be coordinated through the Superintendent/Principals office and must comply with Policy 1300.

E. Schedule of Events

All events should be scheduled through the Athletic Office using the R-School scheduling software. The updated activity calendar is found on the school district web site

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitor pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at any time and know that you will make them feel welcome.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor

movement of students to their final destination at the end of the day.

H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.

If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.
4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

J. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

K. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

L. Eligibility (7-12)

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

M. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an "unexcused tardy", kept in class, and assigned a seminar.
2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student's tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher

to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

N. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the time of the assembly. Each teacher will be responsible for the behavior of their group.

O. Announcements **(7-12)**

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

P. Locker Inspection

Locker inspection will be held as necessary during the year.

Q. Lost and Found

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

R. First Aid

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

S. Drills

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

T. Ticket Selling and Supervision

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students.

U. Faculty Meetings

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

AdministrationAuthority and Responsibility of the Superintendent

The administration of the District in all its aspects, except as otherwise provided by law, is delegated to the Superintendent who shall carry out the executive and administrative functions in accordance with the policies adopted by the Board. The School Board shall establish the Superintendent as CEO of the Wayne Community Schools District 17 annually at the July meeting of the Board of Education.

The execution of all decisions made by the Board shall be delegated to the Superintendent.

Date of Adoption: June 12, 2017

InstructionSpecial Education

[Name] Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will publish annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents. The District will screen and evaluate all children with suspected disabilities birth through age 21, and will implement practical methods to track which children are currently receiving special education and related services. The District will provide student referrals that are accompanied by documentation of scientific, research, or evidence-based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time

to show effect or lack of effect that demonstrates the child is not making a sufficient rate of progress to meet age or state-approved, grade-level standards within a reasonable time frame. The District will provide sustained supervision to monitor the implementation of compliant practices for the Child Find Rule. The District will use supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of Child Find, paying particular attention to the communities experiencing disproportionality in the schools. All District Child Find activities will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

4.5. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5.6. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

The District will: (1) develop and implement written procedures for implementation of the Least Restrictive Environment (LRE) Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the LRE Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the LRE Rule; (4) use the supervision and monitoring data to identify schools and/or personnel that require technical assistance to support compliant practices in the area of least restrictive environment, paying particular attention to the disproportionate group; (5) ensure that every Individualized Education Programs (IEP) team meaningfully considers various support systems and activities that could be used to assist students with disabilities (SWD) to be educated successfully in general education classes prior to the consideration of pullout special education services; (6) ensure that special education teachers provide support to general education teachers in a variety of ways including, but not limited to, consultation, implementation of

accommodations or modifications, and co-teaching; (7) ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in the disproportionate group, for special education and related services; (8) ensure that, in determining the educational placement of a child with a disability, including a preschool child with a disability, each district ensures that the placement decision is made by a group of persons including the parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. Particular attention is paid to the disproportionate group; (9) ensure that placement discussions are based upon a completed IEP developed by the IEP team, focused on individualized student needs; and (10) ensure that the IEP teams review the students' progress at least annually to determine appropriate placement and progress towards annual goals.

Legal Reference: 92 NAC 51-008.01 ~~through 008.011~~

6.7. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 ~~and 016.01 through 016.07C~~

8. Disciplinary Removal of Children with Disabilities

The District will (1) develop and implement written procedures for disciplining students with disabilities (the "Discipline Rules"); (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Discipline Rules; (3) provide sustained supervision to monitor the implementation of compliant practices for the Discipline Rules; (4) use supervision and monitoring data, disaggregated by race/ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of discipline (including but not limited to: de-escalation techniques, functional behavior assessment, behavior intervention planning, and manifestation determination procedures); (5) ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining suspension of a child with a disability, and ensure that data shows that these considerations are equitably made by race/ethnicity; (6) notify parents on the day that the decision is made to make a removal that constitutes a change in placement of a child with a disability because of violation of a code of child conduct, and send parents copies of the procedural safeguards; (7) provide educational services for students removed fewer than 10 days to enable the student to continue to participate in the general educational curriculum, although in another setting, and to progress toward meeting the goals set out in the Individualized Education Programs, with data showing that these services are equitably provided by race/ethnicity; (8) ensure that within 10 school days of any decision to change placement of a child with a disability because of a violation of a code of student conduct, the IEP Team will review all relevant information in the file to determine whether the conduct in question was caused by or had a direct and substantial relationship to the child's disability or the conduct was the direct result of the district's failure to implement the IEP, and that such determinations are made equitable by race/ethnicity; and (9) ensure that, if the IEP Team makes a determination that the conduct was a manifestation of the child's disability, then the IEP Team conducts a functional behavioral assessment, unless the District conducted a FBA before the behavior that resulted in the change of placement occurred, and implements a behavioral intervention plan.

Legal Reference: 92 NAC 51-016

7.9. Evaluation, and Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, ~~and identified, and reevaluated~~ in accordance with 92 NAC 51-006. The District will: (1) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule; (2) provide sustained supervision to monitor the implementation of compliant practices for the Evaluation and Reevaluation Rule; (3) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of evaluation and reevaluation, as well as the appropriate technical assistance/professional development to any schools and/or personnel identified in such data; (4) conduct a reevaluation of each child with a disability at least once every 3 years, unless the parent and the District agree that a reevaluation is unnecessary; (5) use a variety of assessment tools and strategies to gather relevant academic, functional, and developmental information about the child, including information provided by the parents, and information related to enabling the child to be involved in and progress in the general education curriculum that may assist in determining: (i) Whether the child is a child with a disability, and (ii) The content of the child's individualized education program; (6) use more than one procedure to determine whether a child has a disability and the appropriate educational program for the child; (7) use technically sound instruments to assess the relative contribution of cognitive and behavioral factors, in addition to physical or developmental factors; (8) select assessments and other evaluation materials in a manner that (i) does not discriminate on a racial or cultural basis, (ii) is provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer, (iii) has been validated for the specific purpose for which they are used, and (iv) are administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the assessments; and (9) provide high quality, sustained professional learning activities on the written procedures for appropriate District and school personnel to assist with the implementation of the Evaluation and Reevaluation Rule.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8.10. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9.11. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those

preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10.12. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11.13. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12.14. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13.15. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/~~and~~ ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14.16. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the printed instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15.17. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-~~003.10~~;006.02C

16.18. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17.19. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18.20. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19.21. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

22. Eligibility Determinations

The District will (1) develop written procedures for implementation of the Eligibility Determination Rule; (2) provide high quality, sustained professional learning activities on the written procedures for appropriate district and school personnel to assist with the implementation of the Eligibility Determination Rule; (3) provide sustained supervision to monitor the implementation of compliant practices for the Eligibility Determination Rule; (4) use the supervision and monitoring data, disaggregated by race and ethnicity, to identify schools and/or personnel that require technical assistance to support compliant practices in the area of eligibility; (5) ensure Individualized Education Programs (IEPs) are developed for children with a determination made of having a disability that has: (a) an adverse effect on educational performance (academic, functional, and/or developmental) and (b) requires special education and related services; (6) ensure that an eligibility report, which documents the area of disability, is completed and placed in each child's special education folder, with the eligibility report providing

statements for each component of the eligibility and be comprehensive enough to serve as the evaluation report when necessary; (7) ensure the completion of the administration of assessments and other measures that the Multidisciplinary Evaluation Team (a group of qualified professionals and the parents of the child) determine whether the child is a child with a disability and the educational needs of the child; (8) ensure appropriate consideration of the exclusionary factor for reading (a child is not to be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in reading, including the essential components of reading instruction as defined in section 1208(3) of ESEA); (9) ensure appropriate consideration of the exclusionary factor for math (a child must not be determined to be a child with a disability if the primary factor for that determination is a lack of appropriate instruction in math); (10) ensure appropriate consideration of the exclusionary factor for Limited English Proficiency (LEP) (a child will not be determined to be a child with a disability if the primary factor for that determination is limited English proficiency); and (11) ensure (1) evaluation data draw upon information from a variety of sources, including aptitude and achievement tests, parent input, and teacher recommendations as well as the information about the child's physical condition, social or cultural background, and adaptive behavior and (2) that information obtained from all these sources is documented and carefully considered.

Legal Reference: 92 NAC [51-006.04](#).

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, [52 and 55](#)

Date of Adoption: [Insert Date]



Nebraska Rural Community Schools Association
455 S.11th St, Ste B
Lincoln, NE 68508

| | |
|------------|----------|
| Invoice #: | Mem 201 |
| Date: | 7/1/2021 |

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| Bill To: WAYNE COMMUNITY SCHOOLS 611 W 7TH ST WAYNE NE 68787 |
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| |
|----------------------------|
| For: NRCSA Membership Dues |
|----------------------------|

| Description | Amount |
|--------------------------------------|-----------------|
| <i>2021-22 NRCSA Membership Dues</i> | <i>\$850.00</i> |
| Invoice Total | <i>\$850.00</i> |

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028 or e-mail: jbundy@nrcca.net



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

| | | |
|--|--|---|
| <p><u>STATE LEGISLATIVE ADVOCACY</u> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of which serve as coalitions that work to speak on behalf of public education interests.</p> | <p><u>RURAL ADVOCACY</u> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.</p> | <p><u>SUPERINTENDENT SEARCHES</u> NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p> |
| <p><u>PLANNING WORKSHOPS</u> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p> | <p><u>NATIONAL ADVOCACY</u> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p> | <p><u>LEGISLATIVE FORUM</u> During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.</p> |
| <p><u>COMMUNICATIONS</u> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcca.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrccahome).</p> | <p><u>SPRING CONFERENCE</u> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p> | <p><u>GARY FISHER FINE ARTS SCHOLARSHIPS</u> NRCSA awards two \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.</p> |
| <p><u>DISTRICT MEETINGS</u> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p> | <p><u>US BANK ONE CARD PROGRAM</u> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p> | <p><u>NRCSA AWARDS</u> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p> |
| <p><u>NRCSA EXECUTIVE BOARD</u> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p> | <p><u>NRCSA SCHOLARSHIPS</u> NRCSA annually awards 14 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.</p> | <p><u>GLOBAL TELETHERAPY</u> Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Therapies. Global provides services that are sometimes difficult to fill.</p> |
| <p><u>NEBRASKANS UNITED</u> NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p> | <p><u>CORONAVIRUS ISSUES</u> Over 100 NRCSA member Superintendents and ESU Administrators worked together to produce NRCSA's Reopening Document to help districts develop their own plans for reopening school in the fall.</p> | <p><u>LEADERSHIP OPPORTUNITIES</u> Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.</p> |
| <p><u>EDUCATION ASSOCIATIONS COALITION</u> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p> | <p><u>NATIONAL RURAL EDUCATION ASSOCIATION</u> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as Past President of NREA in the coming year.</p> | <p><u>RURAL TEACHER SHORTAGE</u> NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College and Peru State College in this work.</p> |

"QUALITY RURAL SCHOOLS"

Nebraska Rural Community Schools Association 455 S. 11th St, Suite B, Lincoln, NE 68508

PARKING LEASE

(Short Term / Up To 12 Months)

THIS PARKING LEASE AGREEMENT (the "Lease") is effective as of the _____ day of _____, 2021, by and between **Wayne Community Schools**("Landlord"), with its mailing address being **612 School View Drive Wayne, NE. 68787**, and **FIRST STUDENT** ("Tenant"), with its mailing address being First Student, Inc., 600 Vine Street – Suite 1400, Cincinnati, OH 45202, Attn.: Real Estate John Bob, with an additional copy of any notices to Tenant at 216 West 1st Street Wayne NE 68787.

WITNESSETH:

That in consideration of the representations, warranties, covenants and agreements herein contained, Landlord hereby leases to Tenant the land and improvements described below ("**Property**"), together with all easements appurtenant and necessary for access and ingress and egress thereto and therefrom, and covenants that Tenant will have and enjoy peaceful and quiet enjoyment thereof. In consideration of the leasing of the Property and of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Property Description. Landlord represents and warrants that: (a) the Property has a common street address at **612 School View Drive Wayne, Ne 68787**,

2. Term. The Lease term and Tenant's rights to exclusive possession of the Property will commence on July 1st, 2021, and continue until and including May 31st, 2022, unless earlier terminated as provided for herein. Notwithstanding the foregoing to the contrary, Tenant may terminate this Lease at any time with or without cause by providing at least thirty (30) days prior written notice to Landlord.

3. Rent. Tenant agrees to pay Landlord as rent for Tenant's right to use the Property the sum of \$150.00 and No/100 Dollars (\$150.00) per month, in advance on or before the first day of each calendar month of the Term, with any partial month prorated on a per diem basis, without set-off, deduction, or counterclaim. Landlord will pay on a timely basis all taxes on the rent and all real estate taxes and impositions applicable to the Property.

4. Use. Tenant will be entitled to use the Property for vehicle parking and storage. During the term of this Lease, Landlord also grants Tenant, its employees, representatives and agents the right to enter and use any buildings and facilities located on the Property.

5. Insurance. Landlord will carry property insurance and commercial liability insurance on the Property and will name Tenant as an additional insured. Tenant will carry insurance on its own personal property and will also carry commercial liability insurance regarding its activity on the Property and name Landlord as an additional insured.

6. Mutual Waiver of Claims. The parties hereby mutually waive all claims against each other for all losses covered or required to be covered hereunder by their respective insurance policies relating to the Property, and waive all rights of subrogation of their respective insurers; for purposes hereof, and agree that any deductible or self-insurance amount will be treated as though it were recoverable under such policies. To the extent permitted by law, such mutual waiver of claims will apply regardless of the negligence of the other party or its affiliates, agents or employees.

7. Indemnity. Except with respect to matters which result from the negligence or willful misconduct of Landlord, its employees, agents or contractors, and subject to Section 6 above, Tenant will indemnify, defend and hold harmless Landlord from any claim, loss or liability (exclusive of consequential, punitive or special damages), including, without limitation, reasonable attorneys' fees, arising out of or related to any activity of Tenant on the Property. Except with respect to matters which result from the negligence or willful misconduct of Tenant, its employees, agents or contractors, and subject to Section 6 above, Landlord will indemnify, defend and hold harmless Tenant from any claim, loss or liability (exclusive of consequential, punitive or special damages), including, without limitation, reasonable attorneys' fees, arising out of or related to any breach or default by Landlord under this Lease, or due to any other act or omission of Landlord, its agents, employees or contractors, or otherwise relating to the Property.

8. Landlord Representations and Agreements. Landlord represents, warrants and agrees that: (a) Tenant will have ingress and egress to and from the Premises to one or more public roads and will not be restricted in the operation of its vehicles to and from the Premises and such public roads; (b) Landlord is the sole fee simple owner of the Property, and has full right and authority to enter into this Lease; (c) the parking and storage of buses and other vehicles on the Property, and the use of the means of ingress and egress, as provided under this Lease are fully permitted under all zoning and other legal requirements, and under any private covenants, conditions or restrictions; (d) there are no violations of any zoning, environmental, building, fire or health code or of any other legal requirements applicable to the Property or the means of ingress and egress; and (e) Landlord will be responsible for all repairs and maintenance of the Property during the term of this Lease, including but not limited to mowing and maintenance of landscaped areas and removal of snow and ice from parking areas.

9. Miscellaneous. If any term or provision of this Lease or portion thereof is found invalid, void, illegal, or unenforceable generally, or with respect to any particular party, by a court of competent jurisdiction, it will not affect, impair or invalidate any other terms or provisions or the remaining portion thereof or enforceability with respect to any other party. This Lease contains all the terms and provisions between Landlord and Tenant relating to the matters set forth herein and no prior or contemporaneous agreement or understanding pertaining to the same will be of any force or effect, except for any such contemporaneous agreement specifically referring to and modifying this Lease and signed by both parties. This Lease may not be modified, except in writing signed by both parties.

IN WITNESS WHEREOF, the parties executed this Lease effective as of the date first above written.

LANDLORD: _____

By: _____
Name Printed: _____
Title: _____

TENANT: FIRST STUDENT, INC.

By: _____
Name Printed: _____
Title: _____

EXHIBIT A
ATTACH SITE PLAN, SURVEY OR DRAWING
SHOWING PROPERTY AND LOCATION

CHDS01 447208v4

Wayne Community Schools - Safe Return to School Plan

The purpose of this document is to provide a framework for how Wayne Community Schools will respond to the COVID-19 pandemic and its impact on the educational program during the 2021-2022 school year. As our plan was developed, we followed guidelines from the Nebraska Rural Community School Association (NRCSA) Considerations for Opening Schools document, guidelines from the Nebraska Department of Education (NDE), the Nebraska Schools Activities Association (NSAA), and constant and on-going meetings with Northeast Nebraska Public Health and administrators in Educational Service Unit 1 (ESU 1). Our goal was to take any and all relevant and accurate information to arrive at a plan that is specific to Wayne Community Schools. Our core beliefs developed by our administrative staff and approved by our school board are as follows;


- 1) The safety and health of students and staff is a top priority, and by following guidelines in this document our learning environment will be as safe as possible.
- 2) The protocols of our plan will be focused on hand hygiene and sanitizing, and social distancing and face coverings if necessary.
- 3) A high quality educational experience will be provided to all students regardless of circumstances.
- 4) We will maximize the amount of time in school, with consideration for PK-4 having priority for daily interaction at school.
- 5) If there is a need for remote learning there will be an accountability component for attendance and grades.
- 6) Special Education and EL students will receive direct services.
- 7) Physical, Social & Emotional needs for staff and students will be prioritized.
- 8) Activities will occur to the extent possible and within guidelines.
- 9) This plan will be flexible and fluent, and operate as conditions warrant.

This will be a community effort and shared responsibility by staff, students, parents, and community members. We will make every effort to communicate as much as possible, and encourage people to call school with questions and concerns.

We have worked closely with our public health partners and state associations to develop this plan that is based on four principles:

- 1) Use good hand hygiene practices and educate the students about the proper way to wash their hands, and follow practices of keeping hands away from their face.
- 2) Thoroughly clean and sanitize high touch areas on a regular basis.
- 3) Use the six foot social distancing to the extent possible, and encourage students and teachers to use social distancing when necessary.
- 4) Depending on the status, face coverings may be optional, recommended, or mandatory.

On the next page is a color coded summary chart that the district will utilize to make decisions and communicate with our public. The district has developed a Pandemic Response Team that will be in place and meet regularly during the extent of the emergency. When making decisions, we will consult Northeast Nebraska Public Health, Providence Medical Center, and other local and state officials.

| Green | Yellow | Red |
|--|---|--|
| <p style="text-align: center;">Low/No Spread</p> <p>Low/no community spread of virus and impact on the health care system: school buildings open with minimal restrictions. Preventative practices and protocols will be instituted. Social distancing to the extent possible.</p> | <p style="text-align: center;">Minimal/Moderate Spread</p> <p>Minimal/Moderate community spread of virus and impact on the health care system: School buildings are open, schedules and calendar may be altered, or staggered. Increase in COVID-19 symptoms in school and/or community. Consideration of having less than 100% of students in the school buildings.</p> | <p style="text-align: center;">Substantial Spread</p> <p>Substantial community spread of virus and impact on the health care system: Consideration of school buildings are closed on a short term or extended basis, or open in limited numbers. Dependent upon public health or state measures.</p> |
| <p style="text-align: center;">Enhanced Health Safety Precautions</p> <ul style="list-style-type: none"> ● Increased use of hand sanitizer, hand washing and cleaning ● Breakfast and lunch are regular routines ● Masks optional/recommended in school buildings during school hours ● Masks optional/recommended upon entering buildings for activities and when in commons areas such as restrooms and concessions ● Daily symptom checks | <p style="text-align: center;">Enhanced Safety Precautions IN ADDITION TO GREEN LEVEL MEASURES</p> <ul style="list-style-type: none"> ● Random temp checks ● Limited visitors ● Consider lunch/breakfast in alternate locations or limited group size in the cafeteria. ● Consider altered arrival and dismissal plan ● Transportation with added safety measures ● Activities and Kids Club with added safety measures ● Limit in-state travel and field trips ● Masks required at all times in school buildings during school hours and activities ● No assemblies or pep-rallies | <p style="text-align: center;">Enhanced Safety Precautions IN ADDITION TO GREEN AND YELLOW LEVEL MEASURES</p> <ul style="list-style-type: none"> ● No, or very limited, student attendance <div style="text-align: center;">  </div> |

In a “Green” status, we will operate with the full amount of students and staff in the buildings using safety precautions. Being in a “Red” or “Yellow” status does not necessarily mean the buildings will be closed. In “Yellow” we will need to increase the safety precautions, and may need to reduce the number of students and staff in the buildings. In “Red”, we will need to increase precautions more, and may need to deliver instruction remotely, or with a very limited number of students and staff in the buildings. Listed below are the various instructional models that could occur during the school year. Our goal will be to maximize the amount of time we are regular and full attendance.

Instructional Model Description:

| Description | Rationale |
|--|---|
| Regular Instruction | All students and staff in buildings following safety and social distancing guidelines |
| Hybrid - remote and in-person instruction | <p>If conditions require us to reduce the amount of students and staff in the buildings, we will have some students at school, some home. Examples could include;</p> <ul style="list-style-type: none"> ● Students remain in the classroom with teachers rotating to students. ● Pk-4 at school, full days, 5-12 alternating days at school and remote. ● Assessments on campus during remote learning ● Serving Special Education and other select groups on campus |
| Remote Learning | Students and staff are all home, or a minimal amount of kids at school for services. |
| Short Term Closure | The purpose of the short-term closure would be to contact trace, deep clean, and ensure the necessary exclusion of students and staff from campus |
| Extended Closure | If necessary to close our buildings for an extended period of time. Remote learning would take place. |

Listed below are guidelines we will use for safety and academic planning:

| Building Procedures | | |
|---|--|---|
| LOW/NO SPREAD BUILDING OPEN AS USUAL | MINIMAL/MODERATE SPREAD MODIFIED USE OF BUILDINGS | SUBSTANTIAL SPREAD SCHOOL BUILDINGS SHUT DOWN or LIMITED USE |

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| <p>Screening</p> | <ul style="list-style-type: none"> • Communication with parents to monitor student symptoms at home before school. Wellness screenings may occur at school. • Designate areas for students/staff who show or report symptoms. • Send students home from school and consider keeping home until they have tested negative or have completely recovered according to CDC guidelines. • All students and staff should perform “self screening” before reporting to school each day. • If students or staff display any of the following symptoms, they are advised to stay home: Flu-like or COVID-like symptoms - include current symptom list Temperature of 100.4 or greater Difficulty breathing Sore throat Cough <p>Temperature checks for students riding the bus will be performed by parents in the morning. If a student’s temperature is 100.4 or greater, the parent will need to inform the driver that the student will not be riding the bus and report the student’s 24-hour required absence to the school’s office.</p> <p>An earlier return to school may be possible with a doctor’s “return to school” note.</p> | <p>Temperature checks will be conducted regularly.</p> <ul style="list-style-type: none"> • 100.4 degree threshold (home 72 hours fever free w/o medication) • An earlier return may be possible with a doctor’s return to school note. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> • Staff will take their own temp every morning. • Temps will be logged in a form, if temp is above 100.4 degrees notify administration. | <p>Temperature checks will be conducted daily upon arrival.</p> <ul style="list-style-type: none"> • 100.4 degree threshold (home 72 hours fever free w/o medication) • An earlier return may be possible with a doctor’s return to school note. <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> • Staff will take their own temp every morning. • Temps will be logged in a form, if temp is above 100.4 degrees notify administration. |
| <p>Hand Sanitizer/Hand washing</p> | <p>Teach and reinforce good hand hygiene practices with staff and students. Consider where portable hand sanitizer stations will be located. Systematically check and fill product as needed Allow student water bottles/only use bottle filler type drinking fountains</p> | <p>Increase frequency of times per day checking and filling product</p> | <p>Increase frequency of times per day checking and filling product</p> |

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| <p>Health Protocols/Face Coverings</p> | <p>Consider inventory of PPE and cleaning supplies and equipment. Consider protocols for vulnerable students and staff such as 504 plans and leave policies.</p> | <p>Re-stocking of materials, increase in cleaning of public restrooms, locker rooms</p> | <p>Consider all health precautions provided by local public health department if students and staff are in buildings</p> |
| <p>School nurse/designated symptom monitor</p> | <p>Monitor students and staff who are reported with symptoms Monitor students and staff with health related issues Assign a staff member in lieu of a school nurse - secretaries, para's, admin Train bus drivers, secretaries, first point of contact for symptom monitoring</p> | <p>Involve trained staff in more detailed symptom monitoring. Send students home who are reporting symptoms</p> | <p>Monitoring and check everyone who enters building</p> |
| <p>Guidance for exposure or confirmed positive case. (We will continue to monitor updated means with Public Health).</p> | <p>Consider public health recommendations. Assist public health in contact tracing</p> <p>Consider communication plans for students, staff, families, and community.</p> <p>Positive Case: Students or staff who test positive for COVID-19, will not be allowed to attend school for approximately 10 days. They will be allowed to return to school when fever free for 24 hours, symptoms have notably improved, and a doctor's note has been obtained. Students may participate in the educational process remotely if possible. Staff will remain home per leave policy, substitute staff will be utilized.</p> <p>Exposure: Those determined to have had close contact (within 6 feet for 15 minutes or more) with an individual who has tested positive for COVID-19 will be required to monitor symptoms, and stay home if symptoms show.</p> | <p>Positive Case: Students or staff who test positive for COVID-19, will not be allowed to attend school for approximately 10 days. They will be allowed to return to school when fever free for 24 hours, symptoms have notably improved, and a doctor's note has been obtained. Students may participate in the educational process remotely if possible. Staff will remain home per leave policy, substitute staff will be utilized.</p> <p>Exposure: Those determined to have had close contact (within 6 feet for 15 minutes or more) with an individual who has tested positive for COVID-19, will not be allowed to attend school for 7-14 days (7, 10, 14 day options available) from their last contact with the person who tested positive for COVID-19. Teachers may teach virtually with a substitute in the classroom (unless unable due to caring for a family member).</p> <p>Guidance: Follow health restrictions and guidance per state and public health designated measures if applicable.</p> | <p>Same process as outlined in yellow.</p> |

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| <p>Visitor Restrictions</p> | <p>No restrictions on visitors/vendors - masks optional/recommended.</p> <p>Parents are allowed in the school building.</p> <p>Adults entering the building to wash or sanitize hands prior to entering.</p> | <p>Restrictions on visitors/vendors - masks required.</p> <p>TeamMates and educational programs to be determined by administration will be allowed following all precautions. SPED, EL, and other related educational services are allowed. Masks and social distancing required.</p> <p>Parents are allowed in the school building in designated areas only such as the office for appropriate circumstances determined by district and school officials.</p> | <p>No visitors allowed. If necessary and dependent upon regulations, SPED, EL, and other related educational programs are allowed. Masks and social distancing required.</p> <p>Educational programs inside the school buildings are not allowed.</p> |
| <p>Travel Restrictions</p> | <p>No restrictions. All field trips and travel must be approved by administration.</p> | <p>Consider if any activities will be limited for travel (teams/field trips/other activities).</p> <p>Staff travel for workshops and conferences limited.</p> <p>Field trips should be discussed with administration prior to planning.</p> | <p>Student activities are likely cancelled or postponed.</p> <p>No travel for workshops and conferences</p> |
| <p>Breakfast/Lunch</p> | <p>Regular breakfast and lunch routines</p> | <p>In commons and other designated areas. Consider social distancing to the extent possible.</p> <p>Consider staggering classes, limiting commons area usage, consider the number of students in commons and designated areas, consider meals in classrooms. No visitors allowed during lunch.</p> | <p>Consider offering meals</p> |
| <p>Recess</p> | <p>Continue to have recess as scheduled with handwashing or hand sanitizer upon entry. Regular cleaning of surfaces will occur.</p> | <p>Schools will implement zones for recess for assigned students to support physical distancing. Cleaning will be completed daily</p> | <p>Limited to no recess if a limited number of students are at school.</p> |
| <p>Beginning of the day Staff</p> | <p>Staff will report for duty as assigned.</p> | <p>PK-6 Teachers should be in their room and ready to receive students by 7:45 am.</p> <p>7-12 Students in the building prior to 8:00 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell. With temperature checks. Teachers should be in their rooms and ready to receive students by 7:45 .</p> | <p>Staff reporting protocols will be established by administration.</p> |

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| Beginning of the day students | K-6 Regular beginning of day procedures. 7-12 Regular beginning of day procedures. | PK-6 Students will enter the building when doors open and go directly to their classroom for temperature checks. 7-12 Students in the building prior to 7:45 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell Students who are dropped off or arrive with a ride before 7:45 should remain in the cafeteria commons and social distancing practices will be followed. | |
| End of the day | Regular dismissal. | Buildings may stagger or vary dismissal to a max of 10 minute difference from ending time. All students will be required to leave the building at the end of the day unless in an approved activity or working with a teacher. | |
| Cleaning of student and staff desks | Clean intermittently. Wash hands or sanitize when entering rooms. | Have cleaning supplies available to clean between classes. Designate who will be responsible for this cleaning. Clean when transitions occur. | Clean after each use. |
| Cafeteria/Commons Areas | Have cleaning supplies available to clean. Hand washing and hand sanitizer before entering. | Arranged seating, scheduled lunch times. Consider expanding the commons area to classrooms and the gym. Clean or sanitize between groups of students. | Clean after each use. |
| Cleaning restrooms during the day | Daily cleaning (2 X's per day) and supplies available for janitorial staff. Signage, STRESS handwashing!! | More frequent cleaning and supplies available for janitorial staff. | Deep cleaning regularly. |
| Cleaning during day - Water fountains, door knobs, handles, high touch surfaces | Daily cleaning of high touch areas, including water fountains. Students may have their own water bottle. Have wipes/spray available to use on door knobs and handles when used. | Increase daily cleaning of high touch areas and water fountains | Increase daily cleaning of high touch areas and water fountains |
| Locker rooms | Daily cleaning and supplies available for janitorial staff. Hand Sanitizer before and after entering the room. Signage, STRESS handwashing!! | Supervised locker rooms by school staff to enforce social distancing, hand washing, and hand sanitizing. Continue to educate students on these guidelines. Clothes go home daily. | |

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| <p>Transportation **We ask parents to take the temperature of their bus riding students prior to boarding. If the child's temperature is at or above 100, they will not be allowed on the bus.</p> | <p>Regular transportation schedule and practices. Masks optional/recommended for drivers, staff and students.</p> | <p>Transportation provided as needed</p> | <p>Transportation provided as needed.</p> |
| <p>Student Attendance</p> | <p>All students in grades PK-12 will attend school in person. Accommodations will be made for students in PK-12 who are unable to attend in person to utilize online learning through Zoom and other e-learning tools. Students will only have this option with a medical diagnosis provided by a doctor with a specified period of time notated unless approved by administration.</p> | <p>All students in grades PK-12 will attend school in person following the schedule implemented, such as hybrid instruction.</p> | <p>Specific students may be in school as necessary.</p> |
| <p>Staff Attendance</p> | <p>All staff will report as normal.</p> | <p>All staff will report as normal. Any questions or concerns relative to work expectations should be directed to the Superintendent.</p> | <p>All staff will report as directed. Any questions or concerns relative to work expectations should be directed to the Superintendent.</p> |
| <p>K-12 Activities/Practice</p> | <p>Activities and Athletics will be conducted in accordance with NSAA guidelines Students must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event.</p> | <p>Activities and Athletics will be conducted in accordance with NSAA guidelines Coaches will temperature check anyone who enters the building early. Anyone with a reading of 100 will be sent home. Students must attend school on campus as prescribed in the handbook to participate or attend activities/events/practices or any other on campus or traveling event.</p> | <p>It is probable that activities will not occur.</p> |
| <p>Special Education</p> | <p>Needs for Special Education and 504 students will be dealt with on an individual case-by-case basis.</p> | <p>Needs for Special Education and 504 students will be dealt with on an individual case-by-case basis.</p> | <p>Needs for Special Education and 504 students will be dealt with on an individual case-by-case basis.</p> |

Summary of Responses to the WCS Safe Return to School Plan - 103 responses

Strengths

- Many positive comments that the plan was good and worked
- Clear and flexible
- Proactive
- Realistic
- Worked well with special populations
- Comprehensive
- Return to normal

Improvements

- Communication, especially as the plan changes
- Masks - no masks - Specifically mentioned - 14 drop mask requirement, 6 keep mask requirement
- Vaccines - communicate information to parents about vaccine availability
 - Strongly recommend vaccines to all eligible students and staff
 - Mask and social distance until all over the age of 12 are vaccinated
- Insufficient plan as presented to the school board in June



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June 30, 2021

To the Members of the School Board
Wayne Community Schools
611 W. 7th Street
Wayne, NE 68787

To Whom It May Concern:

Enclosed please find the engagement letter for the audit of the Wayne Community Schools for the year ended August 31, 2021. Please have a Board member and the Superintendent sign the original letter and return it to us in the enclosed envelope. We have enclosed a copy for your records.

Our professional standards require communication of certain information regarding audit services contained in the enclosed letters to the Board of Education. The Board acknowledges this communication with the signature of a Board member.

Dana F. Cole & Company appreciates the opportunity to be of service to the Wayne Community Schools.

Please call us if you have questions.

Yours truly,

LORI OLSON, CPA
For the Firm

Email: olson@danacole.com

Enclosures



**DANA F. COLE
& COMPANY_{LLP}**
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June 30, 2021

To the Board of Education
Mark Lenihan, Superintendent
Wayne Community Schools
611 W. 7th Street
Wayne, NE 68787

We are pleased to confirm our understanding of the services we are to provide Wayne Community Schools for the year ended August 31, 2021. We will audit the financial statements of the governmental activities, the aggregate discretely presented component units each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Wayne Community Schools as of and for the year ended August 31, 2021.

We have also been engaged to report on supplementary information that accompanies Wayne Community Schools' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide opinions on it in relation to the financial statements as a whole, in a separate written report accompanying our auditors' report on the financial statements OR in a report combined with our auditors' report on the financial statements:

1. General Fund Components - Combining Schedule of Receipts, Disbursements, and Changes in Fund Balances - Modified Cash Basis and Schedule of Assets and Fund Balance - Modified Cash Basis.
2. Schedules of Receipts, Disbursements, and Changes in Fund Balance - Modified Cash Basis - Budget and Actual - All Funds.
3. Schedule of Expenditures of Federal Awards.
4. Schedule of Receipts, Disbursements, and Changes in Net Position - Modified Cash Basis - Wayne Community Schools Foundation
5. Nonmajor Funds - Combining Statement of Receipts, Disbursements, and Changes in Fund Balances - Modified Cash Basis and Statement of Assets and Fund Balances - Modified Cash Basis.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on this other information:

1. Other supplementary information required or requested.

If applicable, we will also audit the schedule of classifications of payrolls by NCCI codes for the year ended August 31, 2021, to obtain reasonable assurance about whether the classification of payrolls by NCCI codes and payrolls in total is free of material misstatements and we will issue an opinion thereon.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. Our audit will also be conducted in accordance with the requirements of the Nebraska Department of Education. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of Wayne Community Schools. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect audits to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. These procedures will be applied to Wayne Community Schools Foundation, as we consider necessary. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards. Written representations may also be separately required from management of the Wayne Community Schools Foundation.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the

financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Wayne Community Schools' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Wayne Community Schools' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Wayne Community Schools' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, the schedule of expenditures of federal awards, and related notes of Wayne Community Schools in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the Wayne Community Schools' general ledger into a working trial balance based on management's chart of accounts. We will also assist the District with the AFR upload process, if requested. This will be limited to assistance with formatting and reclassification of reports from the District's software into the format needed for the AFR system. In addition, we will propose journal entries. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, the schedule of expenditures of federal awards, and other nonaudit services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedules of expenditures of federal awards, and all accompanying information, in conformity with the modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstate-

ments aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review in October 2021.

Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Dana F. Cole & Company, LLP, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Further, you agree to oversee the nonaudit services we provide by designating an individual, Dr. Mark Lenihan, Superintendent, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order for such additional work.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Dana F. Cole & Company, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Dana F. Cole & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education. If we are aware that a federal awarding agency, pass-through entity, or an auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Lori Olson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in early October, and to issue our reports no later than November 5, 2021. To ensure that Dana F. Cole & Company, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates for the individuals involved. We estimate that our fees for these services will not exceed \$11,000 for the financial statement audit and AFR of the District, \$4,000 for a single audit, and \$3,000 for the Foundation. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it

with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered as the work progresses with payment to be made upon presentation. Interest will be charged at the rate of 1% per month on balances in excess of 60 days. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original and return it to us. The copy enclosed is for your records.

Yours truly,



LORI OLSON
For the Firm

e-mail: olson@danacole.com

LO:tce

Enclosures

RESPONSE:

This letter correctly sets forth the understanding of Wayne Community Schools.

By: _____

Title: _____



Report on the Firm's System of Quality Control

January 21, 2021

To the Partners of Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 29, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 29, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

Clark, Schaefer, Hackett & Co.

Certified Public Accountants

NVCPA

NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS



AICPA

Peer Review
Program

State and AICPA Peer Review Program administered by the NVCPA for the following states: Idaho, Montana, Nebraska, Nevada, Utah, and Wyoming

June 07, 2021

Kent Klute
Dana F. Cole & Company, LLP
1248 O Street Ste 500
LINCOLN, NE 68508

Dear Kent Klute:

It is my pleasure to notify you that on June 02, 2021, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kary Arnold".

Kary Arnold
Finance & Peer Review Program Manager
karnold@nevadacpa.org
(775) 826-6800

cc: Daniel Wernke, Ryan Bruns

Firm Number: 900010013136

Review Number: 576005

MATTHEW L. BLOMSTEDT, PH.D., COMMISSIONER



TEL 402.471.2295
FAX 402.471.0117



P.O. Box 94987
Lincoln, NE 68509-4987



education.ne.gov



June 14, 2021

Administrator
Wayne Community Schools
611 W 7th St
Wayne, NE 68787

RE: 2021/2022 Accreditation

Dear Administrator,


On June 4, 2021, the State Board of Education voted to classify Wayne Community Schools as Accredited for the period July 1, 2021, through June 30, 2022. This action is based upon records indicating that Wayne Community Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Donald E. Loseke

Donald E. Loseke
Accreditation Section Director
Office of Accountability, Accreditation, and Program Approval
Nebraska Department of Education



STRATEGIC
PLANNING
“DRAFT”
TIMELINE

Detailed Prospective Timeline

The draft timeline provides a general scope of the project and the optimum timeline for strategic planning. The timeline for a district will vary based upon the ability to schedule stakeholder engagement meetings.

| Phase One | | |
|---|-------------|---------------|
| Organize and Plan the Process | Target Date | Date Complete |
| Identify district point person | | |
| Identify Strategic Overview Committee | | |
| Identify community members and business leaders to engage | | |
| Distribute communications packet | | |
| Create a proposed timeline to support: <ul style="list-style-type: none"> ▪ Strategic Overview Committee meetings ▪ Staff engagement meetings ▪ Community engagement meetings ▪ Business leader engagement ▪ Other | | |
| Meeting preparation | | |
| Send invites, press release, social media promo | | |
| Verify attendance | | |
| Phase Two | | |
| District Needs Assessment | Target Date | Date Complete |
| Administrators Complete *Survey *Comprehensive Needs Index (CNI) *Program-Service Overview | | |
| Conduct Strategic Overview Committee Meeting: *Meeting I – Review Mission, Vision, Beliefs/Values, Conduct SWOT *Meeting II – Review SWOT Results and Mission, Vision, etc. *Meeting III – Present Proposed Strategic Plan Framework | | |
| Administer Stakeholder engagement surveys: *Certified *Classified *Parents *Students | | |
| Conduct Community and Business Leader Focus Groups/Surveys *Community – Focus Group *Business Leader – Focus Group and/or Online Survey | | |
| NASB compiles all stakeholder data | | |
| NASB develop District Needs Analysis | | |
| Phase Three | | |
| Define and Build the Plan | Target Date | Date Complete |
| Develop Strategic Plan Framework | | |
| Present Strategic Plan Framework to Administration | | |

| Phase Four | | |
|--|-------------|---------------|
| Implement and Monitor | Target Date | Date Complete |
| Present final plan to all SOC – Meeting III | | |
| Administer the Strategy Prioritization Assessment | | |
| Align Strategic Plan Strategies (e.g., AQuESTT, School Improvement, NE Framework/COGNIA, other | | |
| Promote plan internally and externally | | |
| Establish Strategic Implementation Team to monitor progress and success at regular intervals | | |
| Phase Five | | |
| Support and Evaluation | Target Date | Date Complete |
| Establish superintendent evaluation aligned to strategic plan | | |
| Establish board self-assessment aligned to strategic plan | | |
| NASB re-engages internal and external stakeholders | | |
| Contact, schedule, and conduct Progress Assessment with NASB | | |

Nebraska State Legislature

SENATOR JONI ALBRECHT

District 17
State Capitol
PO Box 94604
Lincoln, Nebraska 68509-4604
(402) 471-2716
jalbrecht@leg.ne.gov



COMMITTEES

Chairperson - State-Tribal Relations
Revenue
Transportation and Telecommunications
Committee on Committees

Dear School Board President and Directors,

It is with great concern that I write to you today. For years the parents, guardians and local officials of our state have wholeheartedly rejected Comprehensive Sex Education curriculum in Nebraska's Schools. Yet, upon drafting their new Health Education Standards, the Nebraska Department of Education has taken it upon itself to not only include CSE, but other highly controversial content as well.

I and 29 of my colleagues believe that you hold the key position as gatekeepers in our state to protect the soundness of our children's education. Enclosed is a Resolution in opposition to the NDE Health Education Standards. I encourage you to stand with school boards across Nebraska by adopting the Resolution and submitting it to the State Board of Education and Commissioner Blomstedt. It is our hope that as they receive Resolutions from every corner of the state, they will get the message that such controversial content has no place in our schools. Classrooms are to be focused on learning, exploring and growing, not for recruiting young minds with political propaganda.

Let parents decide when their children learn the delicate topics of life. Choose to stand with the other men and women across the state, local school board members, who do not want anything to do with such controversial topics. Ensure that the local public schools of District 17 remain the safe, wholesome environments they have been for decades. Our schools are the hub of our communities, please take this important stand so that our citizens continue to feel proud to be a part of our school community.

The Resolution can be signed by the president or all members and mailed or emailed to the State Board of Education. Please feel free to reach out to me if you have any questions or concerns and let my office know what your board has decided.. I am very grateful for your service and the work you are doing to make our schools an excellent place to be.

Best Regards,

Joni Albrecht

Wayne Public Schools

Rollup Report June 2021

| FUND | FUNCTION | Actuals (June 2021) | Adopted Budget | Current Budget | Actuals (YTD) | Available | % of Budget |
|-------------------|--|---------------------|----------------|----------------|----------------|----------------|-------------|
| 01 - General Fund | 011000 - Regular Instruction | \$443,879.61 | \$5,785,905.01 | \$5,785,905.01 | \$4,385,236.16 | \$1,400,668.85 | 75.79 |
| 01 - General Fund | 011250 - Regular Instructional Programs School Age (Flex-Spending) | \$6,591.27 | \$37,810.04 | \$37,810.04 | \$30,648.79 | \$7,161.25 | 81.06 |
| 01 - General Fund | 011500 - Limited English Proficiency Programs | \$6,163.92 | \$83,080.02 | \$83,080.02 | \$71,359.16 | \$11,720.86 | 85.89 |
| 01 - General Fund | 011600 - Poverty Programs | \$5,617.91 | \$68,560.02 | \$68,560.02 | \$50,760.63 | \$17,799.39 | 74.04 |
| 01 - General Fund | 011900 - Early Childhood Educational Programs | \$29,269.82 | \$67,610.00 | \$67,610.00 | \$81,355.83 | (\$13,745.83) | 120.33 |
| 01 - General Fund | 012001 - Sped - Administration | \$11,128.79 | \$154,162.01 | \$154,162.01 | \$123,451.66 | \$30,710.35 | 80.08 |
| 01 - General Fund | 012003 - Sped - Teaching | \$48,476.19 | \$715,016.24 | \$715,016.24 | \$605,396.20 | \$109,620.04 | 84.67 |
| 01 - General Fund | 012004 - Sped - Transition | \$0.00 | \$6,000.00 | \$6,000.00 | \$3,628.11 | \$2,371.89 | 60.47 |
| 01 - General Fund | 012005 - Sped - Barrier removal | \$0.00 | \$290,000.00 | \$290,000.00 | \$455,868.00 | (\$165,868.00) | 157.20 |
| 01 - General Fund | 012910 - Special Education Instructional Programs - Ages 3-5 | (\$18,647.25) | \$38,600.00 | \$38,600.00 | \$938.45 | \$37,661.55 | 2.43 |
| 01 - General Fund | 012950 - Special Education Instructional Programs - Unified Sports | \$287.12 | \$3,600.00 | \$3,600.00 | \$2,871.45 | \$728.55 | 79.76 |
| 01 - General Fund | 013000 - Summer School -Driver Ed | \$334.94 | \$20,000.00 | \$20,000.00 | \$679.36 | \$19,320.64 | 3.40 |
| 01 - General Fund | 013001 - Summer School - Jump Start | \$458.36 | \$13,000.00 | \$13,000.00 | \$458.36 | \$12,541.64 | 3.53 |
| 01 - General Fund | 021200 - Guidance Services | \$13,477.02 | \$173,965.00 | \$173,965.00 | \$122,867.42 | \$51,097.58 | 70.63 |
| 01 - General Fund | 021300 - Health Services | \$5,042.74 | \$62,225.00 | \$62,225.00 | \$51,763.28 | \$10,461.72 | 83.19 |
| 01 - General Fund | 021310 - Health Services: Sped School Age | \$1,962.67 | \$22,585.00 | \$22,585.00 | \$19,626.70 | \$2,958.30 | 86.90 |
| 01 - General Fund | 021410 - Psychological Services - SPED - School Age | \$0.00 | \$156,100.00 | \$156,100.00 | \$73,612.50 | \$82,487.50 | 47.16 |
| 01 - General Fund | 021510 - Speech Pathology and Audiology Services - SPED - School Age | \$8,640.52 | \$115,470.01 | \$115,470.01 | \$92,116.95 | \$23,353.06 | 79.78 |
| 01 - General Fund | 021610 - Occupational Therapy-Related Services - SPED - School Age | \$0.00 | \$20,000.00 | \$20,000.00 | \$21,021.00 | (\$1,021.00) | 105.11 |
| 01 - General Fund | 021710 - Physical Therapy-Related Services - SPED - School Age | \$0.00 | \$7,500.00 | \$7,500.00 | \$9,777.00 | (\$2,277.00) | 130.36 |
| 01 - General Fund | 021810 - Visually Impaired or Vision Services - SPED - School Age | \$758.40 | \$8,500.01 | \$8,500.01 | \$15,804.00 | (\$7,303.99) | 185.93 |
| 01 - General Fund | 021900 - Support Services - Student - Other | \$2,000.85 | \$258,201.02 | \$189,701.02 | \$97,356.20 | \$92,344.82 | 51.32 |
| 01 - General Fund | 022200 - Library or Media Services | \$14,433.06 | \$195,050.00 | \$195,050.00 | \$142,013.80 | \$53,036.20 | 72.81 |
| 01 - General Fund | 022240 - Educational Television Services | \$0.00 | \$15,000.00 | \$15,000.00 | \$7,830.01 | \$7,169.99 | 52.20 |
| 01 - General Fund | 022300 - Instruction-Related Technology | \$16,021.01 | \$265,542.04 | \$265,542.04 | \$95,842.31 | \$169,699.73 | 36.09 |
| 01 - General Fund | 023100 - Board of Education | \$6,966.18 | \$71,925.00 | \$71,925.00 | \$44,063.37 | \$27,861.63 | 61.26 |
| 01 - General Fund | 023200 - Executive Administration | \$22,159.99 | \$286,850.00 | \$286,850.00 | \$220,047.62 | \$66,802.38 | 76.71 |
| 01 - General Fund | 023300 - District Legal Services | \$1,266.00 | \$25,000.00 | \$25,000.00 | \$20,913.39 | \$4,086.61 | 83.65 |
| 01 - General Fund | 024100 - Office of the Principal | \$59,009.04 | \$712,454.01 | \$712,454.01 | \$566,878.97 | \$145,575.04 | 79.57 |
| 01 - General Fund | 024900 - School Administration Other | \$5,268.66 | \$65,200.00 | \$65,200.00 | \$52,682.73 | \$12,517.27 | 80.80 |
| 01 - General Fund | 025100 - Fiscal Services | \$18,703.70 | \$388,715.00 | \$323,715.00 | \$199,607.70 | \$124,107.30 | 61.66 |
| 01 - General Fund | 026100 - Operation of Buildings | \$21,153.31 | \$0.00 | \$411,000.00 | \$369,061.20 | \$41,938.80 | 89.80 |
| 01 - General Fund | 026200 - Maintenance of Buildings | \$33,843.80 | \$993,400.00 | \$647,400.00 | \$388,213.55 | \$259,186.45 | 59.97 |
| 01 - General Fund | 026300 - Care and Upkeep of Grounds | \$492.09 | \$46,400.00 | \$46,400.00 | \$14,576.35 | \$31,823.65 | 31.41 |
| 01 - General Fund | 026400 - Care and Upkeep of Equipment | \$0.00 | \$50,000.00 | \$50,000.00 | \$15,927.63 | \$34,072.37 | 31.86 |
| 01 - General Fund | 026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles) | \$721.57 | \$20,000.00 | \$20,000.00 | \$11,613.31 | \$8,386.69 | 58.07 |
| 01 - General Fund | 027100 - Vehicle Operation and Purchasing - Regular Education | \$11,828.51 | \$374,000.00 | \$442,500.00 | \$410,073.65 | \$32,426.35 | 92.67 |
| 01 - General Fund | 027120 - Vehicle Operation and Purchasing - School Age SPED | \$1,658.38 | \$45,830.06 | \$45,830.06 | \$28,796.18 | \$17,033.88 | 62.83 |
| 01 - General Fund | 027220 - Monitoring Services - School Age SPED | \$596.72 | \$11,770.04 | \$11,770.04 | \$9,586.90 | \$2,183.14 | 81.45 |
| 01 - General Fund | 027300 - Vehicle Servicing and Maintenance - Regular Education | \$876.36 | \$16,000.00 | \$16,000.00 | \$17,704.47 | (\$1,704.47) | 110.65 |
| 01 - General Fund | 027320 - Vehicle Servicing and Maintenance - School Age SPED | \$366.81 | \$6,000.00 | \$6,000.00 | \$2,717.22 | \$3,282.78 | 45.29 |
| 01 - General Fund | 033000 - Community Services Operations | \$3,136.41 | \$33,685.00 | \$33,685.00 | \$36,464.85 | (\$2,779.85) | 108.25 |
| 01 - General Fund | 034001 - Categorical Grants from Corporations & Other Private Citizens | \$145.00 | \$0.00 | \$0.00 | \$6,464.33 | (\$6,464.33) | |
| 01 - General Fund | 034002 - Categorical Grants from Corporations & Other Private Citizens | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) | |
| 01 - General Fund | 035350 - High Ability Learners | \$391.76 | \$7,000.00 | \$7,000.00 | \$7,830.62 | (\$830.62) | 111.87 |
| 01 - General Fund | 035400 - State Early Childhood | \$0.00 | \$43,150.00 | \$43,150.00 | \$27,111.96 | \$16,038.04 | 62.83 |
| 01 - General Fund | 062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies | \$8,882.32 | \$123,900.00 | \$123,900.01 | \$107,344.14 | \$16,555.87 | 86.64 |

Wayne Public Schools

Rollup Report June 2021

| FUND | FUNCTION | Actuals (June 2021) | Adopted Budget | Current Budget | Actuals (YTD) | Available | % of Budget |
|-------------------|---|---------------------|------------------------|------------------------|-----------------------|-----------------------|-------------|
| 01 - General Fund | 062100 - Federal Services - Title I, Part A Accountability ESSA Improving Basic Programs Accountability | \$0.00 | \$0.01 | \$0.00 | \$0.00 | \$0.00 | |
| 01 - General Fund | 063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction | \$0.00 | \$19,000.01 | \$19,000.01 | \$18,319.00 | \$681.01 | 96.42 |
| 01 - General Fund | 064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four | \$1,214.25 | \$144,526.03 | \$144,526.03 | \$102,208.35 | \$42,317.68 | 70.72 |
| 01 - General Fund | 064060 - Federal Services - IDEA Preschool (619) Base Allocation | \$0.00 | \$0.01 | \$0.01 | \$0.00 | \$0.01 | 0.00 |
| 01 - General Fund | 064100 - Federal Services - IDEA Enrollment or Poverty (611) | \$0.00 | \$66,800.01 | \$66,800.01 | \$0.00 | \$66,800.01 | 0.00 |
| 01 - General Fund | 064120 - Federal Services - IDEA Part B Proportionate Share | \$0.00 | \$5,000.00 | \$5,000.00 | \$2,921.00 | \$2,079.00 | 58.42 |
| 01 - General Fund | 067000 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins) | \$2,996.00 | | \$0.00 | \$2,996.00 | (\$2,996.00) | |
| 01 - General Fund | 069250 - Federal Services - Title III ESSA - ELL | \$0.00 | \$11,000.00 | \$11,000.00 | \$0.00 | \$11,000.00 | 0.00 |
| 01 - General Fund | 069690 - Federal Services - Title IV, Part A ESSA | \$0.00 | \$10,000.00 | \$10,000.00 | \$10,705.00 | (\$705.00) | 107.05 |
| 01 - General Fund | 069960 - Elementary & Secondary School Emergency Relief (ESSR) | \$0.00 | | \$0.00 | \$1,747.97 | (\$1,747.97) | |
| 01 - General Fund | 069970 - CRRSA ESSER II - Elementary and Secondary Emergency Relief II | \$10,177.18 | | \$0.00 | \$263,086.47 | (\$263,086.47) | |
| 01 - General Fund | 080000 - Transfers (Outgoing) | \$0.00 | \$12,000.00 | \$12,000.00 | \$0.00 | \$12,000.00 | 0.00 |
| Sub Total | | \$807,750.99 | \$12,173,086.60 | \$12,173,086.60 | \$9,523,947.26 | \$2,649,139.34 | |

General Fund Bank Cash Balance

(Includes Qualified Capital Balance through 8/31/09)

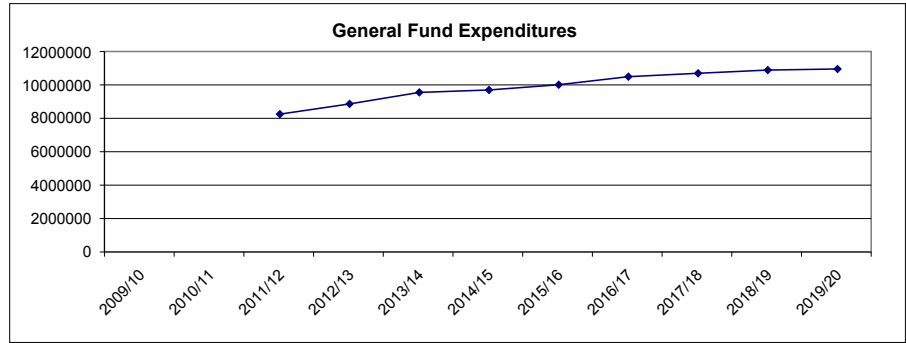
Beginning 2009, Depreciation and Int Bearing are included)

| | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Balance Gen Fund | 1,585,463.76 | 1,489,428.79 | 2,381,335.73 | 2,628,307.90 | 3,072,199.66 | 2,880,041.09 | 1,772,301.35 | 1,170,378.99 |
| -Qual Cap to 2010 Dep to 2018 | <u>273,698.95</u> | <u>285,864.58</u> | <u>264,126.12</u> | <u>283,975.81</u> | <u>279,510.11</u> | <u>208,659.61</u> | - | - |
| | 1,859,162.71 | 1,775,293.37 | 2,645,461.85 | 2,912,283.71 | 3,351,709.77 | 3,088,700.70 | 1,772,301.35 | 1,170,378.99 |
| September | | | | | | | | |
| Cash Receipts | 1,574,742.03 | 1,901,841.43 | 2,079,281.88 | 2,389,138.56 | 2,164,460.75 | 2,070,539.53 | 2,032,423.79 | 2,176,439.93 |
| Cash Expenditures | <u>699,795.78</u> | <u>749,897.82</u> | <u>770,340.43</u> | <u>784,463.93</u> | <u>861,764.76</u> | <u>868,981.32</u> | <u>936,028.95</u> | <u>931,542.53</u> |
| Month End Cash Balance | 2,460,410.01 | 2,641,372.40 | 3,690,277.18 | 4,232,982.53 | 4,374,895.65 | 4,081,599.30 | 2,868,696.19 | 2,415,276.39 |
| -Qual Cap to 2010 Dep to 2018 | <u>271,786.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>279,510.11</u> | <u>208,659.61</u> | | |
| | 2,732,196.56 | 2,927,236.98 | 3,952,734.30 | 4,516,958.34 | 4,654,405.76 | 4,290,258.91 | 2,868,696.19 | 2,415,276.39 |
| End Check Acct Balance | | | | | | | | |
| October | | | | | | | | |
| Cash Receipts | 922,326.61 | 705,820.41 | 342,338.19 | 539,961.39 | 632,890.14 | 390,868.24 | 590,673.84 | 659,454.01 |
| Cash Expenditures | <u>780,667.00</u> | <u>784,224.80</u> | <u>808,854.94</u> | <u>808,447.45</u> | <u>826,275.75</u> | <u>853,726.95</u> | <u>893,526.18</u> | <u>897,048.58</u> |
| Month End Cash Balance | 2,602,069.62 | 2,562,968.01 | 3,223,760.43 | 3,964,496.47 | 4,181,510.04 | 3,618,740.59 | 2,565,843.85 | 2,177,681.82 |
| -Qual Cap to 2010 Dep to 2018 | <u>271,786.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>251,319.11</u> | <u>208,659.61</u> | | |
| | 2,873,856.17 | 2,848,832.59 | 3,486,217.55 | 4,248,472.28 | 4,432,829.15 | 3,827,400.20 | 2,565,843.85 | 2,177,681.82 |
| End check Acct Balance | | | | | | | | |
| November | | | | | | | | |
| Cash Receipts | 256,136.20 | 283,261.27 | 276,900.56 | 152,010.85 | 301,034.31 | 144,747.59 | 148,672.91 | 189,339.89 |
| Cash Expenditures | <u>805,845.22</u> | <u>891,905.56</u> | <u>897,974.59</u> | <u>1,034,561.56</u> | <u>1,024,178.04</u> | <u>1,058,002.01</u> | <u>1,026,118.38</u> | <u>1,110,649.89</u> |
| End Chk Acct Balance | 2,052,360.60 | 1,954,323.72 | 2,602,686.40 | 3,081,945.76 | 3,458,366.31 | 2,705,486.17 | 1,688,398.38 | 1,256,371.82 |
| -Qual Cap to 2010 Dep to 2018 | <u>271,786.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>237,001.86</u> | <u>208,659.61</u> | | |
| | 2,324,147.15 | 2,240,188.30 | 2,865,143.52 | 3,365,921.57 | 3,695,368.17 | 2,914,145.78 | 1,688,398.38 | 1,256,371.82 |
| End Chk Acct Balance | | | | | | | | |
| December | | | | | | | | |
| Cash Receipts | 281,901.30 | 318,816.73 | 183,565.85 | 248,227.51 | 167,658.14 | 352,086.99 | 185,317.66 | 170,821.39 |
| Cash Expenditures | <u>742,576.59</u> | <u>771,307.96</u> | <u>781,020.54</u> | <u>794,564.23</u> | <u>817,475.27</u> | <u>893,399.65</u> | <u>920,082.83</u> | <u>903,917.26</u> |
| Month End Cash Balance | 1,591,685.31 | 1,501,832.49 | 2,005,231.71 | 2,535,609.04 | 2,808,549.18 | 2,164,173.51 | 953,633.21 | 523,275.95 |
| -Qual Cap to 2010 Dep to 2018 | <u>271,786.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>233,965.92</u> | | | |
| | 1,863,471.86 | 1,787,697.07 | 2,267,688.83 | 2,819,584.85 | 3,042,515.10 | | | |
| End Chk Acct Balance | | | | | | | | |
| January | | | | | | | | |
| Cash Receipts | 1,434,923.24 | 1,865,042.00 | 1,904,482.24 | 1,758,387.98 | 1,600,378.84 | 1,405,040.11 | 1,444,210.92 | 1,506,032.72 |
| Cash Expenditures | <u>857,283.76</u> | <u>861,675.54</u> | <u>811,692.06</u> | <u>896,957.50</u> | <u>846,506.33</u> | <u>857,572.22</u> | <u>882,259.48</u> | <u>868,868.38</u> |
| Month End Total | 2,169,324.79 | 2,505,198.95 | 3,098,021.89 | 3,397,039.52 | 3,562,421.69 | 2,711,641.40 | 1,515,584.65 | 1,160,440.29 |
| -Qual Cap to 2010 Dep to 2018 | <u>271,786.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>233,965.92</u> | | | |
| | 2,441,111.34 | 2,791,063.53 | 3,360,479.01 | 3,681,015.33 | 3,796,387.61 | | | |
| End Chk Acct Balance | | | | | | | | |
| February | | | | | | | | |
| Cash Receipts | 620,761.06 | 716,588.06 | 661,182.53 | 789,776.06 | 796,399.95 | 564,395.79 | 742,250.21 | 604,793.61 |
| Cash Expenditures | <u>752,725.07</u> | <u>759,230.29</u> | <u>889,961.02</u> | <u>899,588.08</u> | <u>1,002,823.90</u> | <u>976,953.80</u> | <u>897,779.93</u> | <u>868,434.42</u> |
| Month End Total | 2,037,360.78 | 2,462,556.72 | 2,869,243.40 | 3,287,227.50 | 3,355,997.74 | 2,299,083.39 | 1,360,054.93 | 896,799.48 |
| -Qual Cap to 2010 Dep to 2018 | <u>208,706.55</u> | <u>285,864.58</u> | <u>262,457.12</u> | <u>283,975.81</u> | <u>233,965.92</u> | | | |
| | 2,246,067.33 | 2,748,421.30 | 3,131,700.52 | 3,571,203.31 | 3,589,963.66 | | | |
| End Chk Acct Balance | | | | | | | | |

| | | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| March | | | | | | | | |
| Cash Receipts | 445,480.88 | 601,244.39 | 467,981.80 | 546,787.36 | 505,316.58 | 498,500.80 | 654,502.30 | 608,803.83 |
| Cash Expenditures | <u>777,883.01</u> | <u>754,360.93</u> | <u>824,769.35</u> | <u>793,112.90</u> | <u>799,409.70</u> | <u>810,096.43</u> | <u>927,120.20</u> | <u>816,973.30</u> |
| Month End Total | 1,704,958.65 | 2,309,440.18 | 2,512,455.85 | 3,040,901.96 | 3,061,904.62 | 1,987,487.76 | 1,087,437.03 | 688,630.01 |
| -Qual Cap to 2010 Dep to 2018 | 208,706.55 | 285,864.58 | 262,457.12 | 283,975.81 | 233,965.92 | | | |
| End Chk Acct Balance | 1,913,665.20 | 2,595,304.76 | 2,774,912.97 | 3,324,877.77 | 3,295,870.54 | | | |
| April | | | | | | | | |
| Cash Receipts | 418,470.73 | 482,389.43 | 401,911.22 | 472,010.44 | 576,145.18 | 460,516.61 | 509,610.36 | 635,634.67 |
| Cash Expenditures | <u>818,417.96</u> | <u>858,547.93</u> | <u>883,917.19</u> | <u>900,153.47</u> | <u>770,451.88</u> | <u>828,378.82</u> | <u>826,888.68</u> | <u>943,996.02</u> |
| Month End Total | 1,305,011.42 | 1,933,281.68 | 2,030,449.88 | 2,612,758.93 | 2,867,597.92 | 1,619,625.55 | 770,158.71 | 380,268.66 |
| -Qual Cap to 2010 Dep to 2018 | 194,772.92 | 276,864.58 | 262,451.12 | 283,975.81 | 233,965.92 | | | |
| End Chk Acct Balance | 1,499,784.34 | 2,210,146.26 | 2,292,901.00 | 2,896,734.74 | 3,101,563.84 | | | |
| May | | | | | | | | |
| Cash Receipts | 2,498,696.02 | 2,648,551.21 | 2,462,495.13 | 2,325,525.95 | 2,297,523.79 | 2,665,006.46 | 3,341,112.96 | 3,264,238.39 |
| Cash Expenditures | <u>736,135.45</u> | <u>742,221.16</u> | <u>757,324.38</u> | <u>840,947.23</u> | <u>1,049,245.47</u> | <u>1,074,728.38</u> | <u>937,444.35</u> | <u>1,379,090.35</u> |
| Month End Total | 3,067,571.99 | 3,839,611.73 | 3,735,620.63 | 4,097,337.65 | 4,115,876.24 | 3,209,903.63 | 3,173,827.32 | 2,265,416.70 |
| -Qual Cap to 2010 Dep to 2018 | 166,374.52 | 276,564.28 | 238,062.10 | 283,975.81 | 233,965.92 | | | |
| End Chk Acct Balance | 3,233,946.51 | 4,116,476.01 | 3,973,682.73 | 4,381,313.46 | 4,349,842.16 | | | |
| June | | | | | | | | |
| Cash Receipts | 791,233.86 | 781,685.78 | 1,231,067.50 | 1,389,240.76 | 1,088,957.55 | 934,839.52 | 343,740.41 | 823,668.43 |
| Cash Expenditure | <u>814,811.45</u> | <u>787,943.27</u> | <u>805,837.02</u> | <u>841,703.12</u> | <u>822,606.96</u> | <u>829,381.31</u> | <u>843,548.45</u> | <u>807,538.76</u> |
| Month End Total | 3,043,994.40 | 3,833,354.24 | 4,160,851.11 | 4,644,875.29 | 4,382,226.83 | 3,315,361.84 | 2,674,019.28 | 2,281,546.37 |
| -Qual Cap to 2010 Dep to 2018 | 166,374.52 | 276,564.58 | 237,256.50 | 233,707.37 | 158,659.61 | | | |
| End Chk Acct Balance | 3,210,368.92 | 4,109,918.82 | 4,398,107.61 | 4,878,582.66 | 4,540,886.44 | | | |
| July | | | | | | | | |
| Cash Receipts | 74,408.52 | 138,536.92 | 130,949.53 | 166,613.97 | 174,917.61 | 123,433.81 | 181,177.06 | |
| Cash Expenditures | <u>791,387.78</u> | <u>805,292.30</u> | <u>902,920.20</u> | <u>1,005,178.81</u> | <u>926,970.47</u> | <u>925,075.10</u> | <u>1,064,956.23</u> | |
| Month End Total | 2,327,015.14 | 3,166,598.86 | 3,388,880.44 | 3,806,310.45 | 3,630,173.97 | 2,513,720.55 | 1,790,240.11 | 2,281,546.37 |
| -Qual Cap to 2010 Dep to 2018 | 135,864.58 | 268,574.99 | 228,712.81 | 229,510.11 | 158,659.61 | | | |
| End Chk Acct Balance | 2,462,879.72 | 3,435,173.85 | 3,617,593.25 | 4,035,820.56 | 3,788,833.58 | | | |
| August | | | | | | | | |
| Cash Receipts | 143,913.82 | 143,292.77 | 143,931.34 | 159,624.44 | 143,342.54 | 177,787.62 | 178,321.82 | |
| Cash Expenditures | <u>981,500.17</u> | <u>928,555.90</u> | <u>904,503.88</u> | <u>893,735.23</u> | <u>893,475.42</u> | <u>919,207.09</u> | <u>798,182.94</u> | |
| Month End Total | 1,489,428.79 | 2,381,335.73 | 2,628,307.90 | 3,072,199.66 | 2,880,041.09 | 1,772,301.08 | 1,170,378.99 | 2,281,546.37 |
| -Qual Cap to 2010 Dep to 2018 | 285,864.58 | 264,126.12 | 283,975.81 | 279,510.11 | 208,659.61 | | | |
| End Chk Acct Balance | 1,775,293.37 | 2,645,461.85 | 2,912,283.71 | 3,351,709.77 | 3,088,700.70 | | | |
| Total GF Cash Receipts for Year | | | | | | | | |
| | 9,462,994.27 | 10,587,070.40 | 10,286,087.77 | 10,937,305.27 | 10,449,025.38 | 9,787,763.07 | 10,352,014.24 | 10,639,226.87 |
| | 0.03 | 0.12 | (0.03) | 0.06 | (0.04) | (0.06) | 0.06 | |

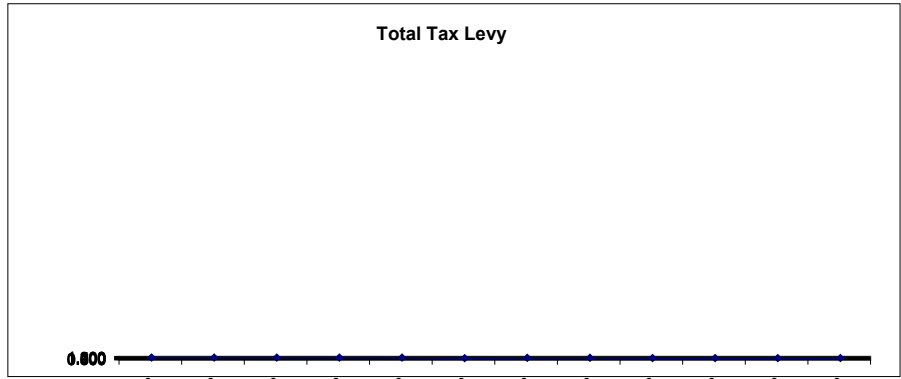
General Fund Expenditures

| Year | Expenditures | Dollar Change | % Change |
|----------------|-----------------|---------------|--------------|
| 2009/10 | | | |
| 2010/11 | | | |
| 2011/12 | \$8,249,199.13 | 8,249,199 | #DIV/0! |
| 2012/13 | \$8,862,218.58 | 613,019 | 7.43% |
| 2013/14 | \$9,550,619.43 | 688,401 | 7.77% |
| 2014/15 | \$9,696,165.54 | 145,546 | 1.52% |
| 2015/16 | \$10,010,552.00 | 314,386 | 3.24% |
| 2016/17 | \$10,492,965.00 | 482,413 | 4.82% |
| 2017/18 | \$10,695,495.00 | 202,530 | 1.93% |
| 2018/19 | \$10,888,676.00 | 193,181 | 1.81% |
| 2019/20 | \$10,952,752.00 | 64,076 | 0.59% |
| Average | | | 3.64% |



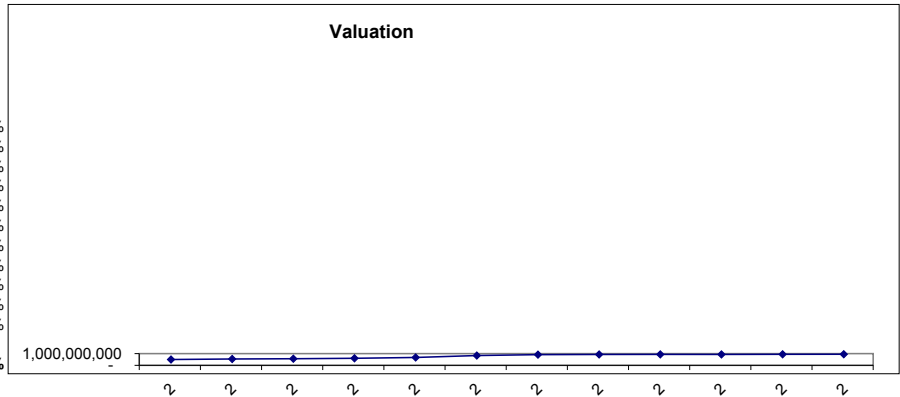
Total Tax Levy

| Year | Total Levy | Dollar Change | % Change |
|----------------|------------|---------------|---------------|
| 2009/10 | 1.186 | | |
| 2010/11 | 1.187 | 0.00 | 0.08% |
| 2011/12 | 1.180 | -0.01 | -0.59% |
| 2012/13 | 1.180 | 0.00 | 0.00% |
| 2013/14 | 1.177 | 0.00 | -0.25% |
| 2014/15 | 1.008 | -0.17 | -14.36% |
| 2015/16 | 1.097 | 0.09 | 8.83% |
| 2016/17 | 1.127 | 0.03 | 2.73% |
| 2017/18 | 1.036 | -0.09 | -8.07% |
| 2018/19 | 1.039 | 0.00 | 0.29% |
| 2019/20 | 1.028 | -0.01 | -1.06% |
| 2020/21 | 1.049 | 0.02 | 2.04% |
| Average | | | -1.24% |



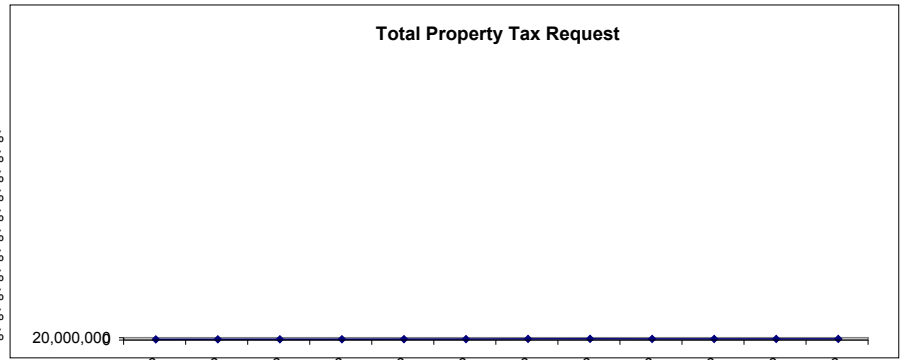
Valuation

| Year | Valuation | Dollar Change | % Change |
|----------------|-------------|---------------|--------------|
| 2009/10 | 496,789,588 | | |
| 2010/11 | 541,352,089 | 44,562,501 | 8.97% |
| 2011/12 | 563,489,478 | 22,137,389 | 4.09% |
| 2012/13 | 601,213,303 | 37,723,825 | 6.69% |
| 2013/14 | 671,730,054 | 70,516,751 | 11.73% |
| 2014/15 | 835,569,792 | 163,839,738 | 24.39% |
| 2015/16 | 912,108,473 | 76,538,681 | 9.16% |
| 2016/17 | 928,117,634 | 16,009,161 | 1.76% |
| 2017/18 | 933,622,310 | 5,504,676 | 0.59% |
| 2018/19 | 930,575,568 | -3,046,742 | -0.33% |
| 2019/20 | 940,972,248 | 10,396,680 | 1.12% |
| 2020/21 | 946,483,881 | 5,511,633 | 0.59% |
| Average | | | 6.25% |



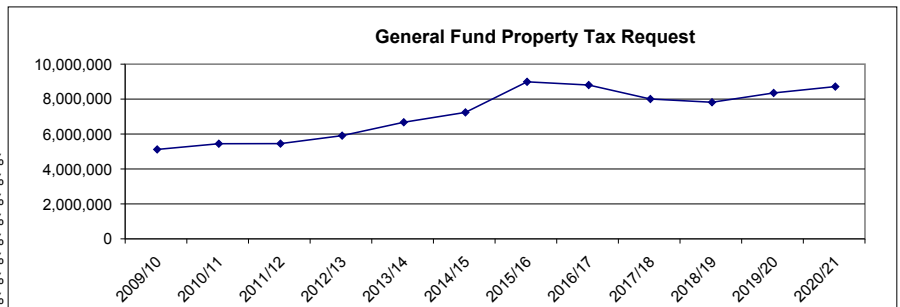
Total Property Tax Request

| Year | Tax Request | Dollar Change | % Change |
|---------|-------------|---------------|----------|
| 2009/10 | 5,893,104 | | |
| 2010/11 | 6,424,993 | 531,889 | 9.03% |
| 2011/12 | 6,651,482 | 226,489 | 3.53% |
| 2012/13 | 7,096,547 | 445,066 | 6.69% |
| 2013/14 | 7,904,061 | 807,513 | 11.38% |
| 2014/15 | 8,425,494 | 521,433 | 6.60% |
| 2015/16 | 10,003,535 | 1,578,041 | 18.73% |
| 2016/17 | 10,463,372 | 459,837 | 4.60% |
| 2017/18 | 9,673,639 | -789,733 | -7.55% |
| 2018/19 | 9,672,985 | -654 | -0.01% |
| 2019/20 | 9,672,984 | -1 | 0.00% |
| 2020/21 | 9,889,754 | 216,770 | 2.24% |



General Fund Property Tax Request

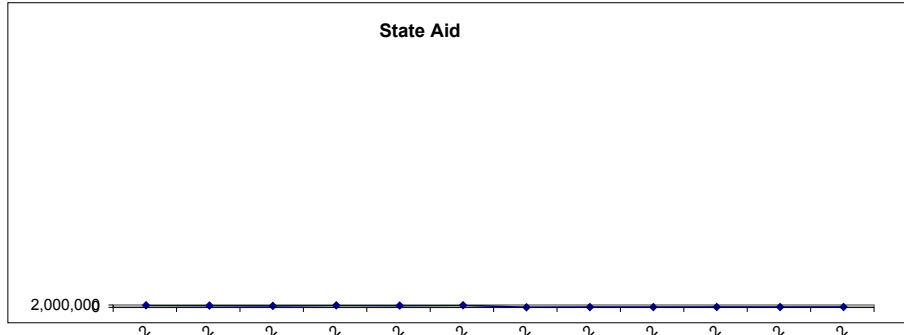
| Year | Tax Request | Dollar Change | % Change |
|---------|-------------|---------------|----------|
| 2009/10 | 5,118,448 | | |
| 2010/11 | 5,445,323 | 326,875 | |
| 2011/12 | 5,451,385 | 6,062 | 0.11% |
| 2012/13 | 5,907,625 | 456,241 | 8.37% |
| 2013/14 | 6,674,242 | 766,617 | 12.98% |
| 2014/15 | 7,238,893 | 564,651 | 8.46% |
| 2015/16 | 8,989,163 | 1,750,270 | 24.18% |
| 2016/17 | 8,804,768 | -184,394 | -2.05% |
| 2017/18 | 8,005,029 | -799,739 | -9.08% |
| 2018/19 | 7,818,916 | -186,112 | -2.32% |



| | | | |
|---------|-----------|---------|-------|
| 2019/20 | 8,352,194 | 533,278 | 6.82% |
| 2020/21 | 8,715,835 | 363,641 | 4.35% |

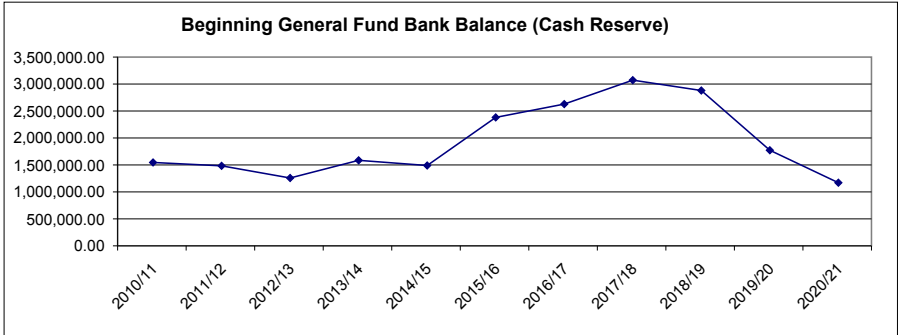
State Aid

| Year | State Aid | Dollar Change | % Change |
|---------|-----------|---------------|----------|
| 2009/10 | 1,760,115 | | |
| 2010/11 | 1,531,607 | -228,508 | -12.98% |
| 2011/12 | 1,235,210 | -296,397 | -19.35% |
| 2012/13 | 1,713,922 | 478,712 | 38.76% |
| 2013/14 | 1,520,090 | -193,832 | -11.31% |
| 2014/15 | 1,797,242 | 277,152 | 18.23% |
| 2015/16 | 37,054 | -1,760,188 | -97.94% |
| 2016/17 | 231,357 | 194,303 | 524.38% |
| 2017/18 | 218,522 | -12,835 | -5.55% |
| 2018/19 | 279,153 | 60,631 | 27.75% |
| 2019/20 | 259,224 | -19,929 | -7.14% |
| 2020/21 | 304,830 | 45,606 | 17.59% |



Beginning General Fund Bank Balance (Cash Reserve)

| Year | Bank Balance | Dollar Change | % Change |
|---------|--------------|---------------|----------|
| 2010/11 | 1,545,930.71 | | |
| 2011/12 | 1,483,337.01 | -62,594 | -4.05% |
| 2012/13 | 1,257,959.06 | -225,378 | -15.19% |
| 2013/14 | 1,585,463.76 | 327,505 | 26.03% |
| 2014/15 | 1,489,428.79 | -96,035 | -6.06% |
| 2015/16 | 2,381,335.73 | 891,907 | 59.88% |
| 2016/17 | 2,628,307.90 | 246,972 | 10.37% |
| 2017/18 | 3,072,199.66 | 443,892 | 16.89% |
| 2018/19 | 2,880,041.09 | -192,159 | -6.25% |
| 2019/20 | 1,772,301.35 | -1,107,740 | -38.46% |
| 2020/21 | 1,170,378.99 | -601,922 | -33.96% |



Current Cash Balance Report

ALL Data

Arranged by:

Date: 04/01/2021 thru 06/30/2021

Group ID and Activity Number

| Activity Number and Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|--|------------------|------------------|------------------|------------------|------------------|
| A SPORTS | | | | | |
| 1005 ATHLETIC | 8,542.85 | 17,732.00 | 25,569.22 | 0.00 | 705.63 |
| 1006 ATHLETIC/STRENGTH & CONDITIONING | 632.06 | 0.00 | 299.99 | 0.00 | 332.07 |
| 1007 BASEBALL | 7,282.72 | 411.00 | 5,992.84 | 0.00 | 1,700.88 |
| 1009 BOWLING | 0.00 | 1,225.00 | 170.00 | 0.00 | 1,055.00 |
| 1010 BOYS BASKETBALL | 5,036.72 | 0.00 | 975.00 | 0.00 | 4,061.72 |
| 1011 GIRLS BASKETBALL | 353.12 | 1,180.00 | 1,125.00 | 0.00 | 408.12 |
| 1015 FOOTBALL | 1,111.85 | 0.00 | 0.00 | 0.00 | 1,111.85 |
| 1016 BOYS GOLF | 961.54 | 0.00 | 35.25 | 0.00 | 926.29 |
| 1017 GIRLS GOLF | 581.51 | 0.00 | 0.00 | 0.00 | 581.51 |
| 1019 SOFTBALL | 297.18 | 0.00 | 0.00 | 0.00 | 297.18 |
| 1020 TRACK/CROSS COUNTRY | 11,610.53 | 10,194.00 | 7,078.68 | -1,104.91 | 13,620.94 |
| 1025 VOLLEYBALL | 9,736.28 | 1,125.00 | 880.00 | 0.00 | 9,981.28 |
| 1030 WRESTLING | 4,265.51 | 610.00 | 2,687.63 | 0.00 | 2,187.88 |
| A SPORTS Totals: | 50,411.87 | 32,477.00 | 44,813.61 | -1,104.91 | 36,970.35 |
| B CLUBS & ORGANIZATIONS | | | | | |
| 1503 AMBASSADORS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1505 ANNUAL | 6,228.34 | 2,110.00 | 4,418.70 | 0.00 | 3,919.64 |
| 1506 ART CLUB | 382.95 | 0.00 | 79.99 | 0.00 | 302.96 |
| 1510 CLOSE-UP | 464.58 | 0.00 | 0.00 | 0.00 | 464.58 |
| 1511 FCCLA | 1,148.15 | 250.00 | 202.28 | 0.00 | 1,195.87 |
| 1512 FFA | 13,326.27 | 917.06 | 4,032.70 | 0.00 | 10,210.63 |
| 1514 FBLA | 2,600.25 | 0.00 | 0.00 | 0.00 | 2,600.25 |
| 1515 JH W.E.B. (WHERE EVERYONE BELONGS) | 2,540.43 | 871.00 | 1,849.75 | 0.00 | 1,561.68 |
| 1520 GERMAN CLUB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1521 MOCK TRIAL | 329.39 | 0.00 | 0.00 | 0.00 | 329.39 |
| 1525 NATIONAL HONOR SOCIETY | 2,357.25 | 0.00 | 385.00 | 0.00 | 1,972.25 |
| 1528 SCIENCE CLUB | 280.98 | 0.00 | 0.00 | 0.00 | 280.98 |
| 1530 SPANISH CLUB | 4,616.31 | 0.00 | 0.00 | 0.00 | 4,616.31 |
| 1535 SPEECH/DRAMA CLUB | 739.69 | 4,491.19 | 2,565.99 | -500.00 | 2,164.89 |
| 1540 STUDENT COUNCIL | 1,883.04 | 514.35 | 376.45 | 0.00 | 2,020.94 |
| 1545 W CLUB | 3,385.90 | 0.00 | 0.00 | 0.00 | 3,385.90 |
| B CLUBS & ORGANIZATIONS Totals: | 40,283.53 | 9,153.60 | 13,910.86 | -500.00 | 35,026.27 |
| C GRADUATING CLASSES | | | | | |
| 2008 CLASS OF 1997 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2009 CLASS OF 1998 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2010 CLASS OF 1999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2011 CLASS OF 2000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2012 CLASS OF 2001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2013 CLASS OF 2002 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2014 CLASS OF 2003 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2015 CLASS OF 2004 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2016 CLASS OF 2005 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2017 CLASS OF 2006 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2018 CLASS OF 2007 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2019 CLASS OF 2008 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2020 CLASS OF 2009 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2021 CLASS OF 2010 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2022 CLASS OF 2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2023 CLASS OF 2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2024 CLASS OF 2013 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2025 CLASS OF 2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2026 CLASS OF 2015 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Current Cash Balance Report

ALL Data

Date: 04/01/2021 thru 06/30/2021

Arranged by:
Group ID and Activity Number

| Activity Number and Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|--|-------------------|---------------|-----------------|-----------------|-------------------|
| 2027 CLASS OF 2016 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2028 CLASS OF 2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2029 CLASS OF 2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2030 CLASS OF 2019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2031 CLASS OF 2020 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2032 CLASS OF 2021 | 2,107.32 | 0.00 | 663.00 | -500.00 | 944.32 |
| 2033 CLASS OF 2022 | 652.20 | 525.00 | 0.00 | 0.00 | 1,177.20 |
| 2034 CLASS OF 2023 | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| 2035 CLASS OF 2024 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C GRADUATING CLASSES Totals: | 2,759.52 | 525.00 | 1,163.00 | 0.00 | 2,121.52 |
| D ACADEMIC CLUBS | | | | | |
| 2505 BAND | 2,900.46 | 748.00 | 873.81 | 0.00 | 2,774.65 |
| 2510 ELEMENTARY STRINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2515 CHOIR | 2,704.72 | 0.00 | 0.00 | 0.00 | 2,704.72 |
| D ACADEMIC CLUBS Totals: | 5,605.18 | 748.00 | 873.81 | 0.00 | 5,479.37 |
| E DISTRICT MONIES | | | | | |
| 3010 DRIVERS EDUCATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E DISTRICT MONIES Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| F ATHLETIC SUPPORT GROUPS | | | | | |
| 3505 CHEERLEADERS | 1,590.80 | 272.50 | 0.00 | 0.00 | 1,863.30 |
| 3510 CONCESSIONS | 9,145.97 | 131.25 | 386.70 | 1,190.83 | 10,081.35 |
| 3512 DANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3515 POPPER FUND | 2,310.20 | 0.00 | 0.00 | 0.00 | 2,310.20 |
| F ATHLETIC SUPPORT GROUPS Totals: | 13,046.97 | 403.75 | 386.70 | 1,190.83 | 14,254.85 |
| G GRANTS | | | | | |
| 4005 AWARE GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4010 DRUG FREE GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4050 NMSI GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| G GRANTS Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| H VOCATIONAL ORGANIZATIONS | | | | | |
| 4505 INDUSTRIAL ARTS | 114.51 | 0.00 | 0.00 | 0.00 | 114.51 |
| 4510 POWER DRIVE PROGRAM | 3,704.35 | 780.00 | 1,824.92 | 0.00 | 2,659.43 |
| H VOCATIONAL ORGANIZATIONS Totals: | 3,818.86 | 780.00 | 1,824.92 | 0.00 | 2,773.94 |
| I INVESTMENT | | | | | |
| 5005 SAVINGS ACCOUNT | -14,999.93 | 0.00 | 0.00 | 0.00 | -14,999.93 |
| 5010 INTEREST ON CHECKING ACCT. | 2,707.05 | 0.00 | 0.00 | 0.00 | 2,707.05 |
| I INVESTMENT Totals: | -12,292.88 | 0.00 | 0.00 | 0.00 | -12,292.88 |
| J MISCELLANEOUS | | | | | |
| 5505 BLUE DEVIL "BUCKS" | 4.86 | 0.00 | 0.00 | 0.00 | 4.86 |
| 5508 DINNER THEATER | 411.97 | 0.00 | 0.00 | 0.00 | 411.97 |
| 5510 DISPENSER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5512 EMPORIUM | 2,679.27 | 385.00 | 1,082.46 | 0.00 | 1,981.81 |
| 5515 GRADES K-6 | 8,381.14 | 35,063.28 | 24,340.92 | 0.00 | 19,103.50 |
| 5517 HAL/FUTURE CITY | 707.26 | 0.00 | 0.00 | 0.00 | 707.26 |
| 5520 HS LIBRARY | 2,447.21 | 751.11 | 0.00 | 0.00 | 3,198.32 |
| 5524 MID-STATE CONFERENCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5525 MENTOR TEACHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5530 MUSICAL | 22,324.81 | 3,104.00 | 2,139.44 | 500.00 | 23,789.37 |
| 5533 NORTHEAST COMMUNITY COLLEGE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5535 PADLOCK | 81.10 | 0.00 | 0.00 | 0.00 | 81.10 |
| 5536 STUDENT ASSISTANCE | 3,006.58 | 20.00 | 28.95 | 0.00 | 2,997.63 |
| 5537 SPED - TRANSITION (FORMERLY RESOURCE) | 6,173.99 | 2,430.50 | 1,361.24 | -85.92 | 7,157.33 |
| 5538 SIB SHOP | 1,329.86 | 0.00 | 0.00 | 0.00 | 1,329.86 |

ALL Data

Current Cash Balance Report

Date: 04/01/2021 thru 06/30/2021

Arranged by:
Group ID and Activity Number

| Activity Number and Name | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |
|--------------------------------|-------------------|-------------------|-------------------|---------------|-------------------|
| 5540 SPECIAL OLYMPICS | 233.85 | 0.00 | 0.00 | 0.00 | 233.85 |
| 5544 STAFF SUPPORT SERVICES | 17,164.87 | 170.84 | 8,715.98 | 0.00 | 8,619.73 |
| 5545 TAB | 21.26 | 0.00 | 0.00 | 0.00 | 21.26 |
| 5550 POP MACHINE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5580 WSC #431 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5600 STUDENT FEE FUND | 106.00 | 17,575.00 | 0.00 | 0.00 | 17,681.00 |
| 5605 STUDENT FEES/CHROMEBOOKS | 8,390.21 | 484.95 | 0.00 | 0.00 | 8,875.16 |
| J MISCELLANEOUS Totals: | 73,464.24 | 59,984.68 | 37,668.99 | 414.08 | 96,194.01 |
| K MIDDLE GRADES | | | | | |
| 6005 JUNIOR HIGH SCHOOL | 45.21 | 0.00 | 37.84 | 0.00 | 7.37 |
| 6010 MS LIBRARY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6012 JH SCIENCE | 102.00 | 0.00 | 0.00 | 0.00 | 102.00 |
| 6015 MS STUDENT COUNCIL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6020 MS YEARBOOK | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| K MIDDLE GRADES Totals: | 147.21 | 0.00 | 37.84 | 0.00 | 109.37 |
| Report Totals: | 177,244.50 | 104,072.03 | 100,679.73 | 0.00 | 180,636.80 |